

BISHOP LARKIN CATHOLIC SCHOOL

PRINCIPAL: SR. REGINA OZUZU, HHCJ
ASSISTANT PRINCIPAL: MRS. SYLVIA PETERS

8408 MONARCH DRIVE
PORT RICHEY, FL 34668
TEL 727-862-6981
FAX 727-869-9893
www.bishoplarkin.org
Est. 1989



PARENT – STUDENT HANDBOOK

OFFICE OF CATHOLIC SCHOOLS
DIOCESE OF ST. PETERSBURG

PARENT - STUDENT HANDBOOK
“Act justly, love tenderly, walk humbly with God.” (Micah 6:8)

MISSION STATEMENT

Bishop Larkin Catholic School honors our past, embraces our present, and envisions the future in a Christ-centered learning environment that fosters spiritual and academic growth. We work in partnership with our parents and parish communities to inspire students to flourish in the Catholic traditions of compassion, service, and leadership.

BISHOP LARKIN CATHOLIC SCHOOL’S BELIEF STATEMENTS:

1. *Bishop Larkin Catholic School believes that each student is a unique child of God, whose spiritual growth is nourished through prayer, liturgies, and celebrations of the sacraments.*
2. *We believe that our parents, pastors, principal, teachers, students, and parishioners all share responsibility for the mission of the school.*
3. *We believe that an ongoing evaluation and improvements to the curriculum promote the religious and academic education of the whole child.*
4. *Through respect, communication, and hands-on activities, Bishop Larkin Catholic School provides a safe and nurturing learning environment. Students are challenged to demonstrate an understanding of knowledge and skills across the curriculum for their continued education and future development.*
5. *Through character development and participation in community and global service projects, students respond to the needs of their brothers and sisters in Christ, preparing them for their future roles as faith-filled Christian citizens.*

PHILOSOPHY

Bishop Larkin Catholic School dedicates itself to the mission of educating students within a Christian framework following guidelines of the Church and the Diocese of Saint Petersburg. These guidelines, founded on the love of Jesus Christ, are infused into all areas of the curriculum. This love flows as a river of peace uniting students, educators, and parents. Bishop Larkin Catholic School is committed to spiritual growth, academic excellence, and personal development, challenging each student to become a life-long learner. Through the acquisition and use of technology, the faculty endeavors to bring its students into the twenty-first century.

The faculty and administration are aware that all children are unique. Accordingly, our curriculum reflects the teaching strategies of both inductive and deductive reasoning and their associated learning skills. Interactions among teachers, parents, and students are demonstrated in creative approaches to religion, social studies, language arts, mathematics, science, the fine arts, music, and physical education, as well as extra- curricular activities.

Bishop Larkin Catholic School seeks to provide an environment that embodies the four hallmarks of Catholic education: message, community, service, and prayer. Daily prayer and weekly Mass provide nourishment and outward expression for the spiritual growth and development of the school community. Spiritual and intellectual growth and development are implemented in all class settings. We strive to provide our students with a deep sense of faith, responsibility, and commitment of service to both our local and global communities.

ACCREDITATION

The Florida Catholic Conference (FCC) whose accrediting practices are approved by the Southern Association of Colleges and Schools (SACS) accredits Bishop Larkin Catholic School. The school is likewise a member of the National Catholic Education Association. (NCEA)

ADMISSION POLICY

The open admission policy of the Catholic Schools of the Diocese of Saint Petersburg clearly states that no person can be discriminated against on the grounds of race, color, national or ethnic origin in administration of educational and admission policies, scholarship and loan programs, athletic and other school administered programs. Bishop Larkin Catholic School welcomes students of other faiths; however, curriculum expectations remain the same as Catholic Students and have limited offerings of specialized programs to meet the special needs of certain students. All students going into the EC-3 and VPK programs must be 3 and 4 years of age by September 1. Kindergarten students must be 5 years of age on or before September 1. New first grade students must be 6 years old on or before September 1, and have successfully completed an approved kindergarten program. A physical examination is required when a student enters school for the first time. Age must be verified by a birth certificate. Immunization records must be complete and kept up to date. A copy of the Baptismal certificate is required for Catholic students. Each child must have a Social Security number on file. In situations of custodial stipulations, a copy of the official court document is required for the file and the signature of legal custodial parents/guardians is required on application or withdrawal documents.

As you have made your decision of entering and registering your child/ren in our Catholic school, please be aware of the expectations for each family:

1. That the catholic family is active participants in the catholic faith and is registered at a local church.
2. That member of Catholic churches other than our six affiliated parishes must obtain a letter from their pastor stating that they are registered, supporting members of the parish.
3. That tuition payment is made in a timely manner in accordance with the tuition policy described in this handbook.
4. That parents and students adhere to Student-Parent Handbook and be aware of the rules, regulations, and policies of Bishop Larkin Catholic School.

ANTI-DISCRIMINATION POLICY

Bishop Larkin Catholic School, a member of the Diocese of St. Petersburg, restates their open admission policy. Namely that no person on the grounds of race, color, national or ethnic origin is discriminated against in admission or in receiving services in any school operated by them. Nor do they hire or assign staff based on race, color, national or ethnic origin of the individuals they are to serve.

POLICY AND PROCEDURES

The Superintendent has the final decision-making authority. Suggestions for changes in policy may be generated from the faculty and staff, parents, students. A discussion and research into the issue is conducted with the faculty to determine if the issue is viable. The principal brings the suggestion to the diocesan school office based on the recommendation of the administration and faculty. Depending upon the issue, discussion and research may ensue with the diocesan school office. A recommendation is made to the superintendent. Decision on the policy issue is then finalized in consultation with the principal. The principal with the school staff determines procedural issues.

RESPONSIBILITY

Parents have been entrusted with the responsibility to educate their children. In order to assist you in this function, we require your cooperation in affording each child the best possible venue for growing and learning. Parents are responsible for having their children at school on time, in full uniform, well-rested, having had breakfast, and ready to begin class with appropriate supplies and a lunch. Students are responsible to come to class every day, prepared with homework, necessary school supplies and all their books. The school will furnish all the books except personal Bibles. School supply lists are

posted on our website. Students in grades 2-8 are required to utilize a BLCS Premier Agenda planner. Students who do not have necessary materials in class to do their work (pen, paper, pencils, eraser-mate, texts, etc.) may lose credit for work that cannot be completed without such materials.

REGISTRATION AND ANNUAL APPLICATION

Application (renewable each year) takes place second semester. Annual fees (non-refundable and not applied toward tuition) cover rentals of hardcover and consumable books, student insurance, and standardized testing fees. In certain situations, a Wait Listing may be necessary. A \$50 non-refundable fee is required to hold a child's place for the next available seat.

Priority for enrollment in Bishop Larkin Catholic School is as follows:

1. Currently enrolled students who wish to re-enroll.
2. Siblings of currently enrolled students
3. Catholics from one of our six affiliated parishes.
4. Children transferring from a Catholic school
5. Other Catholics (Baptismal certificate required)
6. New non-Catholics.

TRANSFER STUDENTS

Parents of students who are transferring from other schools should arrange to visit the school with the prospective student for a tour and appointment with the principal or the assistant principal. **Parents should be prepared to present copies of recent report cards and standardized testing.** In addition, arrangements will be made for the student to "shadow" for a school day with his/her intended class. New students may not begin classes until records are sent from the previous school.

WITHDRAWAL

A release of record form should be signed at the new school and sent to BLICS. **Once it is received, and all monetary commitments have been satisfied, all records will be sent to the new school.**

FINANCIAL INFORMATION

There are three options to choose from in paying tuition this year:

1. Full payment due on August 1, – 1% discount
2. Semester payment due on August 1, and January 1. (.5%)
3. TEN OR TWELVE monthly payments through FACTS. Parents elect to pay tuition on either the 5th or 20th of each month through FACTS payment plan. The FACTS annual enrollment fee is \$41.00. First payment is due in July and August.

TUITION

All financial obligations must be met before the end of the year in order to receive report cards and other school records. Parents' service hours must be completed or paid for in monetary form to receive report cards and school records.

TUITION ASSISTANCE

Tuition assistance is available through the Administrator and School Pastor according to financial needs. A FACTS form must be completed and filed with the administrator or on-line. Those who file for FACTS assistance must also apply, where applicable, for the Bishop Tuition Assistance Grant. Forms may be requested from the school office. Every attempt is made to apprise parents of special foundations and grants, which may augment tuition payments. Please note the specific time lines for filing with these agencies. Financial disclosure (tax return) is required for all forms of assistance.

Please note that we are especially aware of your right to privacy with regard to tuition assistance and will maintain a stance of confidentiality. We ask that you also respect this stance.

Types of Financial Assistance: All require financial disclosure and have eligibility levels of income.

- Bishop's Tuition Assistance from the Catholic Education Foundation of the Diocese of St. Petersburg
- Mary Forbes Foundation
- Kremer Foundations
- Parish Assistance – families apply directly to their pastor for assistance above subsidy
- Step – Up for Students
- A.A.A. Scholarship

TUITION SUBSIDY

Each Catholic family registered at any Catholic parish is required to present a verification of membership form to their pastor for his signature. The parish is obligated to consider supplementing tuition to help defray educational expenses each year. This consideration is based on your contribution of time, treasure, and talent to your parish community.

MASS ATTENDANCE

The Eucharist is the heart and summit of who we are as Catholics. The cooperation and reinforcement of the family's witness regarding Christian values, liturgical worship, and the sacramental life is indispensable. It is the responsibility of each parent/guardian to ensure that he/she attends weekly mass with his/her child or children. Additionally, parents are requested to support their parish by using the envelope system with a weekly contribution. Parents are further advised to take this seriously, because attendance and participation are high priority for the pastors. Envelope is only a way to show participation and attendance.

PARENT (and other) VOLUNTEERS:

Children who witness parents giving daily service to the school learn more readily the message of the ministry of Christ. Each family is asked to donate a stipulated number of hours of service to the school as part of their membership in the school community. These hours are arranged through the Home and School Association and are a part of the criteria of acceptance and re-registration. Volunteers are welcome and encouraged to offer their assistance to teachers, to assist with general and grounds maintenance, to help supervise in the lunchroom and on the playground. Just as the teachers have a dress code, volunteers are asked to keep in mind that BLCS is a professional setting where appropriate attire is required. All volunteers must comply with the policies stipulated by the Diocese of Saint Petersburg: volunteers must participate in Safe Environment training and have completed electronic fingerprinting screening.

SPIRITUAL CURRICULUM

RELIGION

Religious training and faith formation are of the utmost importance, and form an integral part of school life. All students attend daily religion classes which provide the foundation for a clear understanding of the Catholic faith and living out a faith commitment. The student body has the opportunity to participate at mass on a weekly basis and reconciliation on a quarterly basis.

Every effort is made to lead the students to live his/her Christian commitment daily in all he/she does. Parents are asked to cooperate in the faith formation of their children, especially through the example of their own Christian living in the circumstances of each day and in their faithful observances of the Sunday obligation. School Masses are celebrated weekly in the Centrum. Respect for Jesus, prayerful quietness in the church, participation in singing, and responding to the prayers of the celebrant are very important aspects of the students' and teachers' lives. We encourage parents to join our school community at our weekly masses and special events as often as possible. Dates and times are listed in

the monthly calendar. Student attendance at liturgies includes full participation: kneeling, sitting, and standing at appropriate times. Distracting others or irreverent behavior and talking are not tolerated.

LITURGY

School Masses are celebrated in the Centrum almost every Thursday morning that school is in session at 8:30 AM. Holy Days of Obligation and special events are also celebrated. Parents/Guardians are welcome to participate in these liturgies. Opportunities for the Sacrament of Reconciliation and special prayer services are scheduled each liturgical season throughout the school year. See the monthly calendar and Cougar Courier for details. Responsibility for preparation of the liturgy is rotated among the school's classes and coordinated by the middle school religion teacher, classroom teachers and the music teacher. Student in the "host class" are invited to fill liturgical roles: altar servers, lectors, prayer leaders and gift bearers.

SACRAMENTAL PREPARATION:

In accordance with the Diocesan policy, sacramental preparation is the responsibility of the home parish. Parents should seek further information about catechetical and sacramental preparation from their parish Faith Formation Office.

ACADEMIC CURRICULUM

MATHEMATICS

The mathematics program encourages students to think critically and independently and gives the students a working knowledge of numbers and a practical application to everyday situations

Our staff believes and promotes the ideas that:

- Math is valuable in one's life for survival.
- Math is for everyone.
- Math is connected to other instructional areas and the real world.
- Problem solving is the primary purpose of math.

SCIENCE

Instructional programs include a well-balanced approach to the world of Life, Physical, and Earth Sciences. Classroom experiences include a science lab for experiments and performance based assessments.

LANGUAGE ARTS

The language arts curriculum fosters an appreciation for language that leads students to read for pleasure, interest, and information. Learning stimulates students to use the full range of thinking processes, familiarizes students with different types of writing, and provides a base for students on which to build listening, speaking, and thinking skills. Vocabulary and instruction in the Six Traits of Writing offer written language development. A reading basal and various forms of literature are the basis for the Language Arts Curriculum.

SOCIAL STUDIES

The Social Studies curriculum is designed to develop well educated, lifelong learners who have are able to apply knowledge of history and the social sciences. Students learn to adopt a set of Catholic Christian values and will be prepared to participate in the dynamics of an interdependent global and multicultural community.

MEDIA CENTER

The Multi-Media Center endeavors to provide the student with the latest resource materials and tools for research in the 21st century. There are regularly scheduled times for each grade to visit the Media

Center. Students are required to check out books and are taught how to use the different sources of information available in the center. Students are also taught to be responsible citizens. They are required to return borrowed books on time. Overdue books will receive a fine of a nickel a day, not to exceed fifty cents, to be paid upon return of the book. If the books are lost or destroyed, the student must assume the cost of the book.

TECHNOLOGY ACCESS, RULES, AND USAGE

The purpose of the technology program is to provide electronic access for research, application, education, and integration across the curriculum areas. All school staff members monitor the use of computers. The use of computers, and access to the Internet, is a privilege and not a right. Inappropriate use of computers may result in the cancellation of this privilege. The school administrator deems what is inappropriate use, takes appropriate action, and determines consequences.

Unacceptable use of computers at BLCS consists of but not limited to:

- Violation of copyright laws – copying/pasting copyrighted information directly from a web site or other software.
- Use of profane or abusive language.
- Use of external or internal mail.
- Use of the computer to create abusive or harassing materials.
- Visiting unapproved Internet sites.
- Using any personal computer materials (software/disks) from home without permission.
- Downloading a program from the internet without permission.

Accessing and displaying inappropriate material and threatening or harassing others with computers is unethical and unacceptable at a Catholic school.

NETWORK SECURITY

Security in the use of computers is a high priority. Information obtained with the Internet is highly monitored. Any attempt to log onto the network as another user, or to share a personal password will result in cancellation of computer privileges. Any user identified as a security risk may be denied access to computers for the remainder of the year.

VANDALISM

Any type of vandalism of computer hardware or software will result in the cancellation of privileges for the remainder of the school year. Vandalism can be defined as malicious attempt to harm or destroy:

- Data of other users – changing or deleting files
- Hardware – CPU and other peripheral machines
- Software – damaging storage devices.
- The school network – changing or deleting files

This includes but is not limited to uploading, or the creation of computer viruses

SOFTWARE

Software from home may not be used on any school computer without permission. It may be removed from the student, and a parent or guardian will be notified.

PHYSICAL EDUCATION

The program offers physical development with various skill practices, rhythm activities, games, movement education and selected sports.

The program is based on a progression from grade to grade:

- EC 3 – GRADE 1:** Movement experiences, non-locomotors activities; body and space awareness; simple skills and fun games.
- GRADES 2–3:** Emphasis on more challenging locomotors and manipulative activities.
- GRADES 4 – 8:** More specialized skills are taught in relation to team and individual sports.

STUDENTS ARE EXPECTED TO PARTICIPATE IN PHYSICAL EDUCATION. STUDENTS ARE TO WEAR THE SPECIFIED UNIFORM. NOT WEARING THE PROPER P.E. UNIFORM WILL RESULT IN A LOWER GRADE FOR THE STUDENT AND NON-PARTICIPATION DURING P.E CLASS.

Students who are excused from P.E. classes for a particular reason must observe their class during the class period or remain in the school office. A note signed by a parent must be presented to the P.E. teacher for a student to be excused from class participation. A doctor’s note must accompany excuses beyond one week. Students who do not participate in P.E. classes due to injury or illness will not be permitted to play during recess or at Extended Day Care.

STUDENTS, WHO ARE WEARING CASTS OF ANY KIND, CRUTCHES, ETC., ARE NOT PERMITTED TO ATTEND P.E. CLASSES AND MAY NOT PARTICIPATE IN RECESS.

Each student is expected to give maximum effort and demonstrate good sportsmanship during each P.E. class.

FOREIGN LANGUAGE – SPANISH

The Spanish curriculum at BLCS introduces the children to the culture of Spanish-speaking people. They begin to develop the four skills of listening, speaking, reading, and writing in an informal and relaxed environment. This program not only teaches language skills and culture, but also equips students with learning habits and skills that will help them as they continue their studies in language in later years.

MUSIC

The music program covers the rudiments of music including vocabulary, note reading, and history. Through music, students identify with people, places, and characters. Love of God is expressed through singing. The music program helps to increase self-confidence, self-discipline, and satisfaction of expressing oneself.

ART

The art program develops creative skills, fosters individuality and enhances the cultural development of the child. Visual and motor skills are developed and integrated with academic subjects. Participation in community art activities helps to develop a model of Christian service. Every child regardless of ability can enjoy and achieve in art. The basic concepts covered are: Line, Shape, Color, Pattern/ Texture, Form, Composition, and Design.

EARLY CHILDHOOD PROGRAM

The Early Childhood Program is designed to lead a child from wonder to discovery, developing and perfecting a wide range of skills with which to meet future educational challenges; most importantly he/she is taught to associate pleasure with learning. This program also strives to provide the basis of all Christian goals developed within the entire school.

The three and four-year-old program focuses on developing understanding in religion, language arts and math readiness. Both programs offer half day options. All phases of motor skills development will also be continued with the use of music and art. In all areas, the ideal of self-worth will continue to be developed as the transition from home to likable school atmosphere continues. The kindergarten program is a continuation of the early childhood levels but now with a full day of activities. The areas

of religion, language arts, and math readiness are more extensive in order to fully prepare the child for the primary grades. Classes involve art, computer, library, music, and physical education.

REPORT CARDS

Grade and assessment reports are issued four (4) times during the school year for grades K-8. The purpose of the report is to keep parents informed regarding their child's progress in school. Schedules for distribution of reports cards are included in the school calendar. Schedules for parent-teacher conferences are also published in the yearly and monthly school calendars.

Progress reports may be sent out by a teacher midway through the grading period to inform parents that a student is having difficulty in a particular subject area. Report cards follow the grading scales indicated below and are based on class work (oral and written), homework (complete and neatly done), quizzes, tests, projects, and exams (mid and final exams.)

GRADING SCALE:

GRADES K – 2

PRIMARY SUBJECTS

E – Exceeds Expectations
S – Satisfactory
P – In the process of learning
N – Improvement needed

SECONDARY SUBJECTS

S – Satisfactory
P – In the process of learning
N – Needs improvement effort

GRADES 3 – 8

PRIMARY SUBJECTS

A 90 – 100
B 80 – 89
C 70 – 79
D 65 – 69
F 0 - 64

SECONDARY SUBJECTS

O - Outstanding
G - Good
S - Satisfactory
N – Needs Improvement
U – Unsatisfactory progress

Midterm and final exams are given in grades 3 through 8. An academic honor roll exists for grades three through eight.

1. Principal's List
 - a. 94 – 100 in all primary subjects
2. Honor Roll
 - a. 87 – 93 in all primary subjects

PROMOTION, RETENTION and GRADUATION GUIDELINES

Teachers will initiate discussion regarding promotion and/or retention in a timely fashion. Parents and teachers must maintain ongoing communication concerning the progress of the child. **Any student receiving TWO failing grades for TWO quarters in a major subject area is in danger of failure for the year. A parent/teacher conference is required for any failing grade on the student's quarterly report card. If the student retains a failing grade at the end of the fourth quarter, that subject must be remediated. Upon completing remediation, the student must demonstrate grade level proficiency in accordance with BLCS curriculum standards and benchmarks. Parents must provide documentation of remediation by a Florida certified teacher.**

The core subjects in the Catholic Schools of the Diocese of St. Petersburg are Religion, Math, Language Arts, Science, and Social Studies. A student enrolled in a Catholic school who fails one core subject must participate in a remedial program. Failure of two core subjects will result in remediation or retention at the discretion of the principal. Failure of three or more core subjects will result in retention.

The following criteria must be met with regard to the remediation process:

1. Remediation must take place in one of the following ways:
 - a. A remediation program in a Catholic school within the DOSP.
 - b. By a teacher certified in the subject area contracted by the parent and approved by the principal.
 - c. In a remediation program which has been approved by the principal.
Neither the student's current teacher nor any teacher who presumably will be the subject area teacher in the future may tutor/provide remediation for a student.
2. Prior to the beginning of the next school year the principal must receive:
 - a. Validation of attendance.
 - b. Proof of proficiency in the subject area(s) including work samples and test scores.
Failure to meet remediation guidelines will result in retention.
3. The following documentation guidelines will be followed after meeting remediation guidelines:
 - a. The original failing grade is recorded on the permanent record and may not be altered
 - b. Proof of proficiency in the subject area must be recorded separately on the permanent record card.
4. **TRANSFER RULE:** Any student who fails one or more core subjects must meet the remediation guidelines of the originating school.

After these criteria have been met, further assessment may be administered at the discretion of the school principal to ensure proper placement.

NOTE: Situations involving students with an existing Student Support Plan will be reviewed individually utilizing the student support team process.

Students, who successfully complete the program of studies prescribed by the school, are eligible to graduate. Where possible, the ceremony will be part of a liturgical celebration. In all grade levels, students will be promoted upon successful completion of the assigned curriculum. All graduation fees and book fines must also be paid for before students receive diplomas. Eighth grade students who do not meet these requirements will not receive a diploma and may not participate in the formal graduation.

AWARDS

Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills, athletic achievement, and various aspects of good citizenship. Teachers and parents are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. In addition to awards from the school, students are invited to bring the principal the awards they receive outside of school for re-awarding at the school's Honor's Mass. Parents are, as always, welcome to attend or send in a note about their children's awards for inclusion in the school newspaper.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society was founded in 1929. This organization recognizes and encourages academic achievement while developing other characteristics essential to citizens in a democracy. These ideals of scholarship, character, service, leadership, and citizenship remain as relevant today as they were in 1929.

Through NJHS chapter service activities, members maintain and extend the qualities that won them selection. Membership is thus both an honor and a commitment.

SELECTION PROCEDURE

1. Each school year, the principal appoints a faculty council consisting of five voting faculty members. The chapter advisor is not a member of the committee.
2. Second semester sixth graders, seventh and eighth graders who have met the following requirements are eligible: 1) A cumulative average of an 85% for each of the first two grading periods of the current school year, based on religion, language arts, math, science, and social studies.
3. Selection criteria will be based on Scholarship, Leadership, Service, Character, and Citizenship.
4. The Council may elect to interview the candidates.
5. The Council will use an Evaluation Judging Form and voting will be completed individually and anonymously.

ATTENDANCE

Florida State Law requires that accurate attendance records be kept. Attendance is taken in the homeroom before Morning Prayer. Four consecutive hours of attendance (not including lunch) is considered a full day's attendance. Students who are not present when attendance is taken are considered tardy. **If a student is absent, a parent/guardian is required to call or email the school office before 9:00am. Upon returning to school, the student is required to present a written excuse stating the date, reason for absence and the signature of the parent/guardian.** Legitimate absences include:

- **Personal (child's) illness and/or doctor's appointment. (Parents are encouraged to make routine doctor and dentist appointments after school hours.)**
- **Family illness**
- **Death in the family**
- **Court appearances**

In order for the child to be excused for any other type of absence, advance notice in writing to the school is required. In instances of chronic, irregular absence reportedly due to illness, the school may request a physician's statement certifying such absences are justified. Children who are absent from school for more than 10 days in a semester (20 per school year) may be required to repeat the grade, be enrolled in a summer tutoring program or complete a teacher-prepared packet of grade level assignments at the discretion of the school administrator. Any of these situations may also require that the students take a placement test before beginning classes. It is the responsibility of the parent/guardian to provide the school with written verification that the student completed tutoring or to return the completed work packet and to arrange for any required testing.

Perfect attendance, is just that, "Perfect" (no tardies, early dismissals, nor absences) Attendance is recognized by an award at the end of the school year.

UNEXCUSED ABSENCE POLICY: Absences other than those mentioned may be deemed "unexcused" by the administrator unless written notification is received and approved at least 3 days prior to a planned absence. Vacations, and days out before or after scheduled school holidays, may be deemed "unexcused" absences. An unexcused absence will result in forfeiture of academic credit for class work, homework and tests. The administrator will advise parents of the state of planned absences.

Requests for homework for absentees should be made by calling or emailing the school office no later than 9:00am and it may be picked up in the school office after 2:00pm.

Assignments for approved long-term absences will be given on the day the child returns to school (not in advance). Arrangements for their completion and the day tests will be made up should be made within 24 hours after the return of the student to school. One day for each day's absence will be given for completion of assignments. Credit may be forfeited after 24 hours if student does not inquire about work. Parents are encouraged to check Rediker during student absences.

TRUANCY

Florida State Law defines “Habitual Truancy” as fifteen or more days in a ninety day period. BLCS parents are required to send in a note when a child returns to school. After a three or more days absence, a doctor’s note may be required. Parents are required to send a note to the administrator at least one week in advance requesting an extended absence for their children. Upon approval, the classroom teacher will be notified of said absence.

TARDINESS

State and Federal school laws require that accurate records be kept of student attendance. Parents are responsible for the timely arrival of their children. Parents are responsible for and urged to teach and model good attendance for their children. Students who arrive after attendance is taken at 8:00am are considered tardy and must be given a tardy slip in order to be admitted to class. Excessive tardiness may require disciplinary action at the discretion of the school administrator. Students with more than (10) tardy arrivals per semester may be required to make up time missed in a detention. Parents are reminded that children are developing life-long habits and promptness of arrival is important in that process. Parents are asked to phone or send a note with the child explaining unusually late (after 8:05 – 8: 45am) arrival.

SCHOOL HOURS (STUDENT)

The school day is from 8:00 a.m. to 3:15 p.m. Early dismissal (half days) is scheduled for 12:00 p.m. A lunch period will not be scheduled on early dismissal days. Please pick up children promptly since BLCS cannot be responsible for supervision after 12:30 p.m. Should a child be left behind, he/she will be placed with the Extended Day supervisor and a fee will be imposed.

SCHOOL OFFICE HOURS

The school office is open daily from 7:30 a.m. to 4:00 p.m. An answering machine has been installed so that we do not miss important information or messages that are sent to us outside of regular office hours.

BEFORE AND AFTER SCHOOL PROCEDURES

Adult supervision of children begins at 7:30 a.m. Children dropped off before 7:30 a.m. will not be supervised. Children are dropped off in the car line where school staff/volunteer will open the car doors. Cars will exit the grounds on Morehead Dr. **Please drive slowly, do not pass other cars and do not let children out of the car until there is a volunteer to open the door.**

At 3:00 p.m. there is a bell for general dismissal. **Children will not be released after 2:30 p.m. by the front office.** Teachers will lead their students out of school to the pick-up area. Teachers will remain and supervise their students until all the children have been picked up. The car number must be clearly visible in the front window. Cars will exit through the St. James parking lot. **No students will be permitted to walk to the St. James parking lot for dismissal.** Rainy day dismissals will take place from the classrooms. Parents are to remain in their cars. Please inform all those responsible for picking up your child of the correct procedures. Parents/guardians without car numbers must report to the school office and sign out their child/ren for dismissal and present a photo ID.

Parents are responsible for picking up their child/children promptly at the end of the school day. At 3:30 p.m., when parents have completed car line procedures, any children remaining will be sent to Extended Day. Parents/guardians of children placed in Extended Day will be responsible for the total cost for one day. If a sibling is engaged in an after-school activity, the other sibling(s) must be picked up at the regular time, otherwise, they will be assigned to Extended Day at the parent’s expense.

ABBREVIATED DAYS

Scheduled abbreviated days for teacher planning or before a holiday will be designated on the school calendar. These are required attendance days for students. **Abbreviated day dismissal is usually at**

12:15 p.m. No lunch period will be scheduled; students in grades EC3 – 5 should bring only a snack to school on these days.

GENERAL ATTENDANCE POLICY:

1. Once a student arrives at school, he/she may not leave the school grounds alone under any circumstances.
2. No student will be permitted to leave school property during school hours without the written request of the parents. If it is necessary to pick up a student before 2:30 p.m., a written note from the parent notifying the teacher is required in the morning.
3. Parents must sign a student in or out at the office and meet the student in the office.
4. Parents are not permitted to go to the classroom to pick up a child.
5. Parents wishing to visit a teacher or a class are welcome at any time. Please contact the school office in advance to be sure that the teacher you wish to see will be available. Do not go directly to the classroom without checking in at the school office.
6. Students remaining on the grounds after 3:30 p.m. will be sent to the Extended Day Program for supervision and will be assessed \$10.00 for this service. This is for the safety of all our students.
7. No siblings may stay after school with their brother or sister unless participating in an organized school activity.
8. It is **mandatory** for parents of students to call or email the school office each day the student is absent. If homework is to be requested, it must be called in no later than 9:00 a.m. It will be the responsibility of the student to arrange make-up work and tests.
9. Family vacations should not be scheduled during the 180 days of the school year. Work can be issued to students for work missed but it is the responsibility of the students and parents to see that the work is completed and turned in to the appropriate teachers.
10. All students must attend 180 school days unless excused as ill. Prolonged absences may require a signed release form from a physician to be recorded as excused. If a student is not physically present for a day, the student is recorded as absent. If a student arrives after 12:00 p.m. or leaves before this time, the student's absence is recorded as half-day.
11. If parents wish to attend activities in a child's classroom, infants or toddlers should not accompany parents. Focus should be spent on the school-age child.
- 12. All students not picked up by 3:30 p.m. daily will be escorted to Extended Day.**

PRINCIPLES OF SUBSIDIARY/COMPLAINTS

Because BLCS strives to be a faith community, parental cooperation and good parent-teacher relations are essential. As a faith community, our first instinct is to assume that each of us – teacher, administrator, parents, guardians and other caregivers – has the child's best interest at heart.

When a problem or disagreement arises, we at BLCS will make every effort to contact you to clarify the situation. Parents and guardians who experience problems or require clarification with some matter regarding their child's educational experience are asked to show similar respect by striving first to learn the reason behind a policy or inquire about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, a positive resolution can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter.

- If the matter involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through an e-mail message, or a phone call to the school where a message will be given to the teacher to return your call. **For a variety of reasons, parents should not attempt to discuss difficult or serious matters in front of other students while the teacher is on duty during the school day or on the car line.**
- If the matter is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will receive a response. Due

to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is utmost in all our minds, we will make every attempt to accommodate you and your concerns. We simply ask that you understand that many children and other parents may be requiring our immediate attention at the same time.

- All staff members of BLCS promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of each student spiritually, psychologically, academically and physically.
- With this in mind, parents and guardians are expected to show the same concern and respect for the staff of BLCS as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community. We will not tolerate assault or harassment of staff members, students or parents. We will not tolerate intimidation or verbal abuse of any member of the community – in person or in writing.
- Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary action. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:
 - Limiting or refusing permission to enter or use school grounds or facilities.
 - Asking that someone other than the person exhibiting poor behavior represent the child's interest.
 - Refusing to allow the child to re-register and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

Faculty and staff may be reached through the school e-mail or a message may be left at the school office with the administrative secretary.

CONFIDENTIALITY

Faculty, staff and administration must make clear to confiding individuals that confidences will be kept unless health, life or safety of any individual is involved.

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

GUIDANCE SERVICES

The school counselor at BLCS is responsible for addressing referrals upon request and for counseling students, teachers, and parents when needed. To visit with the counselor, parents are requested to call the school office to make an appointment. At the student's request the school counselor may see the student up to three times without parental notification and consent. After the third visit, parents will be notified. If a serious concern exists, parents will be promptly notified whenever the concern arises.

CUSTODY

BLCS **must** have accurate custodial information on file. Our school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. When a court order is served, it is the custodial parent's responsibility to provide the school office with a court-certified copy of the court order. All divorced parents are required to provide the school office with a court-certified copy of the custody section of the divorce decree.

The school will reasonably cooperate with regard to any investigation by the Department of Children and Families ("DCF") pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to

students if DCF obtains, according to law, an appropriate court order or other legal authority, such as the presence of a police officer or deputy sheriff.”

SIGN IN/OUT POLICY

In order to ensure the safety and security of every child at Bishop Larkin Catholic School the following policy has been approved: The sign In/Out policy and procedure is part of the State of Florida Children and Families Regulations. We accept responsibility for your children when you leave them at school. We must monitor the arrival and dismissal of your child. The Sign In/Out book is located in the Main Office or with the care of the Extended Care Supervisor. Please send in a note if another adult is picking up your child from school for regular or early dismissal or from Extended Care. A photo ID is required in order to sign out a student. We ask that you please remind the alternate drivers of the correct procedure for early dismissal, regular dismissal, and rainy day dismissal.

STUDENT CODE

MISSION STATEMENT OF OUR CODE OF CONDUCT

The primary concern of our Catholic school educators is to impart the knowledge of God and country to the students and to maintain, perpetuate, and improve the Catholic, Christian way of American living. In order to maintain a school climate for learning and teaching, our students are expected to assume responsibility for their behavior while enrolled in our school. In order to help students maintain appropriate decisions governing their behavior, a Code of Student Conduct is established.

Students and parents are expected to adhere to our school rules. Students breaking good order and discipline in the classroom are subject to disciplinary measures. In order to help our children learn age appropriate self-control, BLCS seeks to establish a calm, quiet, orderly atmosphere and a few basic well-informed rules of procedure. The fact that a child has been registered at BLCS indicates that its rules and regulations have been examined and accepted by parents and guardians.

It is expected that the judgment of school authorities concerning the discipline of the students will be respected and supported by the parents. If this is not done, the child can quickly become disrespectful to all, including adults, teachers, and parents.

Based on well-researched theory we know:

- Students choose their behavior
- Students choose their behavior for a reason, to belong. When students cannot find a positive way to belong, they will turn to a negative way. They will misbehave.
- Students misbehave to achieve one of four goals: attention, power, revenge, and avoidance of failure.

In our school, Cooperative Discipline helps teachers encourage self-discipline in students. It takes into account the reasons for misbehavior and it focuses on changing the behavior. The result is that teachers have more time for teaching and students have more opportunities to learn.

BLCS has adopted Cooperative Discipline because it is based on mutual respect and democratic principles and therefore consistent with our mission statement. BLCS wants students to be responsible and motivated to work and learn. Our discipline policy involves teaching students how to choose appropriate behavior in all situations, rather than just teaching students to follow rules.

In teaching students how to choose appropriate behavior we believe students can:

- Manage their behavior.
- Keep up their motivation.
- Develop their confidence.

BLCS’s code of Student Conduct creates a positive classroom environment and provides the framework for establishing a partnership between home and school. Elements that make up our Code of Conduct are:

- Appropriate and inappropriate behavior
- Consequences for inappropriate choices
- BLCS staff/faculty and parents help students make appropriate choices
- Action plan will be followed

APPROPRIATE BEHAVIORS ARE AS FOLLOWS (but are not limited to):

- Doing the best one can do.
- Being the best one can be.
- Being in the proper place at the proper time.
- Treating everyone with courtesy and respect
- Demonstrating appropriate language and manners.
- Helping to create and maintain a positive and safe learning environment.
- Showing respect for all school property.
- Demonstrating personal honesty

INAPPROPRIATE BEHAVIORS ARE AS FOLLOWS (but are not limited to):

- Not telling the truth
- Cheating
- Chewing gum on school grounds, halls, classrooms
- Damage of school property or personal property
- Theft of any article from the school or another member of the school community
- Leaving the school campus any time without proper authorization from school personnel
- Possessing, on school campus or at school-sponsored functions, weapons or any form of a controlled substance, tobacco or alcohol, smoke bombs, and stink bombs.
- Fighting or intent to hurt another
- Disruption of classroom teaching
- Throwing of any object that could cause injury (ex. eraser, paper clips, pencils, pen parts, pens, food, etc.)
- Dress code violations including physical education class
- Conduct outside or inside the school that is detrimental to the reputation of the school
- Showing disrespect to faculty, staff and fellow students.
- Lack of self-control
- Bullying, harassment, or intimidation

**INAPPROPRIATE CHOICES AND CONSEQUENCES –
PRIMARY AND INTERMEDIATE GRADES EC4 – GRADE 5**

Consequences for inappropriate behavior at this level:

- Time out in the classroom
- Time out on the playground
- Loss or delay of using equipment
- Loss of freedom of interaction
- Possible detention for students in Grades 3-5

MIDDLE SCHOOL GRADES: 6-8

Loss of privileges
Loss of freedom of interaction
Detention
In-School Suspension

Out of School Suspension

In very serious cases, expulsion may take place at the discretion of the Principal.

The Code of Student Conduct at BLCS is based on a system of mutual respect, responsibility, and values that flow from our religious heritage and democratic traditions. Our discipline resides in information, choices, decision-making, and consequences. We believe that learning is the student's responsibility, while the teachers are responsible for teaching their subject matter with as much challenge, enthusiasm and proficiency as possible. We believe that through our system of discipline we teach children to develop respect for law and order.

We strive to achieve this in the following manner:

- Giving a good example and good role modeling.
- Giving students freedom to make mistakes.
- Setting simple and logical rules and policies and being consistent in enforcing them. There is always a consequence for inappropriate behavior.
- Taking a position that all children want order and discipline, and that they want to cooperate. They want to belong and they want to please.
- Believing that behavior is more powerful and less ambiguous than words.

Finally, when true respect and dignity exists between adults and children in a mutual enterprise, both groups grow and develop. This is the goal of Bishop Larkin Catholic School's discipline policy.

PLAYGROUND CODE OF CONDUCT

Teachers will highlight and expand the following Code of Playground Conduct as they see appropriate in each classroom, at the opening of the school year.

RULES AND EXPECTATIONS

1. Students will play appropriately and safely on the playground.
2. Students will show respect for others and follow instructions given by faculty and staff.
3. Students will stay off fences, equipment that is not designated for play, away from puddles and off wet equipment.
4. Students are to stop what they are doing when the bell rings and should line up quickly.
5. Students will show pride in their school by keeping the building and grounds free of litter.
6. Students will take turns on equipment.
7. Students will eat healthy snacks at tables only, no eating while on the equipment.
8. Students will leave objects at home, such as cell phones, I-pods, and toys, etc.
9. Equipment is to be provided by P.E. or classroom teachers
10. Students will settle differences peacefully. Stop! Think! Plan!
11. During school the students will not leave the playground for any reason.

CONSEQUENCES FOR INFRACTIONS

1. Verbal reminder
2. Redirection
3. Time-out
4. Note home to parent/guardian
5. Office referral

PROPER USE OF EQUIPMENT

SWINGS: One person per swing sits on a swing, hold chains with both hands, and stop swing before getting off, do not jump off, swing goes back and forth only. Non-participants need to stay clear of swing.

SLIDES: Students go down one at a time, on bottom, feet first, no parking on or under slide, no walking up slide, no hanging on any bars.

JUNGLE GYM: (K-2) one parallel ladder, hanging from arms only, facing forward to slide down.

MONKEY BARS: Platform to ladder, one direction only, no skipping rods.

DOMES: No climbing over, no dropping, hanging, or playing in center.

EC-3 & EC-4 PLAYGROUND RULES:

1. Sit at tables while eating snacks, no eating on equipment. Take care of lunch boxes and trash before you begin to play.
2. No climbing up the slide must use steps. Slide on bottom only, feet first, one student at a time.
3. No playing with mulch.
4. No climbing on fence.

SENT TO THE OFFICE

Providing false information to the school

Possession of an imitation or toy weapon

Possession or use of matches, lighters, chemicals, smoke/stink bombs

Harassment or intimidation of staff or student

Being in unauthorized parts of the school

Using, selling or possession of alcohol, drugs, or drug related items

Having weapons, weapon-like objects, pepper or mace spray

Theft or accessory to theft

Violations of any criminal laws at school or at school events

HONORS RECOGNITION

Students in grades 3 through 8 will be recognized for Principal's List and Honor Roll. In order to be considered for honors, students may have no unsatisfactory comments on the report cards. To be recognized on the Honor Roll all grades need to be 87 or above; Principal's List all grades need to be 94 or above.

HARASSMENT

BLCS strives to establish a Christian, professional, and supportive educational community for administrators, faculty, and staff, parents, and students. The Diocese of St. Petersburg has adopted and promulgated a harassment policy for its schools that addresses behaviors that interfere with the school's mission.

We, at Bishop Larkin Catholic School condemn any form of harassment and will address all credible allegations in accord with the diocesan policy.

All demeaning behavior will be prohibited including all of the following:

- Physical, verbal, written, (including internet postings), assaults, or hazing, text and social network sites.
- In order to maintain a school environment free from physical, psychological, or verbal intimidation and harassment, behaviors and attitudes that express disrespect will not be tolerated.
- Disrespectful behaviors that are offensive and intimidating, pertaining to race, religion, color, gender, sexual orientation, national origin, age, family status, or disability will immediately warrant a referral from the principal's office.
- Disrespectful behaviors as are stated but not limited to:
 - Physical abuse
 - Psychological abuse (nagging at another's behaviors, size, weight, color, abilities, etc.)

- Insults or derogatory slurs
- Inappropriate language
- Sexual touching (at any age), sexual jokes or comments

Students who engage in this type of behavior will be subject to disciplinary actions including expulsion from the school. We will not permit any student/faculty member to be stripped of his/her dignity. Respect for all individuals is key and paramount for the well being and learning environment of all our students.

BULLYING

- When any student hurts, intimidates, or frightens another student deliberately and repeatedly.
- A student is being bullied or victimized when he/she is exposed, repeatedly and over time, to negative actions on the part of another student, including cyber bullying.

As a member of the Body of Christ and Bishop Larkin Catholic School, each person has the right to be treated with respect and dignity. **No student has the right to treat another in any way that will cause physical or emotional pain. Bishop Larkin Catholic School will exercise zero tolerance for the above behaviors.**

SAFE ENVIRONMENT TRAINING AND CURRICULUM

The US Council of Catholic Bishops met in Dallas in November of 2002, to deal directly with the topic of protecting children, youth and vulnerable adults in our communities. From this meeting, the Bishops issued the *Charter for the Protection of Children and Young People* that mandates training for individuals who come into contact with children and youth and to help recognize, report and prevent child abuse, including sexual abuse.

Our Diocese has chosen to present the Girls and Boys Town Center for Adolescent and Family Spirituality Program as a vehicle to deliver this training. Attendance at the Safe Environment Training has been mandated for anyone in ministry – priests, deacons, religious, educators, parents, volunteers, and church staff...anyone who will have a supervisory role with youth. All Diocesan teachers are trained and all new teachers are required to attend the training as a part of their orientation.

The Safe Environment Curriculum for Students at Bishop Larkin Catholic School is delivered in a comprehensive, integrated approach. The main components of the program consist of Guidance and Religion classes and the resources of outside agencies such as the McGruff and Escape School. Concepts are presented to students on a daily basis through classroom interaction and activities. The Administrators and School Counselors oversee the Safe Environment Curriculum. If you have any questions regarding the Safe Environment Program or Curriculum, please contact the guidance office.

ATHLETICS

Bishop Larkin Catholic School believes that participating in a sport is a privilege and all athletes must exemplify good Christian behavior in order to maintain that privilege. An athlete is first a student and he/she must adhere to all guidelines set forth in the Student-Parent Handbook. Any student incurring a suspension or expulsion from school due to inappropriate behavior will also be dismissed from his/her team during that time.

All student athletes must have the appropriate permission document completed and notarized, and must also pass a physical examination by a physician before competing in any sport. To be current the physical must be done after the previous school year. If a student is absent from school he/she may not participate in athletic practice or competition.

CODE OF ETHICS FOR COACHES AND PARENT COACHES

The coach is expected to conduct him/herself in a sportsman-like manner and lead his/her team not only

by words but also by example. The coach should at all times be a positive role model to his/her players. It is the coach's responsibility to ensure that athletics is a rewarding experience for each player.

ATHLETES

The athlete is expected to exhibit the highest degree of cooperation, enthusiasm, and sportsmanship at each athletic event. Each athlete is an ambassador of Bishop Larkin Catholic School and is expected to demonstrate moral behavior parallel to that which is expected of them during each school day. Each athlete should always exhibit honorable behavior toward his/her coach, the officials, and the opposing players and coaches. A Bishop Larkin Catholic School athlete is expected to accept victory or defeat in a positive and dignified manner.

POLICY OF ELIGIBILITY

1. All student athletes must abide by the Athletic Code of Ethics set forth in this handbook.
2. For a student athlete to be eligible to participate in a sport, he/she must first meet all the eligibility requirements of the league in which that team participates.
3. Each student athlete must abide by any team rules set forth by that team's coach.
4. To participate in the sports program, a student athlete must have an overall passing average in each core subject to demonstrate reasonable effort in the classroom.
 - Reasonable effort can be described by such things as:
 - Completing all required work such as homework, make-up examinations due to absence, extra credit work, and any other classroom activities that the student is responsible for.
 - Being attentive in the classroom.
5. A student athlete must maintain exemplary conduct at school, practice, and games. Exemplary conduct can be described by such things as:
 - Demonstrating good Christian values
 - Obeying teachers and administrators
 - Being kind and helpful to others

The coach of each sport will closely monitor academic achievement and general conduct. Any student not meeting any or all of the eligibility requirements will be subject to suspension or expulsion from his/her team.

PARENTS

Each parent should support their child and the coach in a positive way in order to reinforce the moral values that are taught at Bishop Larkin Catholic School. Parents should refrain from criticizing the officials, and each should understand that their child must learn to cope with the situation, no matter how adverse. Each parent should demonstrate to his/her child that success is built through hard work and dedication, not excuses. **All parent volunteers assisting in the sport program must attend a diocesan ethics for coaches training, Safe Environment training and have fingerprinting on file.** Parents must also recognize that participation in any sport may result in injury and understand that BLCS will not be held liable.

ROLE OF THE PARENT

1. For Bishop Larkin Catholic School's athletic program to be successful there must be positive parental involvement and cooperation.
2. Parents are expected to demonstrate good sportsmanship at all athletic events. Berating the game officials, opposing players or coaches will not be tolerated and can result in the removal of that player from his/her team.
3. Parents are expected to give the coaches their full cooperation.
4. Parents must help in providing transportation for the players to athletic events when needed.

Parents are also expected to responsibly pick up their child after practices. Student athletes who are not picked up within ten minutes after practice has ended are sent to the Extended Day Program.

5. Parents should try to attend the games and give positive support to their children as well as the team.
6. All parents of student athletes are expected to abide by the Athletic Code of Ethics set forth in this handbook.
7. A practice and game schedule will be sent to parents as soon as it becomes available. Should a game be canceled due to inclement weather, for example, every effort will be made to contact parents in advance.

EXTRA CURRICULAR ACTIVITIES

Bishop Larkin Catholic School is proud to offer numerous activities through efforts from teachers and interested parents. Sign-up for these various activities will be announced in the school newsletter in the fall. All after-school activities are completed by 4:00 p.m. Students have the choice and option of participating in after school activities, with the understanding that they are picked up immediately after the activity or they must attend Extended Day with a cost. **No student is to be on the school property unsupervised at any time. If a student is absent from school, he/she may not participate in extracurricular activities that day, including school dances.**

Boys and Girls

Student Council	Odyssey of the Mind	Choir
National Junior Honor Society	Yearbook (8 th grade only)	Young Vincentians
Holy Childhood Association	Chess Club	

Girls

Basketball	Soccer	Golf
Volleyball	Girl Scouts	Tennis

Boys

Varsity Basketball	Junior Varsity Basketball	Soccer
Boy Scouts	Flag Football	
Golf	Tennis	

HEALTH SERVICES

MEDICATIONS

The clinic is located in the front office. The purpose of the clinic is to have a place for children who are too sick to stay in the classroom. Visits are limited to ½ hour. If after that time, the child is still not feeling well enough to return to the classroom, the parent will be notified. Students who need to take medications during the school day must keep medication in the bottle or container in which it was dispensed and must keep it in the clinic. A signed parental Authorization for Administration of Medication Form must be signed and returned to the school office staff with any medication to be given. **NO STUDENT IS ALLOWED TO CARRY MEDICATION DURING THE SCHOOL DAY.**

Medication should not be transported between home and school on a daily basis. Separate containers should be kept at home and at school.

EMERGENCY INFORMATION/PARENTAL PERMISSION

Before the first day of school each school year, parents are asked to complete an Emergency Medical Form. The purpose of this form is to give the school personnel important information concerning health problems, procedures for emergency care, and the persons to contact if you are unavailable or cannot be reached. Your signature on this form gives the school personnel permission to act in any emergency. Any health problems your child may have should be listed on this form. Please complete this form carefully. Parents are required to provide emergency contact information in the event you cannot be

reached. All yellow Emergency Cards must be completed in their entirety. It is extremely important to have complete and accurate information. Remember to alert the school if changes in the telephone numbers, addresses, or health status occur during the school year.

Bishop Larkin Catholic School is required to maintain permanent records on each student. These records are under the control of the principal and are kept current and confidential. This permanent information includes changes due to marriage and/or custody. If this applies to your family, please provide Bishop Larkin Catholic School with a copy of the Divorce Decree and status of custody granted. We must have proper documentation for the protection of each child placed in our care. Vision and hearing screenings are available annually to grades kindergarten, one, three, and six. Scoliosis screening is available for sixth grade students. The school has the services one half day a month of a Pasco County school nurse who annually weighs and measures each child and conducts other health screenings at various grade levels.

HEALTH SCREENINGS

Annual permission for children's routine health screenings is granted by parents on the child's emergency card (see reverse of card). Screenings are performed by the school nurse, assisted by parent/volunteers and include sight, hearing, and scoliosis.

ILLNESS AND INJURY

In case of illness or injury the child will be cared for temporarily in the clinic and the parent will be notified. If emergency medical treatment is necessary, 911 will be called and the parent/guardian will be contacted. By law, school staff may give only emergency First Aid services. It is imperative that all emergency information (including any medications administered in school or at home) is on file and is accurate and current. Our school follows Pasco County school guidelines for administration of medication. (See Medications Section) School insurance provides secondary coverage.

Release forms and insurance claim forms may be obtained from the school office.

Out of consideration for other children and the school staff, **students who are ill should remain at home. If a child has a fever, she/ he must remain at home for 24 hours after the temperature has normalized.** They must return with a note explaining the nature of the illness. In certain cases, a doctor's note will be required before return to the class. We ask parents to notify us in cases of childhood contagious diseases or conditions such as conjunctivitis, strep throat, head lice, pin worms, or the like, so we can take measures to safeguard the other children from contracting and becoming ill themselves.

In those instances of non-medical emergencies such as the child needing a change of clothes or a ride does not come at the expected time, the school will follow the course of action that parents have dictated on the child's emergency forms. **Forgotten homework is not considered an "emergency"**.

IMMUNIZATIONS

State Law requires that every child must have verification of the following immunizations before he/she is permitted to enter school: Diphtheria, Pertussis, and Tetanus (4 shots), Polio Vaccine (3 shots), Rubella/Rubella and Mumps Vaccine.

Early Childhood and Kindergarten students must have received the Hepatitis B immunization before entering school.

Grade 7 students must have the following immunizations:

Hepatitis B, Tetanus, Diphtheria, and Measles and Chicken Pox.

It is school policy to conform to State Law, Pasco County guidelines and Diocesan policy regarding communicable diseases.

Catholic Schools within the Diocese of St. Petersburg require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Catholic Schools in the Diocese of St. Petersburg do not recognize a religious objection to this immunization. This policy is effective as of the 2011/2012 school year.

SUPPORT SERVICES AND PROGRAMS

FEDERALLY FUNDED PROGRAMS

Bishop Larkin Catholic School enjoys a cooperative and collaborative relationship with the Pasco County School District. As a result, the school administrator is able to access and schedule Federally Funded Programs, which will enhance the educational experience of the students and the professional development of the teachers and staff. These programs include Title I, Title VI, Drug Free Schools, and Title II Funding for Teacher Training, IDEA, and other special funding and grant opportunities. Parent cooperation in completing the anonymous financial surveys assist us in qualifying for federal funds.

DEVELOPMENT OFFICE

The purpose of development at Bishop Larkin Catholic School is to involve both human and financial resources both internally and externally from the parish and school community to secure the future financial security of our school. Integral parts of this development effort include not only financial but also human investment in our school as a place of learning and spirituality. The Director of Development is responsible for coordination and communication to the school administration, regarding Alumni development, donations, public relations, fundraising, planned giving, special events, long range strategic planning, annual report for parents. The office of Development depends upon the time, talent, and treasure of every person in our community to pursue these goals for the students and families of Bishop Larkin Catholic School.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is comprised of parents working together for the benefit of Bishop Larkin Catholic School. The purpose of this Association is to promote cooperation between the school and the parents and to raise funds for the school's needs. All parents are automatically members of the Home-School Association and are required to participate in functions and fund-raisers. Maintaining a high quality education and keeping tuition at a manageable figure requires cooperation of all families associated with Bishop Larkin Catholic School.

LUNCHROOM

Students may provide their own lunches or purchase lunch through the lunch program provided by various restaurants. A lunch menu will be provided monthly with prepayment order forms. Milk may be purchased on a monthly basis. **Soda is not permitted (carbonated drinks), and candy and foods with high sugar content should be restricted from lunches.** Parents should not provide lunch or snack items that require microwave usage. Children are expected to clean up after themselves, offer to assist with general table clean up, and follow the direction of the staff member and parent-volunteers supervising the pavilion and playground.

SAFETY PATROL

The Safety Patrol is made up of the National Junior Honor Society students. They are present at dismissal time to ensure the safety of students on the school grounds. They will escort the students in grades EC3 through first grade to their cars. Full cooperation with the patrols and adults on duty is expected. Patrols are on duty from 3:00 – 3:15 p.m. Parents of students on patrol are requested to have their child/ren at school the full time of their assignment. Student Patrols are to return the vest to the proper place before leaving for the day. In accordance with state law and diocesan regulation, the administration of Bishop Larkin Catholic School has provided a safe and orderly arrival and dismissal

procedure. It is designated to protect all constituents of the school. Parents who ignore this procedure put at risk not only their own children, but also faculty and students who are involved in supervision. Be advised that the school cannot be held responsible for injuries sustained by you and your children if you do not follow procedures designated by the school.

HOMEROOM PARENTS

Parents may volunteer at the beginning of each school year to be a Homeroom Parent. The functions of a homeroom parent include helping teachers organize class parties or activities, serve refreshments at Home and School meetings when assigned, and help with fundraising projects. All parents are encouraged to participate; however, please realize that some activities are not suitable for infants and toddlers. Time and attention needs to be on the school-age child.

SPECIAL EVENTS DURING THE YEAR

Catholic Schools' Week	Thanksgiving Feast	Literacy Week
Santa Shop	International Day	Family Picnic
Dinner Auction	Christmas Show	Spring/Talent Show
Grandparents' Day	Carnival	Bring Loved One to Lunch

UNIFORMS

The purpose of the school uniform is:

1. To provide a means of identification and belonging to BLCS
2. To avoid competitive dressing
3. To provide for a neat and orderly appearance appropriate to the school atmosphere
4. To keep clothing costs down BLCS has a contract with Risse Brothers for school uniforms. **All items except shoes must be purchased from Risse Brothers.** Order forms for these items are provided at registration and are available at the school office.

Girls - Grades K – 8

- Blue Plaid Jumper, Skorts or Skirt (not more than 2" inches above the knee)
- Navy or Khaki Slacks or Shorts (not more than 2" inches above the knee)
- White "Peter Pan Collar" Blouse, Red or Blue knit polo shirt (K-5)
- Blue oxford shirt (6-8)
- Navy blue Crew Socks (Ankle must be completely covered by socks)
- All white athletic shoes
- Uniform Navy blue cardigan sweater or school fleece jacket, no hood or zipper
- Belts are required with pants and shorts

Girls Grooming

- No make-up, lipstick or acrylic finger nails are permitted.
- No faddish haircuts, or distracting headbands or artificial hair piece.
- No tattoos or body piercings.
- For safety reasons no hoop or dangling earrings.
- One necklace/chain worn under shirt only

of religious nature.

- **Shirt/blouses tucked in so waistband shows.**

Boys - Grades K – 8

- Navy Blue or Khaki Slacks
- Navy or Khaki Shorts
- Red or Blue Polo Shirt (K-5)
- Blue Oxford Shirt (6-8)
- Navy blue Crew Socks (Ankle must be completely covered by socks)
- All white athletic shoes
- Uniform Navy blue cardigan sweater or school fleece jacket
- Belts are required with pants and shorts.

Boys Grooming

- Hair must be kept trimmed over the ears, over the eyes, and above the shirt collar.
- No faddish haircuts, nor coloring
- Must be clean shaven, if applicable
- No tattoos, body piercing or earrings
- One chain worn under shirt of a religious nature
- No hats permitted indoors

- **Shirt tucked in so belt shows**

Gently used uniforms are available at the school at reduced prices.

Only official school uniform clothing items may be worn at school. In cold weather, a heavy coat may be worn over a school sweater. Only the school sweater or navy blue sweat shirt may be worn in the school building during the day.

JEWELRY:

The only jewelry permitted for all students is one small religious necklace, a watch and one pair of stud earrings, girls only.

Boys and Girls Physical Education

- Bishop Larkin Gold-T-Shirt
- Bishop Larkin Blue Shorts
- Navy Blue Crew Socks (Unadorned)
- Sneakers (Unadorned)

Blue or Gray Sweats (Unadorned) may be worn in cooler months

Since common sense, appropriateness in dress, and good taste are also parts of a young person’s education, we feel that it is necessary to be more specific on certain points:

- Fads, fashions, or dress which disturbs or distracts from the learning atmosphere are unacceptable and are not permitted.
- Good habits of hygiene and grooming are an important part of a child’s training.
- Pins and buttons related to school activities may be worn.
- Special Bishop Larkin Catholic School T-shirts sold by the 8th grade may be worn on half days of school and on a student’s birthday only.
- Girls and boys may wear one necklace of a religious nature. This chain may not be oversized and should be tucked inside the blouse/shirt at all times.
- Hairstyles must be of a conservative nature. Cuts and any styles that are associated with values contrary to the schools philosophy are not permitted. Boys’ hair should not touch their shirt collar, nor should the hair length impede vision. It must be cut over the ears and above eyebrows. **Artificial hair coloring is not permitted for any student regardless of age (this includes streaking and highlighting).** No artificial hair pieces or beads are permitted. All haircuts will be monitored by the discretion of the school principal.
- When a problem occurs with a child’s attire or hair, the parents will be notified and given 3 days to correct the issue.

OUT OF UNIFORM DAYS

The standard form of dress for students is the school uniform. However, on special occasions during the year, students may dress out of uniform according to the “Out of Uniform Dress Codes.” We must always be conscious that our Catholic identity calls us to dress in a proper and modest manner that reflects a sense of self-respect, pride in our school, and consideration for the feelings and concerns of others. If a student’s clothing is not in keeping with the aforementioned standard, parents will be notified and must bring appropriate clothing to the school.

Keeping the above in mind, the following out of uniform day regulations must be adhered to:

- **GIRLS** – Dresses (Sunday best), slacks, skirts, skorts or knee length shorts with an appropriate top. The proper length of all clothing shall be no more than 2 inches above the knee and at the discretion of the

administration. Tops should be long enough to tucked in and remain tucked in when the arms are raised. Absolutely no jeans or jean shorts are permitted.

- **BOYS** – Slacks or shorts (not oversized and must be worn at the top of the hips) with a collared shirt. A belt must be worn if the slacks or shorts have belt loops.

The following items are never acceptable:

Sleeveless tops and tank tops, (unless specifically announced, jeans or casual dress is not permitted)

Spandex shorts or jeans

Tops or blouses of sheer material

Midriff tops. T-Shirts (except special BLCS shirts) Leather pants and skirts.

Open toed and/or open heeled shoes

Heels that is higher than the school uniform shoes

Platform shoes

EXTENDED DAY PROGRAM

The Extended Day Program provides a safe and pleasant facility for the continued care of students after the regular school day. We continue to maintain the high standards of care set by Bishop Larkin Catholic School as we strive to encourage students to develop social, athletic, academic and artistic skills.

HOURS OF OPERATION

Operating hours are from 3:15 p.m. to 6:00 p.m. on all school days. We are open on abbreviated school days. Students may come directly from their classrooms at dismissal or after extracurricular activities.

ATTENDANCE POLICY

The Extended Day Program is only open to students already attending Bishop Larkin Catholic School. Enrollment forms and Emergency Medical Forms must be completed before the student begins to attend the program. Parents must also provide the names, addresses and phone number of all persons authorized to pick up their child. It is the parent's responsibility to keep all information current. Any child who is absent from school for any reason may not attend the program that day. Parents must notify the Extended Day office if their child is absent from school or is not attending the program as expected. Extended Day payments are due each Friday for the current week of service. If payments are overdue for 2 weeks, the student will not be permitted to attend Extended Day and the parent will be called to pick up the child from the school office.

EARLY CHILDHOOD PROGRAM

A variety of activities including music, crafts, art, story time, and playground games will be provided for early childhood students who attend the program. Mats will be provided by parents for an afternoon rest period.

AFTER SCHOOL PROGRAM (GRADES Pre K -8)

The teacher or teacher's aide will escort EC, Kindergarten, and first grade students to the Extended Day classroom. Other students should report directly after end of day prayer. The extended day program provides supervised activities including crafts, homework assistance, games, and playground activities. A quiet room is available for students who want to do their homework. Afternoon snacks are provided for all students.

PLAYGROUND SAFETY

Students are assigned to certain areas of the playground to ensure the safety of all students. Rough and potentially dangerous games are not permitted. Playground equipment is to be used properly and within safe limits at all times. (See playground rules) Fighting, tackle ball, sharp objects, pushing or throwing mulch and rocks are never allowed. Students who do not participate in P.E. classes will not be allowed to go to the playground until they are released from all P.E. restrictions.

DISCIPLINE

Since the Extended Day Program is a part of Bishop Larkin Catholic School, all school discipline policies and rules of behavior will be enforced. Students are expected to display a Christian attitude, respect for others, and full responsibility for their actions. Students who do not adhere to the discipline policy will be issued a referral form that outlines the infraction. The program director may also request parent conferences.

MEDICATION

All medications must be brought to the school clinic with the proper authorization to dispense the medication. Special arrangements will be made for the medication to be administered after the office staff departs for the day, if necessary.

DROP-IN STUDENTS – Extended Day

Extended Day program is available for regular or emergency use. Parents may call the school office at any time and make arrangements. When teachers leave the parking area after dismissal or scheduled activity pick-up times, they will escort any remaining students to the Extended Day classroom and parents will be assessed for this service.

FINANCIAL INFORMATION

Extended day fees are reasonable. The program is intended to extend your child's day with love, care and relaxation. All students not picked up by 3:15 p.m. daily will be escorted to the Extended Day facility.

GENERAL INFORMATION

ASSEMBLIES

Assemblies are planned periodically as special events on the school calendar. The time for assemblies varies so that parents who cannot come one time may be able to attend another assembly. Some typical assembly themes include athletics, cultural presentations, and professional speakers. There is often a significant investment in time and preparation for an assembly program. Therefore, student attendance is ordinarily a requirement, not an option. Assemblies for quarters 1, 2, and 3 are held (see monthly and annual calendar) to present honors and awards. Generally, the assembly is held in the Centrum.

CHANGE OF PHONE NUMBER OR ADDRESS

It is extremely important that we have on file in the office your current address, telephone number, and work number as well as emergency numbers of relatives or friends. This always needs to be current in case of an emergency.

CLASS/SCHOOL PARTIES

Parties are arranged for particular seasonal holidays and are sponsored by the Home and School Association. Cupcakes or cookies for birthdays may be brought to the school office in the morning. They will be given to the homeroom class at snack or lunchtime to ensure the safety of our students, in compliance with health regulations. All items must be purchased from a store and be commercially prepared. Homemade baked goods are not permitted.

DRUG – FREE ZONE

Bishop Larkin Catholic School is a smoke-free environment for the health and safety of all. In addition, fire alarms and sprinkler systems prohibit smoking in any area of the school including the restrooms. The school is a drug-free zone and smoking is prohibited on the school campus. The possession, sale or use of alcohol, drugs or any other controlled substance, on the school campus is strictly forbidden. Violation of this rule will result in serious disciplinary action.

FIELD TRIPS

Teachers with the utmost care and preparation arrange field trips. Field trips are grounded in the curriculum and arranged with the expressed permission of the school administrator. Teachers are expected to prepare children with prerequisite learning and to provide curriculum follow-up experiences and activities. Every safeguard and precaution will be taken to ensure a risk free activity for the children. A written permission slip from the parent/guardian is necessary before the child may accompany his/her class on a field trip. A fee may be necessary to cover costs involved. Parents/guardian may be asked to assist the teacher in chaperoning the field trip. As a great deal of planning goes into offering a field trip to enhance the curriculum, the field trip is not an optional activity. Each child is required to participate. If for extenuating circumstances, a child is not participating in the trip, the parent must find alternative care for him/her. The school is not equipped to care for children when the class has left for a field trip. In addition, appropriate behavior is required. Under no circumstances will a child or chaperoning parent be permitted to venture from the planned itinerary. The decision for permission for children to participate is at the discretion of the administrator.

FIELD TRIP TRANSPORTATION

As recommended by Diocesan attorneys, in order to ensure the safety of all children on field trips, commercial bus transportation or diocesan owned vans will be used. The Pastors have strongly stated that parents should not drive children on field trips. All chaperones must have completed Safe Environment training and Level 2 finger printing on file at the school.

HOMEWORK AND STUDYING

The purpose of home assignments is as follows:

1. To reinforce by study and practice, the material learned in school.
2. To deepen knowledge of a subject by reading, long range projects and research.
3. To develop initiative, independent thinking and responsibility for completing school assignments.

Homework will be assigned daily to students in all grades according to their ability. Although children will vary in the amount of time necessary to complete assignments, the average time expected of the student daily is:

Grades K – 2	20 minutes
Grades 3 – 4	40 minutes
Grades 5 – 6	60 minutes
Grades 7 – 8	90 minutes

Long-term projects are due from time to time that are not included in the guidelines above. Students should plan times when they will work on these projects. Every student is expected to complete extra reading. The school library, the public library, and the Scholastic Book Club are excellent sources. Studying is considered homework, but is not included in the guidelines above; especially since reading times vary with each student. Failure to do or complete homework will result in lower grades and, since it is considered an infraction against the general rules of behavior, will lead to disciplinary action. Students will not be allowed to call home if they forget their homework, nor should parents deliver it to the office.

LOST AND FOUND

Lost and found articles are placed in containers just inside the school office. All clothing and lunch boxes/bags should be marked with the student's name for easy identification.

MESSAGES

Only messages of vital importance will be relayed to students during school hours. The parent must relay these messages through the school office.

Teachers may not be interrupted during class hours. However, messages will be placed in their mailboxes or, in emergency, delivered to them by the school office staff. Unless requested **by a teacher**, faxed homework is not accepted.

MONTHLY NEWSLETTER

On the first week of each month, the school newsletter, the Cougar Courier, and calendar are published. Be sure to check these carefully for important dates and events. Any changes from the yearly calendar will be reflected on the monthly calendar.

PARENT/VOLUNTEERS/VISITORS

All visitors must report to the school office, sign in and receive a visitor's pass to wear while visiting the school campus.

Parents are welcome to visit the school at any time. Remember to check with the school office secretary before going directly to the classroom.

PARTY INVITATIONS/PARTIES

Parents wishing to invite their son or daughter's classmates to a party are asked to mail these invitations. **Invitations are not to be distributed in the classroom unless:** all the students are invited. Invitations are to be given to the teacher to distribute at dismissal time.

Classroom teachers may occasionally schedule parties. Parents may be asked to assist during the party or to contribute foods, decorations, or money for the party. While "party food" may be served, contributors are asked to keep in mind the needs of children who cannot eat sweets, those who are lactose intolerant or have food allergies. **NO CARBONATED DRINKS MAY BE SERVED AT SCHOOL PARTIES.** An exception may be made for middle school parties.

PROHIBITED ARTICLES

Students are not to bring articles to school that can interfere with the learning process and/or safety of others. These items may include beepers, I-pods, cellular phones, CD players, toys, or any type of recording device. (Unless prior approval has been given by administration). BLCS has a zero tolerance policy for alcohol, drugs, tobacco, weapons or toy weapons. Any student in possession of these items will be expelled. Cellular phones are not permitted in the classroom, bathrooms or Extended Care.

SCOUT/BROWNIE UNIFORMS

With the approval of the principal, Scout/Brownie uniforms may be worn to school on Scout/Brownie meeting days. The Scout/Brownie leader is responsible to notify the principal of the day of the regularly scheduled meetings.

STUDENT PICTURES

Students are photographed at the beginning of the school year in their uniforms. Parents have the option of purchasing pictures. These are pre-paid order packages. In the spring, the students will have their pictures taken again and for these pictures students may wear dressy clothes (not the fad of the year for this occasion). Dates of the photographing will be announced in the monthly newsletter.

TELEPHONE CALLS

During school hours do not insist on talking to a student or teacher. Please leave your name, number and message, and this information will be given to the teacher or student. If you wish to set up an appointment with a teacher, send a note to the teacher with information regarding the request and your phone number, and the teacher will contact you. You may also contact a teacher through e-mail. Students are not permitted to use the telephone except for emergencies.

STANDARDIZED TESTING

The Diocese of St. Petersburg schedules annual achievement testing. The school is currently scheduled for an October battery utilizing the Iowa Test of Basic Skill for GRADES 2-8. These standardized tests help parents, teachers and students to evaluate progress and provide for a continuum of instructional design. Designated classes also participate each spring in specific subject area Performance Bases Assessment. The ACRE battery, recommended by the Office of Religious Education, is administered annually in the winter to fifth and eighth grade students.

TEXTBOOKS

All hardback textbooks are rented through the tuition payment on a yearly basis. Students also receive consumable materials in their classes. At the beginning of the school year, students in each class are assigned books according to a number. The care of the book is the responsibility of the student. All hard covered textbooks must be covered. Loss or damage will be charged to the student in the following manner:

New books	100% of cost
2 nd year books	80% of cost
3 rd year books	60% of cost
4 th year books	40% of cost

At the end of the school year, a report card will be withheld until a student has fulfilled his/her responsibility regarding the return of school textbooks and library books.

EMERGENCY PROCEDURES

EVACUATION

In the event of a fire drill, bomb threat, or chemical spill, all students will evacuate the building and remain at St. James Church until an "all clear" signal is given. For the students' safety, if dismissal is warranted, students will be dismissed from St. James.

SCHOOL CLOSING: INSTANT ALERT:

Parents, Faculty and staff will be notified of any school related emergencies and school closings through the Instant Alert System.

HURRICANES OR SEVERE WEATHER

Students will remain in the classroom and follow the instructions of the teacher. If weather warrants, any parent may come and pick up their child. **DO NOT CALL THE SCHOOL – BUT DRIVE DIRECTLY TO THE SCHOOL.**

EMERGENCY MEDICAL FORM

It is mandatory that this form be completed before the first day of each school year. Please list a neighbor or local relative who can be contacted in the event of injury or illness when a parent is not available. Should the person you list on the form change, please notify the school office immediately.

We hope this handbook clarifies many of our procedures here at Bishop Larkin Catholic School. If you wish for further clarification please contact the school office at 727-862-6981.

ALL OR ANY PART OF THIS HANDBOOK MAY BE AMENDED AT ANY TIME AT THE DISCRETION OF THE ADMINISTRATION.

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