Mission Statement

The mission of St. Margaret Mary Catholic School is to **proclaim** the Gospel through word, worship and service, to **value** each child as a unique creation of God, to **promote** academic excellence in a caring community, and to **provide** the spiritual foundation for a life-long commitment to our Catholic faith.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Important Dates</td>
<td>3</td>
</tr>
<tr>
<td>Beliefs – Philosophy – Virtues</td>
<td>4</td>
</tr>
<tr>
<td>Honor Code</td>
<td>5</td>
</tr>
<tr>
<td>Orlando Diocese Policies</td>
<td>6, 7</td>
</tr>
<tr>
<td>Letter from Principal</td>
<td>8</td>
</tr>
<tr>
<td>Uniform Rules</td>
<td>9, 10</td>
</tr>
<tr>
<td>Bullying</td>
<td>11, 12</td>
</tr>
<tr>
<td>Student Code of Conduct</td>
<td>13</td>
</tr>
<tr>
<td>Academic Evaluation – Grading System</td>
<td>14</td>
</tr>
<tr>
<td>Admission Policies</td>
<td>15</td>
</tr>
<tr>
<td>Immunization Requirements</td>
<td>16</td>
</tr>
<tr>
<td>Tuition / Fees</td>
<td>16</td>
</tr>
<tr>
<td>Arrival – Dismissal Procedures / Hours of Operation</td>
<td>17</td>
</tr>
<tr>
<td>Other Dismissal Information</td>
<td>18</td>
</tr>
<tr>
<td>General Policies and Procedures</td>
<td>19</td>
</tr>
<tr>
<td>Academic Support</td>
<td>19</td>
</tr>
<tr>
<td>After School</td>
<td>19</td>
</tr>
<tr>
<td>Altar Servers</td>
<td>19</td>
</tr>
<tr>
<td>Assignment Books</td>
<td>19</td>
</tr>
<tr>
<td>Attendance</td>
<td>19</td>
</tr>
<tr>
<td>Babysitting</td>
<td>19</td>
</tr>
<tr>
<td>Birthday Parties</td>
<td>20</td>
</tr>
<tr>
<td>Board of Education</td>
<td>20</td>
</tr>
<tr>
<td>Change of Address</td>
<td>20</td>
</tr>
<tr>
<td>Class Presentations</td>
<td>20</td>
</tr>
<tr>
<td>Clinic</td>
<td>20</td>
</tr>
<tr>
<td>Collection of Funds</td>
<td>20</td>
</tr>
<tr>
<td>Communication</td>
<td>21</td>
</tr>
<tr>
<td>Computer / Technology Usage Guidelines</td>
<td>21</td>
</tr>
<tr>
<td>Duplicate Sets of Textbooks</td>
<td>21</td>
</tr>
<tr>
<td>Emergency Operations Procedures</td>
<td>21</td>
</tr>
<tr>
<td>Evaluation Procedures</td>
<td>22</td>
</tr>
<tr>
<td>Extra-Curricular Sports</td>
<td>22</td>
</tr>
<tr>
<td>Field Trips</td>
<td>22</td>
</tr>
<tr>
<td>Guidance</td>
<td>23</td>
</tr>
<tr>
<td>Gum Chewing</td>
<td>23</td>
</tr>
<tr>
<td>Home &amp; School Association</td>
<td>23</td>
</tr>
<tr>
<td>Homework</td>
<td>23</td>
</tr>
<tr>
<td>In-service Days</td>
<td>24</td>
</tr>
<tr>
<td>Lice</td>
<td>24</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>24</td>
</tr>
<tr>
<td>Lunch/Lunch Accounts</td>
<td>24</td>
</tr>
<tr>
<td>Media Center</td>
<td>24</td>
</tr>
<tr>
<td>Missing Work</td>
<td>24</td>
</tr>
<tr>
<td>Money – Valuables – Books</td>
<td>25</td>
</tr>
<tr>
<td>Other Activities</td>
<td>25</td>
</tr>
<tr>
<td>Party Fee</td>
<td>25</td>
</tr>
<tr>
<td>Playground Regulations</td>
<td>25</td>
</tr>
<tr>
<td>Religion</td>
<td>25</td>
</tr>
<tr>
<td>SMM+ (Aftercare)</td>
<td>26</td>
</tr>
<tr>
<td>School Visitors</td>
<td>26</td>
</tr>
<tr>
<td>Special Learning Needs</td>
<td>26</td>
</tr>
<tr>
<td>Standardized Testing</td>
<td>26</td>
</tr>
<tr>
<td>Student Safety</td>
<td>27</td>
</tr>
<tr>
<td>Student Withdrawal</td>
<td>27</td>
</tr>
<tr>
<td>Tardy</td>
<td>27</td>
</tr>
<tr>
<td>Testing</td>
<td>27</td>
</tr>
<tr>
<td>Tropical Storms</td>
<td>27</td>
</tr>
<tr>
<td>Use of Telephone</td>
<td>27</td>
</tr>
<tr>
<td>Volunteers</td>
<td>27</td>
</tr>
<tr>
<td>Right to Amend</td>
<td>28</td>
</tr>
<tr>
<td>Staff Email &amp; Extension</td>
<td>29</td>
</tr>
<tr>
<td>Code of Conduct for Catholic Schools</td>
<td>30, 31</td>
</tr>
<tr>
<td>Acknowledgement Form</td>
<td>33</td>
</tr>
</tbody>
</table>
Important Dates

August 13 __________________________ Orientation Day: 12:00 p.m. – 3:00 p.m.
August 14 __________________________ First Day of School: Noon Dismissal
August 21 __________________________ First Day of Pre-K
August 27 __________________________ Junior High Open House
August 30 __________________________ Diocesan Professional Development Day: No School
September 2 ________________________ Labor Day - No School
September 5 ________________________ Open House, Grades Pre-K-6
October 11 __________________________ Professional Development Day: No School
October 18 __________________________ Parish Fall Festival: 2:00 p.m. Dismissal
November 8 __________________________ End of First Trimester: Noon Dismissal
November 22 ________________________ Turkey Trot
November 25, 26 ______________________ Bad Weather Make-Up Days: No School
November 27-29 _____________________ Thanksgiving Break No School
December 12 ________________________ Advent Concert 6:30 p.m.
December 20 ________________________ Early Dismissal 2:00 p.m.
December 23-January 3 ______________ Christmas Break
January 6 __________________________ Classes Resume
January 20 __________________________ Dr. Martin Luther King Jr. Day - No School
January 26 __________________________ Catholic Schools Week Begins
January 30 __________________________ School Open House for New Families 9:00 a.m.
January 31 __________________________ Grandparents’ Day – 2:00 p.m. Dismissal
February 14 _________________________ End of Second Trimester
February 14 _________________________ Professional Development /Weather Make Up – No School
February 17 _________________________ President’s Day – No School
February 22 _________________________ St. Margaret Mary Catholic School Auction
February 26 _________________________ Ash Wednesday: Lent Begins
February 24-March 13 ________________ Terra Nova Standardized Testing Window, Grades 2-8
March 16-20 __________________________ Spring Break: No School
March 20-22 __________________________ Winter Park Art Festival
March 23 ____________________________ Classes Resume
April 9-13 ____________________________ Triduum / Easter Break
April 14 ____________________________ Classes Resume
May 4 ________________________________ Diocesan Professional Development Day: No School
April 25, 26; May 2, 3 ________________ First Holy Communion
May 25 ______________________________ Memorial Day -- No School
May 28 ______________________________ Last Day of Pre – K
May 29 ______________________________ Graduation
June 4 ________________________________ Last Day of School – 2:00 p.m. Dismissal
St. Margaret Mary Catholic School

Philosophy

The philosophy of St. Margaret Mary Catholic School is to provide a Catholic education to the children of St. Margaret Mary Parish, while being committed to the formation of each individual child in a communal atmosphere. Operating on the assumption that the parent is the primary educator of the child in the way of the faith, St. Margaret Mary Catholic School is mindful of the fact that everyone’s best interests are served when parents, students, and faculty work closely together.

The Gospel message is foundational to the operation of the school. The daily effort to live out the four-fold purpose of Catholic education – doctrine, community, service, and worship – gives more concrete direction to the Gospel mandate and helps to integrate religion into the overall curriculum. This shared direction leads to the creation of a loving, caring environment which facilitates learning and promotes a deeper commitment to justice, peace, and human dignity.

Belief Statements

- Each student is a unique child of God.
- Catholic Education is an integral part of the Church’s mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship, and to serve others without distinction.
- The opportunity for success is an important component of student learning.
- A Catholic school reflects the integration of Catholic faith and values with learning and life.
- Student learning is a priority in this school.
- A safe and comfortable learning environment promotes learning and success.
- A healthy learning environment is everyone’s responsibility.
- Christian faith formation is at the heart of Catholic education.
- Students experience faith-based traditions as part of their educational formation in Catholic schools.

Catholic Virtues and the Fruits of the Holy Spirit

The development of character is at the heart of Catholic education. St. Margaret Mary Catholic School strives to foster the following virtues and Fruits of the Holy Spirit in the lives of the members of the school community, for we are called to holiness:

Prudence: Prudence guides us to always try to do what is right and good.
Justice: Justice calls us to respect God and to respect the rights of others.
Fortitude: Fortitude strengthens us to resist temptation and to face difficulties in life.
Temperance: Temperance helps us to live healthy lives.
Faith: Faith is the virtue by which we believe in God and in all that he has said and revealed to us.
Hope: Hope is the virtue by which we desire the kingdom of heaven and eternal life.
Charity: Charity is the virtue by which we love God above all things, and our neighbor as ourselves.

Fruits of the Holy Spirit:
The Fruits of the Holy Spirit are observable behaviors of people who have allowed the grace of the Holy Spirit to be effective in them. The Church lists twelve of them: Joy, Kindness, Faithfulness, Peace, Self-control, Love, Gentleness, Patience, Goodness, Generosity, Modesty, and Chastity.

Accreditation and Teacher Qualifications

St. Margaret Mary Catholic School is accredited by The Florida Catholic Conference and is a member of the National Catholic Education Association, the National Association for Supervision and Curriculum Development, and a variety of other professional educational associations. St. Margaret Mary Catholic School teachers are certified in the subject area in which they teach, and approximately one half of the teachers possess advanced degrees.
Honor Code

The St. Margaret Mary Catholic School Honor Code was implemented in order to ensure that students practice moral leadership, accept personal responsibility, and develop strong Catholic Christian character.

At the heart of the Honor Code is the Catholic Social Teaching that recognizes the sacredness and dignity of each human person. We are all members of God’s family, and maintaining trust among all of us is vital to building a school community founded on Jesus Christ and his teachings.

The students of St. Margaret Mary Catholic School agree to follow the Honor Code stated below:

* St. Margaret Mary Catholic School students demonstrate respect for others and their property. They follow the Golden Rule by treating others as they would like to be treated. They speak to and about others with kindness and ask permission before taking something that is not theirs. They take care of school property and the property of others.

* St. Margaret Mary Catholic School students always tell the truth. They are honest and cooperative with administration, faculty, and fellow students, even when questioned about wrong doing.

* St. Margaret Mary Catholic School students demonstrate academic responsibility and integrity. All homework, reports, tests, exams, or other graded or ungraded material is the sole work of the student whose name appears on the work. All work is properly cited and no unauthorized help is given or accepted.

* St. Margaret Mary Catholic School students uphold the Honor Code and work together with their parents, school staff, and each other to live its principles each day.
Diocese of Orlando School Policies

St. Margaret Mary Catholic School follows all policies and procedures of the Diocese of Orlando, as noted in the Diocesan School Policy and Administrative Manual, found on the Diocese of Orlando website, www.orlandodiocese.org. Schools in the Diocese of Orlando admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. Schools do not discriminate on the basis of race, color, national nor ethnic origin in administration or educational policies, admission policies, and athletic and other school-administered programs.

Child Abuse Reporting

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

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

Concussion Policy

All students participating in school sports programs including CYS (both grade school and middle school), Junior Knights, or tumbling, must have a signed Concussion Consent and Release form completed annually with the signature of both the parent and the student.

Custody

In the case of divorce or separation, it is required that the custodial parent provide the principal with an official, updated copy of the custody order. The school will not be held responsible for failing to honor arrangements that have not been made known. A list of adults (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to. The school respects the rights of the non-custodial parent. In the absence of a court order to the contrary, St. Margaret Mary Catholic School will, upon request, provide the non-custodial parent with access to academic records and to other school related information regarding the child. Stepparents do not have access to parent-teacher conferences or information that only parents receive unless both parents agree to allow access.

Fingerprinting Policy

The Diocese of Orlando requires all persons employed by the Diocese, or persons who volunteer in any capacity with children or the elderly to be fingerprinted and complete Safe Environment Training. A background check must also be completed. Fingerprinting must be completed through the Diocese of Orlando program. Parents desiring to be fingerprinted may refer to the school website for information or may contact the school office for detailed information.

This policy relates to any and all parents who volunteer at St. Margaret Mary School in any capacity, including field trip chaperones. Fingerprint and background clearance is required for all field trip drivers and chaperones.

Hazardous Materials Policy

St. Margaret Mary Catholic School is re-inspected periodically for asbestos, arsenic and radon as required by the Environmental Protection Agency and the Diocese of Orlando.
**Inappropriate Behavior or Language Policy**

The Diocese of Orlando believes that all inappropriate behavior or language, (harassment and/or sexual harassment), by students is unacceptable whether it be verbal, written, or digitally transmitted.

As soon as a teacher, coach or administrator is aware of behaviors or language that could be considered harassment or knows that students use sexually explicit language to other students, those knowledgeable, responsible adults will take immediate action to correct the behaviors, and appropriate disciplinary action will be taken.

**Media Consent Policy**

The Diocese of Orlando requires that all students must have a signed *Student Media/Publicity Consent* in their permanent record before their image may be published in the school, Diocesan, or local newspaper, on the Internet, or in any other media approved by St. Margaret Mary School or the Diocese of Orlando.

**Review of Records**

The school voluntarily complies with the Buckley Amendment and allows parents to see their student’s cumulative record file. A written request to the Administration must be submitted by the parent, and will be complied with by the school within 24 hours.

**Safe Environment Training**

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines with regard to safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the Diocesan mandated Safe Environment Training. Detailed information has been provided to all employees and school families and is also found on the school website. **The Diocesan requirements must be met in order for individuals to volunteer in any capacity within the school.**

**Student / Parent Consent Form for Digital Resources**

St. Margaret Mary Catholic School utilizes a wide variety of electronic resources to supplement and enrich instruction. The primary purpose of the online applications and resources is to support teaching and learning. Parents and students are required to read and sign the acknowledgement form for the Diocese of Orlando / Office of Catholic Schools Student / Parent Consent Form for Digital Resources. This document, located on the St. Margaret Mary Catholic School website and ParentsWeb, contains a list of on-line resources.

**Student Technology Responsible Use Policy**

Technology is a valuable learning resource for 21st Century students, and acceptable use of technology is essential. The Diocese of Orlando requires that all parents and students read and agree to abide by the Student Technology Responsible Use Policy. This policy contains details related to acceptable, safe use of technology. The policy is located on the St. Margaret Mary Catholic School website and ParentsWeb, and hard copies are available upon request. All parents and students are required to acknowledge by their signature that they will abide by the policy.
Dear Parents,

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

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

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

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education. Please call me if you have any questions or concerns about this letter.

Sincerely in Christ,

Kathleen M. Walsh
Principal
142 East Swoope Avenue, Winter Park, Florida 32789
St. Margaret Mary Catholic School Uniforms

The uniform guidelines listed below are the ONLY acceptable options for school uniforms. St. Margaret Mary School uniforms must be purchased from the Dennis Uniform Company located at 1101 N. Keller Road, Suite G3, Orlando. The only exceptions to this are PE shorts (purchased through area department or sporting goods stores) and uniform shoes (which may be purchased through area shoe and sporting goods stores or Dennis Uniform). We expect students to be in perfect uniform on all school days, and to be clean and neat in keeping with the pride we have in our school. It is the shared responsibility of students and parents to ensure that all students come to school in proper uniform. Uniforms must be clean, neat, pressed, and in good repair at all times. The administration has the right to judge the acceptability of a student’s appearance.

School Uniforms All Students

Shoes: All students will wear all white or all black athletic shoes, low or mid top. Girls in grades K-2 may also wear rubber sole Mary Jane--style shoes. High or mid-tops or shoes with wheels are not allowed. Shoe should have laces or Velcro, and laces must be kept tied. Slip-on shoes may not be worn.

Socks: All students will wear plain white cuffable crew socks. Girls may also wear knee length socks. No tennis/golf ankle socks, or socks with stripes or designs may be worn.

Sweatshirts: All students will wear an official SMM navy blue sweatshirt or plain navy blue sweatshirt or sweater, (no writing). The sweatshirt is the first line of defense on cold weather days.

Jackets: The sweatshirt or sweater is the first line of defense on cold weather days. A jacket may be worn over the uniform sweatshirt or sweater on very cold days. The jacket may be worn outside, over the sweatshirt, and must be removed in the classroom. The following jackets are not allowed: jean jackets, trench coats, or army jackets.

Sweaters, sweatshirts and jackets are NEVER worn tied around the waist.

Hats and scarves may not be worn or carried during school hours. Appropriate hats and scarves may be worn on extremely cold days.

Hair: Hair should be neat and combed. Fairy hair, feathers, hair wraps, or other objects may not be worn. Boys’ hair should be short and layered and may not touch the shirt collar. It should be above the eyebrow and no longer than mid-ear. Hair color may not be altered in any way. Extreme or fad styles, i.e. Mohawk haircuts are not acceptable for either boys or girls. If appearance is judged unacceptable, the parent will be called. The student has until the next school day to correct the problem to the satisfaction of the Administration. Hair accessories must be worn in the hair, not on the wrist. Headbands, when worn, must be one and one half inches or less in width.

Make-up: No make-up or colored nail polish is worn at any time. Clear nail polish may be worn.

Facial Hair: Facial hair is not allowed.

Jewelry: Girls may wear stud-style, non-dangling earrings only in the lower ear lobe - one pair only (only one earring per ear). Boys may not wear earrings of any type. Students may wear one religious medal on a thin chain and a watch. Bracelets will not be worn. Double ear piercings, or any other body piercing or tattoos, are not acceptable. Rules pertaining to piercings apply to all school events.
**P.E. Uniforms** (Grades 3-8 only):

**Shirts:** Grey or dark green SMM Physical Education shirt should be worn.

**Shorts:** Black soccer-type shorts should be worn. (White piping is not allowed.) Girls’ shorts should be no shorter than three inches above the knee.

**Sweatpants:** Navy blue sweatpants may be worn for PE on cold weather days. Students must change into proper uniform following physical education class.

**Boys' Uniforms**

**Shirts:** White monogrammed polo shirt (gr. K-6) must be worn tucked in. Dark green monogrammed polo shirt (gr. 7-8) must be worn tucked in. If a short sleeved T-shirt is worn underneath, it must be solid white. On extremely cold days, a plain white long-sleeved shirt or green turtleneck may be worn under the uniform shirt. No other shirt of any kind may be worn underneath the uniform shirt.

**Shorts/Slacks:** Navy blue shorts or slacks should be worn at the waist, not the hips.

**Belt:** Solid brown or black belt is required for grades 4-8.

**Girls' Uniforms**

**Shirts:** White midi-blouse with tie (gr. K-2) should be worn un-tucked. White monogrammed polo shirt (gr. 3-6) must be worn tucked in. Dark green monogrammed polo shirt (gr. 7-8) must be worn tucked in; however, it is not necessary for the shorter cut shirt to be tucked. On extremely cold days, a plain white long-sleeved shirt or green turtleneck may be worn under the uniform shirt.

**Shorts:** Plaid walk shorts (gr. K-8) - worn no shorter than THREE INCHES above the knee. Navy blue walk shorts (gr. 7-8) - worn no shorter than THREE INCHES above the knee. Shorts should fit students properly; they may not be tight. Shorts may not be rolled.

**Skirt/Jumper/Skort:** Plaid pleated skirt or skort (gr. K-8), plaid jumper (gr. K-4), or navy skort (gr. 7 & 8), worn no shorter than THREE INCHES above the knee. Kindergarten girls may wear Pre-K navy blue polo dress for the first portion of the year, (until Thanksgiving).

**Tights:** White, black or navy leggings or tights may be worn on very cold days under the uniform shorts, jumper, or skirt.

**Slacks:** Navy blue slacks (not sweatpants) may be worn only on extremely cold days. These slacks are available through Dennis Uniform or local department stores. All students should purchase a pair to be worn on cold winter days.

**Uniform Violations**

**Grades K – 5:** Parents will receive a written reminder of proper uniform guidelines.

**Grades 6 – 8:** Students will receive a detention.

All uniform regulations and guidelines are subject to the discretion of the Principal and Assistant Principal.
St. Margaret Mary Catholic School  
Bullying Policy

As members of the Body of Christ and part of the community of St. Margaret Mary Catholic School, each person has the right to be treated with respect and dignity, regardless of his / her unique, individual differences. No student has the right to treat another in any way that will cause physical or emotional pain. Bullying is repeated abuse that may take four forms: physical, verbal, psychological, or cyberbullying. Cyberbullying is the spreading of hurtful rumors or directing harmful words or images toward another person using electronic devices.

St. Margaret Mary Catholic School provides instruction that promotes positive relationships among students. Instruction occurs both in the classroom and through guidance lessons. St. Margaret Mary Catholic School focuses on the Fruits of the Spirit in addressing the need for respect for one another. Jr. High students will participate in The Upstanders program provided by the Holocaust Memorial Resource Center.

Bullying often continues because the victim is afraid of retribution if it is reported. In order to end a cycle of bullying, it is essential that the school staff be informed of bullying incidents / behaviors. **If a student feels that he/she is being bullied, he/she should follow these three steps:**

**First:** Tell the person doing the bullying to stop. Clearly state, “I don’t like what you are doing (saying), please stop.” Then give the person the opportunity to stop.

**Second:** If the behavior is repeated on another occasion, again tell the person doing the bullying to stop. Clearly state, “I don’t like what you are doing (saying) to me. Please stop.” Then tell the teacher what has happened and that this is the second time this has happened.

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

**Teachers and assistants will follow these steps:**

1. Each verified incident of bullying will be documented in writing.
2. At the time of a second verified incident, the offending child will be instructed to call his/her parent in the presence of the teacher and explain his/her behavior.
3. If the parent is not at home, a call will be made to the cell phone or workplace rather than leaving a message on the answering machine. The teacher will ask that the parent discuss the incident at home and come up with a plan for dealing with peers in a more appropriate way.
4. If there is a third verified incident, the student will be referred to the office, and a conference will be scheduled. Appropriate disciplinary measures will be taken.

Please note: depending upon the severity of the incident, students may be referred directly to the Administration without following the steps outlined above.
Examples of Bullying Behaviors

**Bullying is when someone repeatedly hurts or scares another person intentionally.** The following examples of bullying behaviors are not acceptable for St. Margaret Mary Catholic School students. Such behaviors, occurring whether on school grounds, at school-sponsored activities or field trips, or through the use of technology, will not be tolerated. Disciplinary action will be taken for off-campus harassment that substantially interferes or limits the victim’s ability to participate in or benefit from the services, activities, or opportunities offered by our school, or substantially disrupts the education process or orderly operation of our school.

- Cyberbullying
- Starting or spreading rumors
- Invading personal space
- Hitting, pushing, biting
- Writing unkind notes/pictures
- Taking and/or hiding another student’s possessions
- Name calling/teasing
- Poking, belittling, put downs
- Writing and/or passing unkind notes / e-mail / texts
- Lying about another student
- Negative gestures and facial expression
- Retaliating
- Demanding another’s possessions, food, or money
- Purposely ignoring or isolating another person
- Physical threats
- Intimidation
- Using insults of any kind
- Expressing sarcasm with intent to hurt another
Code of Student Conduct

St. Margaret Mary Catholic School believes that all students are created in the image and likeness of God. All of our students are created in this divine image and deserve to be treated with dignity and respect, and discipline should be pastoral in nature. Students are expected to adhere to the Code of Student Conduct listed below as well as the guidelines each teacher has set forth in the classroom.

General Rules
- All students (Grades Pre-K-8) will adhere to the following rules:
- Act with respect toward teachers, staff, all adults, and fellow students.
- Remain engaged during instruction, show effort in class and in homework.
- Demonstrate respectful behavior in church and participate in liturgies.
- Behave honestly in all situations.
- Respect school property and the property of others.
- Wear proper uniform at all times, (grades K-8).

Bullying
Bullying is not tolerated at St. Margaret Mary Catholic School. Bullying happens when someone repeatedly hurts or scares another person on purpose; this includes cyberbullying. Please refer to the St. Margaret Mary Catholic School Bullying Policy on pages 11 and 12 of this handbook.

Behavioral Detentions
Students in grades 6-8 will receive a one hour detention for failing to follow the guidelines set forth by teachers in the individual classrooms. Students will serve the detention at a time set by the teacher or administrator. Detention takes precedence over appointments, practices, lessons, ballgames, etc. Students who have four behavioral detentions in one trimester will receive an in-school suspension.

Serious Conduct Violations
The following offenses are considered very serious and will be handled accordingly:
1. Disrespect shown to any faculty member, adults working in the school, school related personnel or fellow students
2. Use of profanity—verbally, written, or through the use of online technologies
3. Leaving school grounds during school hours or during after school activities without permission
4. Repeated, verified patterns of bullying
5. Possession of questionable written or printed materials, books or pictures, etc.
6. Aggressive, threatening, or intimidating behavior or communication, either written or spoken
7. Persistent disobedience and discourtesy
8. Damage of school property or personal property; such as books, computers, clothing, etc.
9. Harassment: Verbal, physical or sexual
10. Disruption of class procedures
11. Misuse of Internet privileges, (including websites, texting, e-mail, social media)
12. Cheating, lying or plagiarism in any form
13. Skipping class; failure to show up for class
14. Any others that are deemed serious by the Principal and faculty

The consequences for these behaviors include:
1. Student sent to office
2. Notification to parents
3. Possible In-school or home suspension, to be determined by the Administration
4. Possible loss of participation in the next scheduled sports or extracurricular event
5. Possible expulsion

St. Margaret Mary Catholic School reserves the right to discipline students for off-campus conduct that is not consistent with behavior expectations of students during the school day. Conduct, whether inside or outside of school, which may be detrimental to the school, may be grounds for dismissal from St Margaret May Catholic School. Possession of questionable or dangerous materials such as alcohol, drugs, vaping paraphernalia, cigarettes, guns, knives, or other sharp-edged instruments, etc. will result in immediate suspension and possible expulsion.
Academic Evaluation Grading System

St. Margaret Mary Catholic School utilizes the Diocese of Orlando report card to inform parents and students of student progress on a trimester basis.

**Pre-K**  
A developmental report is utilized in Pre-K to assess student progress.

**Grades K-2**  
A standards-based report card is utilized to assess individual student progress in mastering standards.

**Grades 3-5**  
A report card that includes number grades, as well as standards-based reporting is utilized.

**Grades 3-8**  
The following grading scale is utilized:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>Below 60 (failing)</td>
</tr>
</tbody>
</table>

**Honor Roll – Grades 5 - 8**

**Principal's Honors**  
A grade of 94 or above in the core subject areas.

**High Honors**  
A grade of 90 or above in the core subject areas.

**Honors**  
A grade of 85 or above in the core subject areas.

**Promotion**

Students in grades 6, 7, and 8 must pass all major academic subjects: math, science, religion, social studies and language arts in order to be promoted. A passing grade is determined by the average of all grading periods. A student who fails one subject may only be promoted if he/she receives intensive summer instruction and passes an exam showing mastery of the subject. A student who fails more than one subject will not be promoted to the next grade.

Graduation requirements are the same as the promotion requirements. An 8th grader who fails one subject will receive a blank diploma at graduation and will have the bona fide diploma mailed to him/her upon successful completion of the conditions described above. An 8th grader who fails two (2) or more subjects will not graduate. Students in grades K - 5 must pass language arts and mathematics in order to be promoted.

**Quality Work**

Quality work in all subject areas is promoted and valued at St. Margaret Mary Catholic School. School-wide expectations for quality work include the use of the school heading, neatness in completion of work, and an emphasis on handwriting. St. Margaret Mary Catholic School strives to promote quality work and effort in all areas.

**Academic Organization**

St. Margaret Mary Catholic School works to help students acquire and apply learning strategies to create quality work for the purpose of improvement while striving for excellence. Organization is essential for success in school. Academic materials are color-coded to encourage organization. The color coding system is utilized with the materials purchased by the school. Parents and students are encouraged to use it when purchasing school supplies. The color system is:

<table>
<thead>
<tr>
<th>Color</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange</td>
<td>Religion</td>
</tr>
<tr>
<td>Red</td>
<td>Math</td>
</tr>
<tr>
<td>Blue</td>
<td>Language Arts (Reading and English)</td>
</tr>
<tr>
<td>Black</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Green</td>
<td>Science</td>
</tr>
<tr>
<td>Yellow</td>
<td>Spanish</td>
</tr>
</tbody>
</table>
Admission Policy

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

St. Margaret Mary Catholic School primarily serves parishioners of St. Margaret Mary Church. It is a Catholic school, not a private school. Admission is based on several criteria that have been developed to make the selection as objective and as fair as possible.

First preference for admission is given to St. Margaret Mary parishioners. Parish involvement is evidenced through weekly attendance at mass, use of weekly envelope system, involvement in parish ministry, and length of parish membership. Second preference for admission is given to Catholics from other parishes. Third preference is given to non-Catholics. Regular attendance at Mass and use of the weekly envelope system is required of all parishioners.

Families not able to be admitted during initial enrollment will be put on a waiting list. This list is maintained for the current school year. Families must reapply for the following year.

Admission to Pre-K
Students entering Pre-K at St. Margaret Mary Catholic School must be four-years-old by September 1st.

Admission to Kindergarten
Students entering Kindergarten in the Orange County Schools for the first time must comply with Florida Statute 232.04 regarding entry age. A student must be five-years-old by September 1st in order to meet the Florida age requirements for Kindergarten.

Admission to Grades 1-8
Registration is often limited for grades 1-8 due to maximum class sizes in those grades. The most recent standardized testing, report card and letter of reference from the teacher or principal of the current school is required for all transfer students. Upon review of these documents, a decision is made regarding acceptance. Testing in some academic areas may be required for new incoming students.

Evidence of Date of Birth and Baptism
A legal Birth Certificate or other authentic proof of a student's age must be submitted prior to a student's initial entry into Pre-K or Kindergarten. A Baptismal Certificate will also be placed in the student record file.

Physical Examination and Immunizations
Students entering St. Margaret Mary Catholic School for the first time should have a complete physical before entry. The State of Florida Department of Health requires that all students entering a Florida school for the first time be immunized for diphtheria, pertussis, tetanus, poliomyelitis, rubella and rubeola (measles), mumps, varicella (or varicella disease), HIB, and have received the hepatitis series.
### State of Florida
#### Department of Health

**Immunization and Physical Requirements for School Entry**

<table>
<thead>
<tr>
<th>Pre-K</th>
<th>K-6th Grades</th>
<th>7th &amp; 8th Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dtap Series</td>
<td>Dtap Series</td>
<td>Dtap Series</td>
</tr>
<tr>
<td>Polio Series</td>
<td>Polio Series</td>
<td>Polio Series</td>
</tr>
<tr>
<td>Hepatitis B Series</td>
<td>Hepatitis B Series</td>
<td>Hepatitis B Series</td>
</tr>
<tr>
<td>H. Influenza Type B (HIB) Series</td>
<td>H. Influenza Type B (HIB) Series</td>
<td>H. Influenza Type B (HIB) Series through 5 years old</td>
</tr>
<tr>
<td>1 dose of Measles, Mumps, Rubella (MMR)</td>
<td>2 dose of Measles, Mumps, Rubella (MMR)</td>
<td>2 dose of Measles, Mumps, Rubella (MMR)</td>
</tr>
<tr>
<td>1 dose of Varicella (Chickenpox)</td>
<td>2 dose of Varicella (Chickenpox)</td>
<td>2 doses of Varicella (Chickenpox)</td>
</tr>
</tbody>
</table>

Before students may enter Pre-K, Kindergarten, or 7th grade, they must present an updated *Certificate of Immunization* (DH form 680), signed by a physician. **Students not meeting the proper immunization requirements and medical exam requirements will be excluded from school effective the first day of school.** St. Margaret Mary Catholic School, as part of the Diocese of Orlando and Catholic Province of Florida, does not accept Religious Exemptions for Immunization.

### Tuition / Fees

St. Margaret Mary Catholic School utilizes the services of FACTS Tuition Management for the collection of tuition and fees. Families may elect to pay tuition and fees in full prior to the school year or may select a payment plan, including monthly debits. Report cards and all official records and transcripts will be withheld (not sent) if a family’s tuition account is in arrears.
Arrival-Dismissal

School Hours (Grades K-8)
First Bell 7:55 a.m.
Morning Drop-off / Prayer and Flag Salute
Students arriving after their class has entered the classroom or after 8:00 a.m. are tardy and must be signed in at the school office.
Teachers take attendance at 8:00 a.m.
Grades K-1 will be dismissed at 2:45 p.m. or 3:00 p.m. on Monday, Tuesday, Thursday, and Friday
Grades 2-8 will be dismissed at 3:00 p.m. on Monday, Tuesday, Thursday, and Friday
The school office is open each day from 7:30 a.m. to 4:00 p.m.

Wednesday Early Dismissal
Grades K-1 will be dismissed at 1:45 p.m. every Wednesday. Grades 2-8 will be dismissed at 2:00 p.m. every Wednesday. Early dismissal allows for professional development time for teachers.

School Hours (Pre-K)
8:30 a.m. – 1:30 p.m. (Before and after school care is available.)

Arrival and Dismissal Procedures
In order to promote safety for the school community, Morning Arrival procedures will alternate between Morning Prayer Assembly and “Rainy Day” Drop off, with parents being notified by text message.

Morning Arrival for Days When Morning Prayer Assembly is Held Outdoors
• Enter the first drive on Knowles.
• Let your children out of the car; Safety Patrol students will assist.
• Exit through the second drive on Knowles.
Students are NOT supervised until 7:40 a.m., so please do not drop them off until that time. Parents who wish to walk students to arrival are asked to park in the street or in the public parking at the corner of Canton and Park.

“Rainy Day” Drop-off
“Rainy Day” Drop-off procedure will be utilized on varied days, rainy or extremely cold days, or days of special events, including the Tuesday morning Men’s Scripture Group meetings. Parents are asked to follow staff directions to drop off students at the entrance to the school.

Please do not park in the Chapel lot as these spaces need to be reserved for those attending 8:00 a.m. Mass each morning. For the safety of the students, students may not be dropped off in the chapel parking lot. The Winter Park Police Department has asked that students NOT be dropped off in the morning or picked up in the afternoon on Swoope, Canton or Park Avenue. For the safety of the children, please enter the parking lot and follow the approved procedures.

Afternoon Dismissal
First Dismissal: Grades K and 1 (2:45 p.m., 1:45 p.m. on Wednesday)
Second Dismissal: Grades 2-8 (3:00 pm, 2:00 p.m. on Wednesday)

Teacher / Staff Parking
Parking spots in the Swoope Ave. lot and the Swoope Ave. street parking spots are reserved for teachers / staff on school days.
Other Important Dismissal Information

If it is necessary to pick up a student before dismissal, a written note from the parent notifying the teacher is required in the morning. **Students being picked up early (prior to dismissal time) must be checked out in the school office prior to 1:45 p.m. (12:45 on Wednesday).**

Changes in dismissal arrangements should be made prior to 1:00 pm so that the teacher is notified.

**Parents/guardians picking up students are asked to refrain from using their cell phones during dismissal.** Drivers are asked to follow directions given by school staff members.

Walkers and bike riders must have written parental permission, and should leave the school premises immediately after dismissal.

**Students may not remain on school property or return after dismissal unless supervised by an adult.**

Students who ride bicycles to school must use a bike lock and wear a WPPD approved bicycle helmet.

Students going to the St. Margaret Mary Aftercare Program will meet in the center hallway. After attendance is taken, Aftercare students will be taken across the street to the Aftercare area.

Any student not picked up by 3:15 p.m. (2:15 p.m. on Wednesdays) will be taken to St. Margaret Mary Aftercare for supervision.

Students may not be picked up from the Winter Park Golf Course or Casa Feliz property.

When entering St. Margaret Mary School parking lot, please leave the intersection of Swoope and Knowles open for regular neighborhood traffic.

Students will not be released to drivers appearing to be driving while under the influence of alcohol or otherwise impaired. An alternate driver will be contacted to drive the student home.
General Policies & Procedures

Academic Support / Enrichment
This Academic Support Program provides supplemental literacy and math assistance as well as enrichment for small groups of students. The goal is to reinforce / enhance the skills that are being taught in the classroom. The Academic Support Program is available for students in grades K through 6, providing them with additional practice and opportunities to enable them to grow as successful learners. The Enrichment Program for students in grades two through five utilizes a project-based approach. Additionally, the RISE, (Rigorous Instruction in Student Enrichment), program serves high academic ability students in grades 3, 4, and 5 who meet specific assessment criteria. The Student Success program supports students in grades seven and eight, both during and after the school day.

After School
Unless engaged in an organized school sponsored activity, no student should be on the grounds after 3:15 pm. Students remaining on the grounds AFTER 3:15 pm will be taken to SMM+ After Care for supervision and will be assessed a fee for the service. THIS IS FOR THE SAFETY OF OUR STUDENTS. Students may not leave campus after school and return without adult supervision.

Altar Servers
The students of St. Margaret Mary School in grades 5-8 have the privilege of serving Mass as altar servers. Training and practice for these servers will be arranged by the parish liturgist.

Assignment Books
Students in grades 2 - 8 will receive a faith-based homework assignment book. This assignment book will be an integral part of their homework responsibility, as well as part of their classroom curriculum. Students will be required to have it with them every day. Replacement assignment books will be available, at a cost of $4.00.

Attendance
Regular attendance and punctuality are essential to the student’s academic progress and to the development of good habits in his/her school work. It also contributes to the attitude that the school is important and worthy of the effort required to be present and on time. All students, on returning to school after an absence, must present a written explanation from a parent to the homeroom teacher.

Following a communicable disease, a note from the doctor must be presented, stating that the child is able to return to school. Students should be fever-free and free of stomach / intestinal virus symptoms for 24 hours prior to returning to school. Students who are absent from school may not attend class parties or extra-curricular activities the same day as the absence.

Teachers will prepare assignments for students who miss more than two (2) days of school due to illness. Teachers must be given 24 hours’ notice to prepare the assignment in order that their teaching duties are not interrupted. Please see the guidelines for making up assignments missed on page 25.

Babysitting
Babysitting is provided most Tuesdays and Fridays from 9:00 a.m. to 1:00 p.m. for the children of school volunteers. Children must be five-years-old or younger. Parents must remain on the school campus. Reservations must be made in advance through the school office.
Birthday Parties
Birthday party invitations MAY NOT be distributed in school unless the entire class is invited. Similarly, birthday presents may not be brought to school for parties after school. Please make prior arrangements with the teacher for bringing in individual treats, (NUT-FREE), such as birthday cookies, cupcakes, donuts, etc. (No cakes please.) Flower or balloon bouquets for students may not be delivered or brought to the school.

Board of Education
The St. Margaret Mary School Board of Education is an advisory board that assists the Principal and Pastor in establishing policies that promote Catholic education, and reports to the Pastor and the Parish Council. It follows the guidelines set by the Board of Education of the Diocese of Orlando. Parents are invited to attend Board of Education meetings. Monthly meetings are posted on the school calendar and in the Monday Memo.

Change of Address, Name, or Contact Information
Change of address, name, and contact information, including e-mail addresses, telephone numbers for home, work, or cell phones must be reported immediately to the school office.

Class Presentations
Class plays, reports, and other group or individual presentations can be a very exciting part of the classroom calendar. Often, parents are invited to attend these events. Because it can be very disruptive to the teaching and class work going on in the siblings’ classrooms, siblings may not be excused from other classes to attend these presentations during the school day.

Clinic
The clinic is located in the school office. A school nurse is employed on a part-time basis. If a student becomes ill or injured at school, parents are notified as soon as possible, and may be asked to come to the office and sign out the student. Students will not be released to anyone except parents or their designated representative. St. Margaret Mary School follows the regulations set forth by the State Department of Health regarding rashes and communicable diseases.

All health emergencies are reported to the school office immediately. In case of minor injuries, ice and bandages are provided; the clinic is unable to provide over-the-counter medications without parental consent. For more serious injuries, the office will call 911 if required, and parents will be contacted. The staff will follow procedures set forth by the Blood Borne Pathogen guide if blood is involved.

Students needing to take medications during the school day must keep their medication in the original prescription bottle. Medicine is kept in the clinic and dispensed by the office personnel. Parents must fill out a Medical Authorization Form giving permission to dispense medication. Students who suffer from asthma, allergies, diabetes, or other conditions requiring immediate use of medication shall be permitted to carry such medication and to self-administer such medication only if the school has a completed Medication Authorization Form, permitting self-administration on file.

Collection of Funds
All collections of funds (for sports, scouts, extra-curricular activities, etc.) must receive prior approval from the administration before requests to parents are made. All approved funds will be collected through the school office.
**Communication**

St. Margaret Mary School strives to provide effective communication with students and parents. The Principal communicates to all parents through a weekly Monday Memo that is sent via e-mail and is posted on-line each Monday. Special events and meetings are also placed in the Parish bulletin. The Monday Memo and other important information may be found on ParentsWeb. Parents wishing to contact teachers are encouraged to use e-mail or voicemail. **Teachers may not receive phone calls during the school day due to the disruption of instruction.**

**Computer / Technology Usage Guidelines**

Computers and other forms of technology are essential learning resources at St. Margaret Mary Catholic School. They must be treated with the same respect given to all school property. All students and parents agree to adhere to the following guidelines:

- **Wearable technology such as an I-Watch or Fitbit may only be used as a watch or step-counter. Texting or e-mailing are not allowed at school. Students using the device inappropriately will be told to remove it; it will be sent to the office, and the student will not be allowed to use it at school.**
- Students may not bring in software from home and load it on the hard drive of any computer, either in the lab or in a classroom.
- Students may not make changes to the operating system of any computer / digital device.
- Students may not send or receive e-mail while at school unless directed to do so as part of the lesson.
- Any student who willfully deletes or changes system settings of any computer or digital device will be referred to the office for disciplinary action.
- St. Margaret Mary School faculty, staff and students will follow copyright laws with regard to all software used in the school.
- Students and parents must sign the Student Technology Responsible Use Policy and the Student / Parent Consent Form for Digital Resources in order to use computers.
- Internet usage will be carefully monitored by the classroom teachers, computer teacher, and Technology Specialist for appropriate content. Any student using the technology / Internet in an inappropriate manner (including web sites, texting, or e-mail) will be referred to the office for disciplinary action.
- Students may use e-readers or tablets during school for educational purposes only. It is the expectation of the school that students will use their e-readers or tablets to read books and/or complete assignments assigned by a teacher. Students using digital devices inappropriately will have the device taken away and will be referred to the office for disciplinary action.

**Duplicate Sets of Textbooks**

Most student textbooks are available on-line. Parents who wish to obtain a duplicate set of textbooks for their students may request textbook publishers and textbook ISBN numbers from the school office. The school is unable to order duplicate textbooks due to expense.

**Emergency Operations Procedures**

As required by the Diocese of Orlando, St. Margaret Mary Catholic School will conduct an annual evaluation of the school campus to identify potential hazards and to develop plans to mitigate risk. St. Margaret Mary Catholic School will implement an Emergency Operations Plan to respond to emergencies in a manner that maximizes safety and minimizes disruptions. This Plan will be updated annually, in consultation with local law enforcement, in preparing for potential emergencies. The principal of St. Margaret Mary Catholic School will provide training for all staff and students and require all to participate in routine emergency preparedness drills and exercises. St. Margaret Mary Catholic School requires all visitors, volunteers, and parents to check in and out through the main office and provide a valid government issued photo ID. All IDs for visitors, volunteers, and parents are processed through Raptor to check against the National Predator/Offender database each time they request access to campus.
Evaluation Procedures: Assessment
Assessment, both formative and summative, is an integral part of gathering information regarding student academic progress. Formative assessment, part of the instructional process, provides data about a student for the purpose of adjusting teaching and learning. Summative assessment is utilized to measure student learning relative to standards and benchmarks. Parents receive reports regarding their child's progress throughout the school year, including three report cards and on-line progress reports, (in grades K-8). These reports allow teachers, parents and students to work together to promote student success in learning. Students in grades 3-8, receiving a grade lower than a “C” on a progress report will receive a copy of the progress report in the mail. The signed report should be returned to the homeroom teacher. Report cards should be signed and returned to the homeroom teacher.

Primary, Intermediate and Junior High departments utilize assessment and evaluation methods appropriate for the developmental levels of the students. Parents are encouraged to meet with teachers so that they may work together to provide the students with the best educational experience possible. Parent conferences are scheduled at least once a year and at other times, as needed. Parents requesting a conference with a teacher should e-mail or call the teacher with this request. Teachers are not able to participate in impromptu conferences in the classrooms, hallways, or school parking lot.

From time to time, student evaluations are requested (or required) by various schools or clinicians. In order to process these forms in an expedient and professional manner, please follow the steps listed below:

- Submit all requests and/or forms to the school office at least one (1) week before they are due. Please do not give the forms directly to the teachers. The school office staff / school counselor will distribute all forms to the appropriate teachers.
- Please include an addressed, stamped envelope for each evaluation form. The envelope should be addressed to the intended school or physician. When completed, all student evaluations will be mailed by the school office to the intended school or physician. Completed evaluations will not be returned to parents.

Extra-Curricular Sports
St. Margaret Mary Catholic School participates in the Diocese of Orlando CYS (Catholic Youth Sports) League, both grade school and middle school divisions. The vision of CYS is to develop players in mind, body, and soul to help them grow as individuals, both physically and spiritually. The middle school sports program is open to boys and girls in grades 6-8, (5th grade for some sports.) Both girls and boys may participate in Soccer, Volleyball, Basketball, and Track, and girls may participate in Cheerleading. Flag football is also offered. Academics are expected to be the primary concern of students and parents. A student must maintain an overall "C" average or above to participate. Students who receive a failing grade in any core subject on the report card or progress report will be ineligible to participate until improvement is shown, and participation is approved by the Principal. The school Administration reserves the right to deny students the right to participate in extra-curricular activities in the event of poor academic performance or inappropriate conduct or behavior.

Field Trips
Field trips are an extension of the curriculum in all grades throughout the school year. Parents (or guardians) are required to sign Diocesan approved permission slips for all field trips. Parents, guardians, and other family members may not “show up” at the field trip venue without going through the approval process. All chaperones must be fingerprinted, complete Safe Environment Training, and have their driving records approved by
the Diocese of Orlando in order to participate. Additionally, all drivers must fill out a Driver Information sheet each year, provide proof of auto insurance, and complete a release form in order to drive on field trips. The Driver Information sheet is utilized to conduct driving record checks. This is for the safety of all. For insurance reasons, parents under the age of 25 may not drive on field trips. If the driver of any vehicle is involved in an accident while transporting SMM students on a field trip or to a sporting event, an accident report must be filed with the school office immediately. School insurance AND school policy requires that all students be taken directly from school to the field trip venue, and afterwards, from the field trip venue directly back to school. Students and chaperones may not remain at the field trip venue when the class departs without the permission of the school administration. Due to the supervisory responsibilities of all chaperones, younger and older siblings may not be brought on class field trips. Following field trips, parent chaperones are asked not to check out other siblings due to disruption of classes.

**Guidance**
St. Margaret Mary School has a certified school guidance counselor on staff. Group guidance units are taught, addressing topics such as safety, respecting self and others, building positive self-esteem, peer pressure, personal growth, and social and family living. Additionally, the school guidance counselor assists students with special needs and consults with teachers and parents to address student needs.

**Gum Chewing**
Gum chewing by students is not allowed while on campus during school hours or at after school activities.

**Home and School Association**
The Home and School Association plays a vital role in the volunteer and fundraising activities of St. Margaret Mary School. The Association provides myriad services in the school, including assisting with the school lunch program, providing playground supervision, and providing assistance in the media center and classrooms. All parents are members of the Home and School Association and are encouraged to become active volunteers in the school. Each family is required to volunteer ten hours per year, with three of the hours being in either the cafeteria or on the playground. Time spent on class field trips or parties is not included in the ten hour requirement.

**Homework**
Homework is an important part of student learning. Homework should deepen students’ understanding and skills related to the content that has been presented or prepare students for new content. Homework provides students an opportunity to practice and reinforce skills. Homework is a learning activity which should increase in complexity according to maturity and the capability of the student, and it should reinforce instruction. Homework assignments are the responsibility of the students, and parents are asked to provide time for the completion of homework as well as a suitable atmosphere for study. Parent interest and support of student homework efforts promote success in learning. The suggested average amount of time spent on homework is:

**Grades 1-2:** - 30 minutes - **Grades 3-5:** - 50-60 minutes - **Grades 6-8:** - 60-90 minutes

Questions regarding the amount of time needed for an individual student to complete the homework should be addressed to the classroom teacher. Homework for students in grades 2-8 is posted on the ParentsWeb or RenWeb app. This is not meant to replace the student assignment book. ParentsWeb / RenWeb app is to be referenced when there is a question regarding a homework assignment or when students are absent and they wish to remain current with their work.
In-Service Days: Professional Development
The quality of education depends largely upon the effectiveness of the teacher. Teachers at St. Margaret Mary Catholic School are certified by the State of Florida in the subject area in which they teach. In order to remain current with best educational practices, teachers of St. Margaret Mary Catholic School attend professional development opportunities throughout the school year. School will not be in session on these days. Early dismissal on Wednesdays allows teachers to attend weekly professional development meetings. Also, a select number of early dismissal days will be utilized for professional development.

Lice
St. Margaret Mary Catholic School follows the No Lice / No Nits policy. Students identified to have lice will be sent home for treatment, and they will return to school after the school ensures that no lice or nits are present.

Lost and Found
Everything that is brought or worn to school MUST be clearly labeled with the student's first and last name. Anything that is turned into Lost and Found is promptly returned if clearly marked. All unmarked items will be given to the Girl Scouts for resale. Parents are asked to return items not belonging to their students to the school office.

Lunch/Lunch Accounts
Hot lunches are served at least four days a week. Students bring their own lunches on days when lunch is not served. Soda or fast food may not be brought to school. Milk and water are available daily. Menus for each "food day" are published on the monthly calendar and meals are paid for in advance through the lunch program debit system. The debit system is available for all families, and accounts must be funded prior to purchasing items as this is not a charge / credit system.

Media Center
The Media Center contains a wide variety of reading and reference materials, technology, and online sources of information. It is open each day from 7:45 am to 3:15 pm. The Media Center is an interactive center of learning – a makerspace / STREAM lab, while still maintaining a well-stocked library book collection. It is a place where children feel welcome to read, research, experiment with, and use technology.

Students in grades K - 4 have a regularly scheduled library class period in which literacy and research skills are taught. Grades 5 and 6 have a flexible library schedule. Students may check out books and may also use the library as needed to access reference materials. Additionally, the school media specialist will host STREAM recess time for students.

Students who have lost or severely damaged library books will be charged a fine of $20.00 for a hardcover book and $5.00 for a paperback book. Report cards will be withheld until the fine is paid. All books in the Media Center have been bar coded and prepared for our automation system. A fine of 50¢ will be imposed if a student loses or destroys a bar code.

Gifts and sponsored materials (books, magazines, computer hardware and software) are gratefully accepted and will be evaluated on the basis of the criteria set forth for selection.

Missing Work
The completion and turning in of work on time is essential for academic success. The objective of assigning homework is for students to receive practice and reinforcement of skills taught in the classroom. Grade levels
establish policies regarding missing work. In the case of absences, students have the same number of days to complete class work and homework as the number of days they were absent. Tests missed due to absence must be taken within one week of the original test date. Students who will be absent for trips during the school year are encouraged to refer to the school website for assignments. Upon returning from such absences, students are responsible for completing all missed work. Teachers are not responsible for re-teaching concepts taught during a student’s absence due to a vacation, trip, or sports event.

Money - Valuables - Books
Students are responsible for any money and/or valuables, including electronics, they bring to school. Children are not allowed to borrow, lend, or give money or other valuables to any other student. Money for activities/fees should be enclosed in a marked envelope. Students are not allowed to bring toys or electronic game equipment to school.

Other Extra-Curricular Activities
A variety of extra-curricular activities are offered at St. Margaret Mary Catholic School. Students in grades four through eight may participate in the school band. Practices are held in the morning before school. Students may participate in the school’s choral groups, beginning in grade two. Extra-curricular opportunities include choir, Scouts, robotics, tumbling, drama, sports, Jr. Knights, and other vendor-sponsored activities. Students must be present at least half of the school day in order to participate in after school activities, with 11:30 a.m. marking the half-way point. Students must maintain an overall "C" average or above to participate in extra-curricular activities. Students receiving a failing grade in any core subject on a report card or progress report will be ineligible to participate until improvement is shown.

ParentsWeb
ParentsWeb is a web-based program that provides a vital link between the classroom and home. Parents and students will find class information, homework, calendars and grades posted. All school families will receive ParentsWeb directions and information at the beginning of the school year. Families who need additional accounts or who have log-in questions should contact the school Technology Specialist.

Party Fee
A $10 per student party fee is included in the annual Material Fee. No additional party fee will be collected.

Playground Regulations
Students must stay in the areas assigned. All other areas are off-limits. Rules to be observed:
1. Football and other games of physical contact are not permitted.
2. Rough touching or tackling are not allowed.
3. Only balls provided by the school are permitted.
4. Students are expected to respect and obey the staff and volunteers on duty.
5. Inappropriate language is not permitted.
6. Students should stay away from all street areas. If play equipment goes out of the playground, an adult on duty should be asked for permission to retrieve it.
7. Electronic equipment is not allowed.

Religion
Religion is taught in all grade levels. All students of St. Margaret Mary Catholic School are required to receive religion instruction. The school day begins and ends in prayer in all grade levels, and prayer is included throughout the day. Students in grades K-8 attend Mass on all Holy Days of Obligation and on Fridays. Pre-K
students participate in prayer services in the chapel regularly and join the school community for numerous Masses during the school year. Classes help prepare the liturgies and prayer services. Parents are invited and encouraged to attend school liturgies.

SMM+ (Aftercare)
St. Margaret Mary Catholic School offers aftercare for children in Pre-K through eighth grade. It is intended for those children whose working parents cannot pick them up at dismissal time. Students must be registered in advance. An information booklet with detailed information regarding times and charges is available in the school office.

School Visitors
For safety and security reasons, St. Margaret Mary Catholic School requires all visitors, volunteers, and parents to check in and out through the main office and provide a valid government issued photo ID. All IDs for visitors, volunteers, and parents are processed through Raptor to check against the National Predator/Offender database each time they request access to campus.

Special Learning Needs
St. Margaret Mary Catholic School recognizes that each student has unique learning needs. Classroom teachers provide varied accommodations to meet the learning needs of each student, and they work closely with parents to ensure student success. Additional support is provided as needed through the school Academic Support / Student Success Program. Specific learning needs are addressed on an individual basis. Concerns should be communicated with the classroom teacher. Documentation of special learning needs and services provided for the student should be shared with the school administration and guidance counselor.

Standardized Testing in the Diocese of Orlando
All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is not “high-stakes” – results are not used to determine teacher efficacy, nor are they used solely to determine a child’s promotion or retention. Test results/scores are one measure of the total composite of a child’s individual academic progress; the information is used to assist teachers in meeting the specific and targeted learning expectations for a child’s appropriate developmental level. This information is critical in helping teachers provide the best educational opportunities for students.

Given the benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of “opt-out” of testing. Students who are absent for any reason, including medical absences, during the school’s designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school’s administration. Students will not be exempted from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child’s learning needs. This means accommodations or modifications are allowed only when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school district, or through a private psychological-educational evaluation approved by the Office of Catholic Schools. In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.
Student Safety
Students will not be permitted to leave school premises during school hours and during extracurricular activities without an authorized adult. Doctor appointments, with the exception of emergencies, should be scheduled for after school hours, when possible. If it is necessary to pick up a student before dismissal, a written note from the parent notifying the teacher is required in the morning. **Students being picked up early (prior to dismissal time) must be checked out in the school office prior to 1:45 p.m, (12:45 on Wednesday).** They must be signed out by a parent in the school office. Parents are not permitted to go to the classroom to drop off or pick up a child. Homework, books, lunches, P.E. clothing, etc. should be brought to the office, not the classroom, marked with student name and grade as early as possible.

Student Withdrawal
Parents wishing to withdraw a student should inform the Principal in writing. Parents are asked to contact the bookkeeper to ensure that tuition and fees are paid as of the date of withdrawal. School records will be sent when financial responsibilities have been met and school resources have been returned. The student’s permanent record will be sent after a request from the new school has been received. Health records may be taken by the parent at the time of withdrawal if all of the above is in order.

Tardy
Excessive tardiness impedes student learning. A student will be marked tardy if he/she arrives after 8:00 a.m. For the student’s safety, parents are required to accompany them to the school office to sign them in if late. Students will then receive an admit slip to enter class.

Testing
The TerraNova Test is administered to students in Grades 2-8 in the spring. This standardized test measures student achievement in the core subject areas. Test results are shared with parents in a timely manner. Teachers and Administrators are able to assist with the interpretation of test results. The Assessment of Catholic Religious Education (ACRE) is given to Grades 5 and 8 in February. AIMS Web assessment is conducted throughout the year in the primary grades to track student progress and growth in learning.

Tropical Storms
If such an emergency arises during school hours, parents are encouraged to pick up their children in their classrooms. Students not picked up will be dismissed at the regular dismissal hours. St. Margaret Mary Catholic School will observe the same regulations as Orange County Schools regarding the closing of school. St. Margaret Mary School will reopen as soon as conditions permit. Please follow radio and/or TV announcements for information regarding reopening.

Use of Telephone
Students may not use the classroom telephones, unless authorized to do so by the teacher. Students may not use cell phones during the school day, unless directed to do so by a teacher as a digital resource for a lesson. Students’ cell phones should be stored in backpacks and turned off. Cell phones used during school hours will be confiscated and turned into the school office. They may not be used at dismissal time without teacher’s permission. **Cell phone cameras may not be used at any time on school property unless authorized by the teacher for school assignments.** St. Margaret Mary Catholic School is not responsible for lost, stolen, or damaged cell phones.

Volunteers
Volunteers are an important part of the St. Margaret Mary Catholic School community, and all parents are encouraged to volunteer. Each family is asked to volunteer a minimum of ten hours, with at least three of them
being in the cafeteria or on the playground. Time spent on field trips or class parties is not included in the ten hour requirement. In accordance with Diocesan policy and for the safety of the students, fingerprinting, successful completion of Safe Environment Training, and background checks are required.

Right to Amend
St. Margaret Mary Catholic School reserves the right to amend the school handbook and change policies with proper notification of those affected.
<table>
<thead>
<tr>
<th>Name</th>
<th>Grade/Area</th>
<th>Ext</th>
<th>Email Address</th>
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Code of Conduct for Catholic Schools in the Diocese of Orlando

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school sponsored activities or in any social or professional media involving the school and/or Diocese. “It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem” (The Code of Canon Law, Canon 796, Para. 2).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

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

Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:
- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren’s education and development
- To have confidentiality over sensitive issues respected by faculty/staff

Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:
- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school’s handbook
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies, extracurricular or special events including athletics, concerts, academic and cultural events

As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:
- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care. Please note that each school in the Diocese of Orlando has a “Raptor” comprehensive visitor check-in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver’s license, “Raptor” runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events
- Support in words and actions the philosophy of Catholic Education
- Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances.
• Respect teachers’ preparation and assigned supervisory time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged.
• Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school.
• Respect the decisions made by the administration and faculty, even if you disagree with them.
• Listen to your child/ren, but remember that a different version of the event may be interpreted by others.
• Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner.
• Observe the school’s policies, as outlined on the school webpage and/or the school’s handbook and endeavor to support them in the home.
• Cooperate where your child’s behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members.
• Value the school community and its reputation especially when engaging with social media.
• Do not smoke or use offensive language on school premises.

Addressing concerns regarding situations involving your student(s):

Our Catholic schools want to work in partnership with our families. If anyone has a current complaint, criticism, or concern, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (https://www.orlandodiocese.org/ministries-offices/schools/).
5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance to Florida Statute.

It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct. Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child/ren.

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both an historical or current matter, you should, contact the statewide toll free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school’s policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.
In addition to carefully reviewing the Parent – Student Handbook with their children, parents are asked to read and review the policy documents sited below that are found at the St. Margaret Mary Catholic School website, www.smmknight.org and on ParentsWeb. Parents are also asked to carefully read the Code of Conduct for Catholic Schools in the Diocese of Orlando, contained in this Parent – Student Handbook.

Diocese of Orlando / Office of Catholic Schools Student Technology Responsible Use Policy

- I understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in appropriate disciplinary action. I agree to be a responsible digital citizen and user and will conduct myself appropriately while online. I have read and understood this Responsible Use Policy and agree to abide by it.

- As a parent/guardian, I will or have discussed Responsible Use Policy, user guide, and all other policies with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring and guiding my child’s activity while he/she is not at school.

Diocese of Orlando / Office of Catholic Schools Student / Parent Consent Form for Digital Resources.

- My signature below indicates that I give permission for my child(ren) to use all student online resources and applications provided by St. Margaret Mary Catholic School and named on the Diocese of Orlando / Office of Catholic Schools Student / Parent Consent Form for Digital Resources.

Parent – Student Signatures

My signature below is to acknowledge receipt of the St. Margaret Mary Catholic School Parent Student Handbook for 2019-2020. I have read and reviewed the handbook, the school Honor Code, and the Code of Conduct for Catholic Schools in the Diocese of Orlando with my children to ensure that my family follows Diocesan and school guidelines, policies, and procedures. We agree to abide by the policies stated in the handbook. Additionally, I have read and reviewed with my children the Diocese of Orlando documents noted above. My students will abide by the Diocese of Orlando / Office of Catholic Schools Student Responsible Use Policy noted above.

Family Name:________________________________________

Date:______________________________________________

Parent Name:_______________________________________

Parent Signature:____________________________________

Student Signature(s):____________________________________

____________________________________________________

____________________________________________________

____________________________________________________

This form should be returned to school by September 3, 2019.