



K-8

Parent/Student Handbook  
2022-2023

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[www.morningstar-jax.org](http://www.morningstar-jax.org)  
***Elaine Shott, Principal***

## **PHILOSOPHY**

Morning Star School is a special education facility under the auspices of the Diocese of St. Augustine, dedicated to helping children with learning differences become productive, responsible members of society. With the cooperative efforts of parents, community, and teachers, the students are afforded the opportunity to grow intellectually, socially, emotionally, physically, and spiritually.

We believe that each child is an individual with unique learning styles. With a highly structured learning environment and curriculum individualized to fit each child's needs, we are dedicated to helping each of our students perform to their highest potential. We recognize that it is critical for each child to acquire a realistic assessment of individual potential and develop an attitude of respect, service, and concern for other members of society.

Our curriculum reflects the message of the Gospel, with the understanding that each student must experience a sense of accomplishment, develop an appreciation of dignity and worth, and incorporate a set of Christian values into daily life, through prayer and worship. Surrounded by a family of faith, in an atmosphere of loving support which fosters a positive self image, the children are provided with successful experiences, thus, enabling them to grow and mature as children of God.

## **MORNING STAR SCHOOL MISSION STATEMENT**

**Rooted in the gospel and strengthened by the sacraments, the mission of Morning Star School is to provide a unique, inspiring education empowering students with learning differences to achieve their full potential.**

## **BELIEF STATEMENTS**

**The faith community of Morning Star School believes:**

Each student is valued as a unique child of God in his or her social, emotional, physical, behavioral, spiritual, and academic needs.

We must foster acceptance of self and others as we help students develop and share their unique gifts.

Each student learns in a variety of ways and should be provided with accommodations or modifications to materials, methods, instruction, and assessment according to their individual needs.

Christian formation is at the heart of Catholic education.

A safe and nurturing learning environment is essential for student growth and learning.

A respectful partnership among parents, teachers, students, and the school community is essential for success.

Through a sense of individual responsibility and global awareness, students must be empowered to become active and effective participants in today's world.

## **FORWARD**

This handbook is a legal document and by signing it you agree to abide by the policies set forth. It is to be used to answer some of your questions and to provide pertinent information about the school. It may be amended at any time by the principal. We welcome your comments for future years.

Morning Star School is a part of the Diocese of St. Augustine. Final authority for all major decisions of policy and property is vested in the Superintendent of Catholic Schools whose decisions are guided by the Morning Star School Principal and Board of Directors.

Morning Star School is accredited by the Florida Catholic Conference, and follows the Diocesan curriculum, which is based on National Catholic Standards and Benchmarks.

Morning Star School prides itself for upholding strong Christian values as a part of the Catholic School system. Deliberate defamation of others, whether verbally, through phone calls, writing, or use of the internet, is not consistent with these values. The administration of Morning Star School reserves the right to discipline students for off-campus conduct.

## Harassment and Discrimination

Morning Star School is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students/parents are responsible for helping to assure that any harassment or discrimination is reported. If a student or parent witnesses or learns of any conduct that violates this policy, the student/parent must immediately report the incident to the principal. If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student/parent should notify the Superintendent of Schools of the Diocese of St. Augustine. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

## Reporting of Professional Misconduct

All employees have a duty to report misconduct by instructional personnel and administration which may affect the health, welfare or safety of a student.

Misconduct should be reported to the administration of the school or to the Superintendent of Catholic Schools at the Diocese of St. Augustine. All allegations should be documented. Gather evidence if possible.

Specific reporting procedures and information is posted in the teacher's workroom along with the Code of Ethics and Principles of Professional Conduct of the Education Profession in Florida.

All employees must be trained on the standards of professional conduct. All employees are aware that:

**768.095 Employer immunity from liability; disclosure of information regarding former or current employees** An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee is immune from civil liability for such disclosure or its consequences unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760.

### **39.203 Immunity from liability in cases of child abuse, abandonment, or neglect.**

(1)(a) Any person, official, or institution participating in good faith in any act authorized or required by this chapter or reporting in good faith any instance of child abuse, abandonment, or neglect to the department or any law enforcement agency, shall be immune from any civil or criminal liability which might otherwise result by reason of such action.

(b) Except as provided in this chapter, nothing contained in this section shall be deemed to grant immunity, civil or criminal, to any person suspected of having abused, abandoned, or neglected a child, or committed any illegal act upon or against a child.

(2)(a) No resident or employee of a facility serving children may be subjected to reprisal or discharge because of his or her actions in reporting abuse, abandonment, or neglect pursuant to the requirements of this section.

(b) Any person making a report under this section shall have a civil cause of action for appropriate compensatory and punitive damages against any person who causes detrimental changes in the employment status of such reporting party by reason of his or her making such report. Any detrimental change made in the residency or employment status of such person, including, but not limited to, discharge, termination, demotion, transfer, or reduction in pay or benefits or work privileges, or negative evaluations within a prescribed period of time shall establish a rebuttable presumption that such action was retaliatory.

## Admissions and Records

### **Open Admission Policy**

Morning Star School has an open admission policy. No person, on the grounds of race, color, gender, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment based on race, color, disability, age, gender, or national origin.

### **Registration and Enrollment**

To be considered for admission at Morning Star School a child must:

- Be aged 5-14, and turn 5 before Sept 1 of enrollment in grade K
- Be diagnosed with a learning disability, Dyslexia, processing deficit, speech and/or language impairment, Attention Deficit Disorder or Attention Deficit Hyperactivity Disorder, a mild intellectual disability, or high functioning Autism Spectrum Disorder
- Have a school entry physical exam
- Have all immunizations current, and a record of those immunizations on file in the school office
- Have on file a birth certificate and, if applicable: baptism, communion and confirmation certificates
- Have a current (within three years) psychological evaluation or documentation of disability and a record of such in the school office
- Have on file any legal or custody papers

All prospective students will have an intake interview with the principal or assistant principal to determine appropriateness of placement. Students will be assigned to one division of the school (Primary, Intermediate, or Junior High) based on age and ability level.

Students with behavior disorders or severe intellectual, physical, health or behavioral disabilities are outside the scope of services we provide. **All new students are admitted on a trial basis which may last up to nine weeks.** The final decision for admission or re-enrollment resides with the principal. All financial accounts must be current to be considered for re-enrollment.

### **Records**

Each student must have on file:

- Birth Certificate
- Health certificate
- Shot record, with current shots
- Current Psychological (within the last three years)
- Custody papers, if applicable
- Current information updates

Catholic students must have:

- Baptismal Certificate
- Communion Certificate
- Confirmation Certificate

International students must include:

- Social Security number (a copy)
- Passport (a copy)
- Green Card (a copy)
- Approval from the Diocese of St. Augustine

Senate Bill 622 *Omnibus Education Act* exempts the cumulative record from the Florida Public Records Law by limiting access to the record only to the Superintendent, the professional staff of the school, the parent or guardian of the pupil, a court of competent jurisdiction, and to such other persons as the parent, guardian, or principal may authorize in writing. Records in Catholic schools are private records. When the student's record goes to the public school, it becomes subject to the public school's rules. When the records come to or are maintained by our schools, then they are not subject to the statute. Public records, or any other records, are subject to any control or restrictions which the Superintendent or principal wishes to place on them. Records should be available to parents, teachers, and school officials.

### **Statement of Services**

Morning Star School provides a strong educational foundation to students with learning differences. We provide academic, spiritual, emotional, and social skill instruction. In addition to core subject instruction, we provide physical and music education. We also offer speech and language services. (reading intervention?)

Morning Star School does NOT provide:

- Occupational therapy
- Physical therapy
- One-on-One instruction
- Nursing services

### **State Scholarships**

#### **Step-Up for Students: FTC, FES-EO, FES-UA**

Parents should be aware that the scholarship may not cover your child's entire tuition and fees. Parents are responsible for any difference. **Additional fees are charged based on individual needs.** For more information visit [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org) or [www.stepupforstudents.org](http://www.stepupforstudents.org)

### **Tuition and Fee**

Tuition of \$990.91 a month (\$10,900.00 for the year) is payable for eleven (11) months beginning July 20, 2022 and ending May 20, 2023. Collection of tuition will be handled by FACTS Tuition Management and will be made by automatic withdrawals. All tuition payments are due on the 20<sup>th</sup> of each month. **Morning Star School does not offer sibling discounts.**

Financial assistance may be available for those unable to pay full tuition. A scholarship request for assistance should be made to the Finance Committee of the Board of Directors through the Principal.

The following fees are charged:

- Registration fees of \$482.00 (Primary), \$533.00 (Intermediate) and \$560.00 (Junior High) are to be paid with registration unless other arrangements are made.
- \$150.00 a month for the After School Care Program. A drop-in service is available at a daily charge of \$20.00
- A technology fee of \$50 for all Intermediate and Junior High students for iPads.
- \$25.00 is charged for any part of the first 15 minutes a parent is late picking a child up from the After School Care Program. After the first 15 minutes, an additional \$1.00 per minute is charged.
- Parents may NOT cancel FACTS agreements. All changes in FACTS must be made through the front office.
- \$35.00 NSF bank fee will be charged for all returned checks.
- **Additional program fees may apply based on student individual needs.**

## **School Program and Curriculum**

### **Accommodations/Modifications**

Accommodations **change the way** in which a student learns. Accommodations can be made to methods, materials and assessments. Modifications **change what** a student learns. Modifications are made when a student is working below grade level-typically 2 or more grade levels below. Modified Curriculum is noted on students' report card.

### **Conferences/Support Plans**

Conferences are held twice a school year-once in January and one at the end of the school year. Student Support Plans are update twice yearly and require parent signature.

### **Curriculum**

Morning Star School is dedicated to helping children with impaired learning ability become successful students. The curriculum of the Diocese of St. Augustine is followed and is designed to implement the following objectives:

- The development of maximum efficiency in academic. To that end, specialized programs such as Lindamood-Bell Visualizing and Verbalizing, LIPS, Wilson Language, and Perception Math are used.
- The development of technological skills and the integration of these skills into all areas of the curriculum through the use of computers, laptops, iPads, Smartboards and other technology.
- The promotion of socially acceptable behavior and personal relationships through social skill lessons, modeling, role playing and practice.
- The development of motor skills which are closely connected with academic skills, and the promotion of good health and sportsmanship.
- The promotion of spiritual and moral growth through participation in religious instruction, Liturgical services, and service projects.
- The development of emotional and social maturity.

The guidelines of the Florida Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools are followed.

### **CTK Placement**

Some students may be selected to attend a class at Christ the King School. *Placement at Christ the King is dependent upon classroom space being available at that particular grade level and subject area. It is important to remember that simply working at grade level does not warrant placement at Christ the King.*

### **Evaluations**

We understand that many times doctors request written summaries of student behavior and progress from the classroom teacher. **We request that you let us know in advance of the need for written evaluations and allow at least one week for them to be completed. These evaluations will be sent directly to the doctor's office for review. Please provide mailing information.**

### **Homework**

Homework is an important portion of the student's grade each grading period. Parents should be aware that:

- Homework is assigned on an individual basis Monday through Thursday nights, and occasionally on weekends.
- Homework is the student's responsibility. Parents are asked to encourage and support students with their homework assignments.

### **Late Work/ Incomplete Work**

A student will receive an Incomplete for work that is not turned in and/or incomplete. The teacher will make note of incomplete assignments in student planner and assure the student understands the assignment. If incomplete work continues, the teacher will reach out to parents via phone call, and the student will receive a Notice of Concern. The teacher will give student/parent last day to turn in assignment on Notice of Concern based upon grading period requirements. If work has not been turned by or on the date given by the teacher, the incomplete will become a zero for the missed assignment.

### **Make Up Work**

Make-up work will be assigned when a child returns to school after an absence. All work must be completed and returned within the time frame given by the teacher. In the event that a student is unable to make-up work in a

timely manner an “Incomplete” may be given.

Major projects, book reports, and term papers which have been assigned in advance must be turned in as soon as the student returns to class.

### **Pet Therapy Action Plan**

Morning Star School is the only Catholic Special Education School in the Diocese of St. Augustine. We serve students each year from all over Northeast Florida. Our students are diagnosed as having specific learning disabilities, ADHD, communication disorders, various processing disorders, mild intellectual disabilities, and High Functioning Autism Spectrum Disorder. We provide a full curriculum of academic subjects including reading, language, math, science, and social studies, as well as PE, music, and art. We also offer speech and language therapy as well as academic enrichment. Through individualized instructional and behavioral plans, we help each child develop academically, physically, socially, emotionally, and spiritually.

Morning Star School is excited and grateful for the opportunity to integrate Pet Therapy into the services we offer. Morning Star has partnered with Project Chance once again and is in the process of training a new therapy dog, Mission. The following is an initial Action Plan for our Pet Therapy Program.

Goals:

- To improve student responsibility and independence through the care and nurturing of a therapy dog.
- To increase use of language, leading to improved social interaction with others.
- To ease anxiety and provide a calm and safe atmosphere.
- To encourage and motivate students to read in a less stressful environment.
- To improve and sustain focus in students with disabilities.
- To reward and motivate students

### **Program Divisions**

Each student is assigned to a classroom in one of the three basic divisions of the academic program. These divisions are Primary, Intermediate, and Junior High. Assignment to a classroom or division is based on a variety of factors, including academic achievement, social ability, and chronological age. Students are not automatically promoted to the next classroom each year, and a student may remain in one division or one classroom for more than one year. After successfully completing all subject areas, students may be promoted to the next division. Students who are working on **modified** curriculum may also be transferred to the next program division. We also reserve the right to change a student’s placement during the school year to serve the best interest of that student.

### **Religious Participation**

In accordance with our mission to provide a Catholic educational program to the children attending Morning Star, it is required that all students participate in religion classes, liturgical celebrations, daily prayer experiences, and all other religious-oriented aspects of the school program. This includes, but is not limited to, making the sign of the cross, genuflecting and receiving ashes, singing religious songs, receiving a blessing from the priest, and attending and participating in all liturgies, masses, and prayer services. Please do not schedule appointments during our liturgy celebrations. **Students will never be dismissed during mass.** If you must schedule an appointment on that day, you must pick your child up *before or after mass*.

Students may participate in sacramental preparation programs based on Diocesan guidelines. Sacraments will be conferred at the student’s home parish.

### **Report Cards**

Report cards will be issued at the end of each quarter. Mid-term progress reports will be issued in the middle of

each grading period. Reports are distributed via email. Hard copies must be requested from the office.

**It is important to remember that report cards reflect the individual grade level on which the student is working. If a student is working below grade level in a subject or subjects it will be noted on the student's report card with the comment "Modified Curriculum."**

Report card may be held for non-payment of tuition, fees, and after school care payment.

**Teacher Qualifications**

All teaching staff have a minimum of a bachelor's degree and are certified by the Department of Education in the State of Florida.

**Testing**

The STAR 360 testing program is used both to gather baseline performance data, for instructional intervention and for progress monitoring. It is also used as a norm referenced test to meet State of Florida requirements. Other assessment and achievement tests may be used.



## School Day Policies and Procedures

### School Day Hours

7:40AM - 2:45 PM

\*Students may not be dropped off in the morning prior to 7:15 am. Beginning at 7:15 am, the school opens and Students may enter the school building. Students MAY NOT be left unattended at the front door. Dismissal Begins at 2:45. Any student who has not been picked up by 3:15 pm will be sent to After School Care (ASC).

### Aftercare Program

Hours are from 2:45-6:00 PM.

Parents should note:

- **At the discretion of the supervising teacher and administration, a child who is disruptive and/or uncooperative may not be allowed to attend the aftercare program.**
- A current emergency contact form with telephone numbers must be on file for each student.
- The school must be notified by note or phone call if the parent wishes the child to stay in extended day on a drop-in basis.

### Attendance

Regular school attendance is a necessary part of a student's education, and it is closely related to student learning and academic success. Excessive absences impair a student's educational progress and may, at the principal's discretion, impact whether the student passes or fails a grade. Students will be considered absent when they miss 50% of their school day. **Excessive absences can affect scholarships.**

**It is the parent's/guardian's responsibility to contact the school if their child will be absent and to state the reason for the absence.** Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence. Failure to provide a note will result in an automatic unexcused absence. A physician's note is needed when the student (1) has been absent for three or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under a doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.

Students must be in school unless the absence has been deemed an "excused absence." Excused absences include the following (1) illness or injury of the student; (2) serious illness or death in the student's family; (3) scheduled doctor or dentist appointment; (4) special events such as family weddings, important public functions, etc., which require permission from the principal at least five days in advance; (5) required court appearance or supervised visitation, and (6) having or being suspected of having a communicable disease or infestation including but not limited to head lice, ringworm, impetigo and scabies.

Unexcused absences include but are not limited to the following (1) pleasure trips; (2) suspension from school; (3) truancy; or (4) other avoidable absences that are not on the "excused absences" list. Students with more than 8 unexcused absences in any given class within a quarter risk receiving a failing grade for that quarter. The principal can waive this policy in extreme circumstances.

A student with 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian, and the school administration.

Students out of school for an approved period due to a medical concern may be recorded as "Present-Medical" if they successfully cooperate with the school in a distance learning program which may or may not be digital. Approval for the extended time away from school will only be granted with medical documentation approved by school administration.

### Authorized Persons for Pick Up

Registration forms included information for individuals who are authorized to pick up your child from school. Students will not be authorized to leave with anyone who is not on their authorized for pick up list. Please update with the front office as needed any individuals who are permitted to pick up your child. \*If a student is going home with a friend from school, a note giving permission must be written by BOTH parents-the parents of the child who is going to the friend's house and the parents of the friend who is having the child over to their house.

### **Carline Etiquette**

Our driveway is a one-way single lane. Parents may NOT pass a car in our driveway. This is a huge safety violation.

Please do not block the road when turning into our driveway. Wait until there is enough space for your car before turning. This will ensure that traffic can still drive through during morning drop off and afternoon pick up.

### **Dismissal**

Students will be dismissed after the dismissal prayer at 2:45 PM. Students who are car riders must be picked up by 3:05 PM. If a student is not a picked up by 3:05 PM, he or she will be sent to Aftercare and will be charged the daily drop-in rate. Students who attend Aftercare regularly will be dismissed for Aftercare after the dismissal prayer at 2:45PM.

### **Early Check Out**

Students may be signed out early for a doctor's appointment or an emergency before 2 PM. Parent or guardian must come into the front office to sign a child out for an appointment. Please send in doctor's note the next day so the absence from class will be considered excused. **The front office staff is busy with dismissal routine beginning at 2 PM therefore, students will not be allowed to be dismissed early between the time of 2:00-2:45 PM.**

### **Morning Drop Off**

Students should come into school unassisted. Parents may accompany a younger child into the school the first few days of the school year, and then students should come in unassisted. Please park in a visitor parking spot if coming into the school building.

### **Tardy**

School begins at 7:40 am. Students who arrive **after 7:40 are considered tardy. Late students must be accompanied into the school by their parents and signed in.** Students arriving late may not be allowed into the classroom until the next period has begun. **If a student arrives after 7:40, that student will receive a tardy notice.** A tardy will be considered unexcused unless accompanied by a doctor's note. Excessive tardy from one or more classes can affect a child's academic progress. It is imperative that students start their school day on time to teach responsibility, accountability, and dependability.

## General School Information

### **Articles from Home**

No games, toys, posters, magazines, cameras, iPods, personal iPads, cell phones, and/or any digital devices such as Apple watches, and smart watches, etc. may be brought from home. If a student does bring some item from home without the teacher's special permission, the teacher will take the item and turn it in to the principal or assistant principal. Administration will determine when or if the item will be returned. Fitbits only will be allowed; students may not use the Fitbit on an Apple watch at school.

### **Assignment Books**

Each student will receive an assignment book at the start of the school year. Assignment books are used daily by students/teachers to record homework assignments and notes from teachers. ***The assignment book is to be signed/initialed daily by the teacher and nightly by the parents.*** Parents are encouraged to use the assignment book for any comments or questions for the teacher. If a student loses his/her assignment book, a new assignment book must be purchased at the cost of students' family.

### **Classroom Observations**

It has been determined that classroom observations by parents or visitors are too disruptive to the students and, therefore, are prohibited.

### **Classroom Parties/Birthdays**

Homeroom teachers will organize and coordinate parties for their classrooms at special occasions/holidays during the year.

Parents may send in cupcakes or cookies for their child's class to celebrate his or her birthday. Parents should contact the teacher(s) in advance so the teacher can plan accordingly.

Party invitations for out-of-school birthday parties may be passed out at school IF and ONLY IF the entire class is invited.

### **Communication to Parents**

Communication is key to students' success.

- Weekly Newsletter emailed every Tuesday
- Important school information will be sent via email or sent home with students
- Yearly calendar will be sent home and monthly calendar updated regularly on MSS website at [www.morningstar-jax.org](http://www.morningstar-jax.org)
- Assignment book-homework and daily notes/communication between parents and teachers
- Class Do Jo-Parents must register to receive weekly updates from teacher
- Emails and phone calls as needed between parents and teachers

Notices of Concerns and Major Infractions along with any other discipline procedure will be issued as necessary. These forms must be signed by the parent and returned to the school the following school day.

### **Field Trips/Parent Volunteers**

School sponsored field trips are an important part of your child's education, and therefore, they are **mandatory**.

Field trip notices signed by the parent must be turned in prior to the field trip. Students will not be allowed to attend any field trip without a parent-signed permission form.

Parents, guardians, or grandparents will occasionally be asked to serve as chaperons on field trips. Parent chaperons are a valued part of our school field-trip experience. Persons who chaperon field trips must agree to the following policies:

- The chaperon must be fingerprinted and cleared through the offices of the Diocese of St. Augustine.
- No siblings or other children may accompany the chaperon on a field trip.
- The chaperon must be willing to help with all the children.
- Chaperons may not smoke or drink alcoholic beverages on a field trip.
- It is understood that the teachers are always in charge during school sponsored activities.
- All chaperones must be fingerprinted, complete the **Protecting God's Children workshop**, and be approved or they may not attend any field trip.

### **Fingerprinting**

The Diocese of St. Augustine requires that all persons who have contact with the children be fingerprinted, and the fingerprint record and clearance must be on file at the Diocesan office. This includes people who volunteer in the school and parents who chaperon field trips. All employees and covered volunteers must be fingerprinted through LiveScan. The cost of fingerprinting is paid for by the individual. It may take several weeks for clearance.

In addition, anyone who volunteers in the school in any capacity must attend the diocesan **Protecting God's Children** workshop. Information regarding these workshops can be obtained in the school office.

### **Lunches**

Since the school has no cafeteria facilities, lunch must be brought from home. Drinks may be purchased from the school vending machine for \$1.00.

Students have an option to purchase lunches from various vendors on certain days of the week. Ordering information will go home at the beginning of the school year. Note: Health Department Policy: Schools are no longer able to store/keep ordered food overnight from food vendors. If your child is absent on a food order day, we will not be able to save the food or give a refund.

No student will be allowed to "skip" eating a lunch, and each child must have a nutritious meal. Candy and gum are not permitted. Parents should avoid excessive snacks such as potato chips and cookies. Due to the disruption to the school routine, **parents are asked to not deliver lunches to the school after 7:50 a.m.**

Student lunches may not be kept in the refrigerator or warmed in the microwave.

**Due to space restrictions, parents are not allowed to eat lunch with the students.**

### **Parent Conduct**

We, the staff of Morning Star School, consider it a privilege to work with you as partners in your child's education. We believe that as parents, you are the primary educators of your child. As such, we expect parents to always model appropriate behavior. Good example is the strongest teacher. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between home and school will only lead to disrespect of all authority. Evidence of mutual respect between parents and teachers will model good behavior and relationships and is always expected.

At any time if a parent is deemed uncooperative, the student may be dismissed from Morning Star School.

### **Personal Appearance/Uniforms**

Uniforms are a staple of Catholic education. The wearing of uniforms and adhering to school rules on personal appearance are requirements of MSS students. It is our belief that following uniform and personal appearance requirements teach discipline and respect and helps to prepare students for their future. Failure to follow requirements will result in uniform violation referrals. The administration reserves the right to determine appropriateness of uniform, haircut, etc. More than three referrals in a nine-week period will result in phone call home by administration. Sensory and OT concerns will be considered on an individual basis.

**Please see the Uniform Quick Guide at the back of the handbook for uniform specifics.**

#### **PE Uniform Days**

On students' PE days, students should wear their PE uniform. Physical education uniforms must be purchased through RC Uniforms. P.E. is an academic subject and participation is mandatory. Parents/Students should be aware that failure to have the proper physical education uniform will lower the student's grade.

#### **Non-Uniform Days**

Students must adhere to the Non-Uniform/ Dress Down Day Dress Code on Non-Uniform Days. Please see the **Non-Uniform Quick Guide at the back of the handbook for Non-Uniform Dress Code.**

### **School Supplies**

At the end of every school year and during the first month of summer, parents have the option to purchase school supplies through a contracted company. Parents also receive a list of school supplies during the summer should

they choose to purchase supplies on their own. School supply list can be found on the school website as well. Supplies must be replenished during the school year as necessary. In addition to the supplies on the list, students will need a backpack, lunch box and headsets for their school issued iPad or device. All supplies, backpack, lunch boxes etc. should be labeled with student's name.

**Visitors**

All parents and guests must check in with the office and receive a visitor's pass before being permitted to enter classrooms. Parents and visitors must enter through the front door at the office area and must wear the visitor's pass while in the building.

## **HEALTH, SAFETY AND EMERGENCY**

### **Alcohol/Drug Abuse Policy**

Intoxicants or other controlled substances in any form, including but not limited to drugs, marijuana, beer, wine, or alcohol may not be brought onto, consumed, or utilized on campus or any school-sponsored activity. A student shall not sell, possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Violators shall be subject to immediate expulsion as well as any action deemed appropriate by civil authorities for violation of any law.

Proper use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule. A student on such medication must provide the administration with written notification from the parent/guardian if the medication is to be brought onto, consumed, or utilized on campus or any school-sponsored activity.

By acceptance of enrollment, students, their parents, and guardians' consent to and authorize all reasonable action on the part of school authorities to enforce this rule including, but not limited to, the utilization of searches, questioning, and other investigative tools.

### **Child Abuse or Neglect**

All suspected cases of child abuse or neglect will be reported pursuant to Florida Law.

### **Dangerous Weapon Policy**

#### **REVISED 3A**

#### **Diocese of St. Augustine Dangerous Weapons Policy**

The policy of the Diocese of St. Augustine (hereafter, "the diocese") regarding "Dangerous Weapons" (see definition below) is as set forth herein. The following policy provisions fully comply with state law, and therefore, should not be further revised, restated or tailored. These provisions are designed to balance the rights of individuals to bear arms, while at the same time, protect the interests of the diocese and its entities, our employees and those whom we serve.

#### **Definitions.**

Dangerous Weapon. A dangerous weapon is defined to include, but is not limited to, all firearms, explosives, munitions, electronic weapons (e.g., tasers), chemical weapons and knives, other than small pocketknives; a pocketknife is not "small" if, when opened, its blade is greater than  $2\frac{1}{2}$  inches in length. Razor blades or box cutters are also to be considered as dangerous weapons for purposes of this policy, unless they are possessed or used in support of a parish, entity, or school-sanctioned activity.

For schools (see definition below), other items may be designated as dangerous weapons if so, specified in the school handbook.

For persons 18 years of age or older, a chemical *self-defense* weapon such as mace or pepper spray is excluded from the above definition of "dangerous weapon."

Motor Vehicle. A motor vehicle includes any automobile, truck, minivan, SUV, motor home, recreational vehicle, motorcycle, motor scooter, or any other vehicle operated on the roads of the State of Florida and required to be registered under state law.

School. A school includes for purposes of this policy a parochial school, high school, early learning center, day care center, or a school for those educationally challenged or disabled in any way, and which is owned or operated by the diocese or any parish or

entity of the diocese.

**School Property.** School property includes the buildings, facilities, and grounds (Including parking areas for motor vehicles) of any school.

At locations in the diocese where a school is co-located with parish facilities, the Pastor should designate the portions of the parish campus which are to be considered as school property. School property may be defined for purposes of this policy not only by physical boundaries, but also by time, or functional use, or a combination of time, functional use, and place. That portion of the parish campus designated as school property by physical boundaries and / or duration of time and / or functional use should be clearly noticed to employees, volunteers, and parishioners by way of signs, charts or maps of the parish campus as appropriate. Any such designation of school property shall be only for the purpose of this policy and will have no other civil or canonical legal effect. A sample sign, provided merely as an example, is at the appendix to this policy.

**Applicability.** This policy applies to:

- all parish, school or diocesan entity employees or volunteers,
- all students enrolled in a school (see definition above), and to
- all visitors or invitees onto the property of a diocesan entity, parish, or school.

**Prohibitions.** Florida law allows individuals who are properly permitted, to bear and carry arms in public places. Further, Florida Statute 790.251 recognizes that individuals have a basic right to possess and keep legally owned firearms within their motor vehicles for self-defense and other lawful purposes. Both laws, however, provide for exceptions to protect certain entities and buildings in the interest of public safety (see Florida Statute 790.06). Accordingly, except as provided below:

- Firearms and other dangerous weapons may not be brought into any diocesan-owned workplace, building or facility. Nor may firearms or other dangerous weapons be brought into any facility leased or exclusively used by the diocese or one of its parishes or entities. Any such firearms must remain secured within the individual's motor vehicle, in accordance with state law.
- Firearms and other dangerous weapons may not be brought on to school property, even secured in a motor vehicle. This prohibition also applies to school buses and school bus stops.

**Exceptions.** Exceptions to the above prohibitions are as follows:

**Persons.** Federal, state, county, and municipal law enforcement officers while on or off duty, or while acting in an official capacity, are not bound by the prohibitions of this policy. Duly authorized security personnel are also exempt from the above prohibitions, provided that advance approval has been obtained from the pastor, principal, or agency head.

**Places.** A dangerous weapon as defined above may be maintained in a rectory for the personal safety of the priest or priests who reside there, or as a *bona fide* and properly registered hunting or sport weapon if the pastor so permits.

**Searches.** The diocese retains the right to search all personnel, their belongings, their motor vehicles and their work areas to determine compliance with this policy. Employees who are found to have knowingly violated this policy will be subject to corrective or adverse personnel actions, up to and including termination of employment. Volunteers who are found to have knowingly violated this policy may be prohibited from future service within the diocese.

Refusal to submit to an authorized search will also be grounds for exclusion from the

location to which entry is sought, or removal therefrom. Any consequences arising from the inability to obtain entrance, or to remain on the premises, because of refusal to submit to a reasonable search, will be borne by the individual concerned.

### **Emergencies**

Written information is required in case of emergency listing the name, address, and phone number of the person to be notified. In addition, an authorization is required for us to begin treatment in the event we cannot locate parents.

**It is important that we always know telephone, address, and workplace changes.**

Parents will be called if a child has soiled himself/herself. Teachers will not clean the students. If a parent is called to pick up a child at school, that parent must arrive at school within one hour of being notified or call a friend or relative to pick up the child.

### **Food**

Health Department Policy: Schools are no longer able to store/keep ordered food overnight from food vendors. If your child is absent on a food order day, we will not be able to save the food or give a refund. Heating of food is not available to students nor are staff members permitted to heat a student's lunch.

### **Head Lice**

Students will be examined periodically during the school year for the presence of head lice and/or nits. The presence of lice or nits is NOT an indication of uncleanliness. If lice or nits (whether alive or not) are discovered in your child's hair, you will be immediately called to pick up your child from school. Your child may return when he/she brings evidence of treatment (empty box or box top) to school.

### **Illnesses**

Morning Star School follows the guidelines recommended by the CDC for flu or flu like illness. If your child has a fever or flu-like symptoms he or she must remain home for 24 hours after they are fever-free without the use of fever reducing medicines.

Morning Star School follows CDC and Diocesan Policies and guidelines for suspected and confirmed COVID-19 cases. If your child is sick, please keep him or her home. This will help to ensure the health and safety of the entire MSS community. Wearing a mask is optional unless the CDC requires mandatory mask wearing.

### **Immunizations**

Morning Star School policy follows the policy mandated by the Diocese of St. Augustine and the State of Florida Statutes.

Florida Statutes state that every school, public or non-public, shall require each student entitled to admission for the first time in a Florida school to present a certification of a school-entry medical examination performed within one year prior to enrollment in school. Consequently, out of state students enrolling in our school must present the above-mentioned certification.

Florida Statutes states that effective August 1, 1982, the policy shall be that "prior to admittance to or attendance in a public or non-public school, grades kindergarten through 12, or a public preschool, each child present or have on file with the school a certificate of immunization for the prevention of those communicable disease for which immunization is required by the Department of Health and Rehabilitative Services." The chapter further states that "immunization shall be required for poliomyelitis, diphtheria, rubeola, rubella, pertussis, mumps, tetanus, and other communicable diseases as determined by rules of the Department of Health and Rehabilitative Services." In addition, all first graders must have the chicken pox vaccine.

Effective August 1, 1998, children entering, attending, or transferring to kindergarten in Florida schools will be required to have completed the hepatitis B vaccination series. A second dose of measles vaccine will be required for children attending grades kindergarten through fifth. Children entering, attending, or transferring to seventh grade will be required to have completed the hepatitis B vaccination series, a second measles vaccination (preferably MMR), and a tetanus-diphtheria booster.



*Medical exemptions:* Medical exemptions will be considered, but only if a determination can be made by Diocesan officials that, based on medical evidence, admission of the child without a vaccination would not constitute a health risk to the school community under the circumstances. If such a determination cannot be made, a medical exemption will not be granted. This exemption is reserved to Diocesan officials and is not to be granted at the parish or school administrative level. ***No religious or conscience exemptions will be considered.***

### **Internet Acceptable Use Policy**

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of this Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

***Pictures or video from school sponsored events may not be posted on social network sites.***

#### **Internet Terms and Conditions of Use:**

- All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
- The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
- Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not access any chat room or initiate any personal contact online.
- Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and will be reviewed by your teacher or the school's Technology Coordinator.
- Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
- Do not download any software without the prior consent of your teacher. Do not bring, USBs or CDs to school or use them without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

## Medication

All medication, prescriptive or non-prescriptive, will be given out only by the principal and assistant principal, or their designee. It is important that you adhere to the following policies:

- **All students must have a Medical Authorization form filled out and signed by their Physician before any medicine prescriptive or non-prescriptive can be administered to a student at school.**
- Prescription medicines must come to school in a pharmacy bottle with the child's name, the name of the medication, and the prescribed dosage.
- All non-prescription medication must come to school in the original manufacturer's packaging.
- No student may carry any medication on their person, in their book bag, or have any in their pocketbook or desk. Any medication brought to school must be immediately given to the principal or assistant principal. This includes non-prescriptive medication.
- Florida Statutes authorize asthmatic students to carry a metered dose inhaler on their person while in school. The parent or guardian must supply the school with a written statement of approval from the physician authorizing the student to carry the inhaler.
- **The school must be informed (via phone call or written note) if your child receives regular prescriptive medication at home and be made aware of any changes in dosage or type of medication. If you choose to stop or change your child's medication during the school year, you may be asked to keep your child home from school during the transition period.**
- If your child takes medication at home in the morning, the school requests that one dose be kept at school if the student forgets to take it at home.
- Please keep at least a two-week's supply of medication at school.

## School Cancellations

Parents will be notified by FACTS of any school cancellation for emergencies or weather related reasons.

## DISCIPLINE POLICIES AND PROCEDURES

### **Damage of School Property**

Students will pay for any school property which they damage or deface. The cost of repair or replacement will be the determination of school personnel.

### **Discipline**

**Discipline is individualized for each student.** Behavior plans will be developed for some students. Parents and students should be aware that:

- Students are expected to always follow school and classroom rules
- Severe or persistent behavior problems that disrupt the learning and teaching process may result in a conduct referral, suspension, or expulsion *at the discretion of the administration.*

We believe that parents are the primary educators of their children. We welcome the opportunity to work together as partners in your child's academic and behavioral education. Parents on school grounds should never approach a student to discipline that student or discuss that student's behavior.

### **Due Process for Students**

Although the Constitutional requirement of due process does not legally apply to the private school system, Catholic schools, as a faith community, should impart fairness and a sense of justice in all actions and judgments made by administrators and teachers in dealing with their students. While it is important to protect and maintain the rights of the students and their parents, it is also important that the students and their parents be made aware of their respective responsibilities which arise from and complement these rights.

Students and parents are presumed to be aware of established school rules and regulations in effect at the time of registration and as subsequently amended. Students and parents shall have the right to be informed *either orally or in writing* of the school rules which have been violated and of the specific grounds for disciplinary action.

The faculty and administration have consistently and diligently worked toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced. In order to ensure this atmosphere, the following procedures will be enacted when necessary. Students who pose a threat to themselves or others, or cause severe disruption may be expelled from Morning Star School.

1. When there is a major violation or multiple infractions of the student code of conduct or school rules which the handbook states may result in **expulsion**, the student's parents/guardians will be called and informed of the violation **and will be required to pick up the student immediately from school**. The student will thereafter be suspended from school until a decision is reached on the violation and the consequences.
2. *At the parent's request*, a review board will be convened within 72 hours after suspension, excluding weekends and holidays, to consider the violation and the consequences. The review board will consist of the principal, vice principal, and a teacher chosen by the student. The student and at least one parent/guardian may be present during the board hearing at which time the student will be allowed to present his/her case. The board will then make a recommendation to the principal.
3. The principal will make the final decision and notify the parents.
4. The disciplinary decision is not subject of appeal to the Diocesan Due Process Board. However, failure of the school to follow its discipline procedure as outlined in the handbook is appealable. However, if the school has followed its procedures as outlined in the handbook, there will be no appeal.

### **Harassment**

Harassment of any type is not tolerated. The principal will investigate all complaints of harassment. Students involved in harassing behavior face detention, suspension or expulsion at the discretion of the principal.

### **Peace and Justice**

Morning Star School is an advocate for peace and justice. We promote an atmosphere of non-violence and Anti-Bullying. Students are taught to recognize and report all cases of bullying. Physical violence will not be tolerated.

**Searches**

The school personnel may search a student or a student's property at any time. If any item is found which is against school policy, that item may be confiscated and not returned.

**Sexual Harassment**

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. This teaching should be modeled by faculty and students alike from pre-kindergarten through twelfth grade.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written, or physical conduct of a sexual nature.

Sexual harassment, as defined above, may include but is not limited to the following:

- verbal or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual involvement accompanied by implied or explicit threats.

Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, his/her teacher, or the guidance counselor. The principal should ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated.

The principal should follow the Florida Law relating to mandatory reporting of abuse.

The principal should contact the Superintendent of Catholic Schools and/or the diocesan attorney should any question arise as to reporting requirements or other counsel.

A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include but not be limited to suspension or expulsion.

**Suspension**

Morning Star School uses both in school and out of school suspensions at the discretion of administration. Students who receive an out-of-school suspension will receive the grade of zero for all classes/assignments due to the suspension.

**Termination**

A student's enrollment may be terminated when:

- The administration determines that the services of Morning Star School are no longer required by the student.
- The administration concludes that this is not the most appropriate school to provide the educational, behavioral, social, or emotional needs for the student.
- A parent is considered un-cooperative and does not follow the policies as stated in this handbook.
- The student is disruptive in the classroom or may be considered harmful to another person.
- The student brings a weapon to school.
- A student is charged with a crime committed away from the school or after school hours.

**Threats and Violence**

It is the desire and expectation of every administrator, teacher, parent, and student that all will be safe in our schools. The Catholic teaching of respect for the dignity of each person because he/she is made in the image and likeness of

God provides the basis for who we are. It is important that this teaching permeates the Catholic school community. The teaching should be modeled by faculty and students alike from pre-kindergarten through twelfth grade.

There are times, however, when some fail to measure up to this standard, and we need to act accordingly. All threats of violence that are verified will be taken seriously. A threat is an expression of an intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

Threats and other forms of harassment, other than sexual harassment may include but is not limited to the following:

1. Verbal harassment or abuse
2. Physical harassment or abuse
3. Written harassment or abuse
4. Electronic, or E-mail correspondence to or about a member of the school community which include implied or explicit threats, whether this correspondence originates on school computers or elsewhere.

Any adult member of the school community who alleges threats or harassment by another member of the community should bring this matter to the attention of the principal. Students should notify the principal or his/her teacher, or guidance counselor. The principal should ultimately investigate the incident. In determining whether alleged conduct constitutes threats or harassment, totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. A substantiated charge of threats or harassment against any member of the school community shall subject that student or teacher to disciplinary action, which may include but not be limited to suspension or expulsion.

Students:

If a student makes a threat, the principal, at her discretion, may suspend or expel the student from school. If suspended, the student may be required to receive psychological assessment and counseling, and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist, and the administration is willing to have the student return to school. A reinstatement conference should take place with the parent and student. Parents should be notified that a second offense will result in further disciplinary actions up to and including expulsion.

**THE PRINCIPAL HAS THE RIGHT TO MAKE ANY CHANGES/ADDEMDUMS TO THE PARENT/STUDENT HANDBOOK AT ANYTIME AS HE/SHE FEELS NECESSARY THROUGHOUT THE SCHOOL YEAR.**

## Morning Star School Student Uniform Dress Code Quick Guide

### Boys' Dress Code

#### **Regular School Uniform (Worn on non-PE days and all Mass days)**

White, button-down collar, oxford -cloth shirt with logo

White or green polo shirt with logo

Navy uniform shorts or pants with belt

Black, brown, or navy belt

Undershirts may be worn but they must be short sleeve and solid white

Solid navy, black or white socks (no low top athletic socks)

Solid black sneakers including sole (no white soles with regular school uniform), black dress shoes or brown Sperry-type shoe

Shirts must be always tucked in

Hair must be well groomed in a short, conservative style; must be out of face and above collar

No fully or partially shaved heads, no shaved designs in the hair, or shaved eyebrows are allowed

No facial hair: students must be clean shaven

No earrings: One bracelet and one necklace are permitted if it does not become a distraction in class

#### **PE Uniform (Worn to school on scheduled PE Days)**

Gray MSS logo t-shirt

Navy MSS logo athletic shorts

Navy MSS logo sweatpants (on cold days)

Solid white, black or navy socks (no low top athletic socks)

Athletic sneakers (any color) Must be athletic sneakers

#### **Outerwear**

Only MSS logo sweater, sweatshirt, or fleece

### Girls' Dress Code

#### **Regular School Uniform (Worn on non-PE days and all Mass days)**

Jumper (primary only), skort or skirt worn 2" above the knee

Navy uniform shorts or pants with belt

Black, brown, or navy belt must be worn with shorts or pants

White oxford-cloth blouses with logo

White or green polo with logo

Shirts must be always tucked in.

Solid navy, black or white socks (no low top athletic socks)

Solid black sneakers including sole (no white soles with regular school uniform), black dress shoes or brown Sperry-type shoe

Hair is to be groomed and out of the face.

Headbands, scrunchies, hair bows must be the plaid of the jumper or a matching navy, red, green, white, or black.

One small post earring, one ring, one necklace and one bracelet are permitted if it does not become a distraction in class

Nails must be kept short; French manicure or clear polish is permitted. No makeup is permitted.

#### **PE Uniform (Worn to school on scheduled PE Days)**

Gray MSS logo t-shirt

Navy MSS logo athletic shorts

Navy MSS logo sweatpants (on cold days)

Solid white, black or navy socks (no low top athletic socks)

Athletic sneakers (any color) Must be athletic sneakers

#### **Outerwear**

Only MSS logo sweater, sweatshirt, or fleece

## Morning Star School Special Days Dress Code Quick Guide

### **Spirit Day**

Every Wednesday (unless otherwise noted) is Spirit Day. Students may wear an approved MSS Spirit T-shirt on Wednesdays with their regular school uniform bottoms (school uniform skirt or pants).

### **Non-Uniform/ Dress Down Day Dress Code**

Non-Uniform or Dress Down days are given for various reasons during the school year. Noon dismissals are free Non-Uniform/ Dress Down Days. Students can earn Non-Uniform/Dress Down Days with their Do Jo Points- these are purchased on Fridays and are to be used on the following Monday or first day of that school week. At other times during the school year, the school may have fundraising 'cost' Non-Uniform/ Dress Down Days. At these times, students may choose to pay for a Non-Uniform/ Dress Down Day. Regardless of the reason for the Non-Uniform/ Dress Down, all students must adhere to the Non-Uniform/ Dress Down Day Dress Code.

Students may wear non uniform clothes that meet the following rules:

- Pants/jeans must be worn at the waist and fit appropriately (not too loose or too tight)
- Pants/jeans may not have any rips or holes.
- Shorts, skirts, and dresses must be to the length of the student's fingertips when the student is standing with arms down to his or her side.
- Leggings may only be worn if shirt or dress is long enough meet the length requirement above (to the student's fingertips)
- T-Shirts, shirts, tops, etc. must have sleeves and fit appropriately.
- No inappropriate wording or pictures or political statements are permitted.
- Shoes must be closed toe and go over the heel. Crocs are appropriate, but socks must be worn.
- Hats, bandanas, etc. may not be worn on the head.

### **Project Chance Fundraising Day**

On Project Chance Days, students who have purchased a Project Chance T-Shirt may wear their shirt with dress down pants or shorts at no cost. If a student has not purchased a Project Chance T-Shirt, he or she may pay \$1 to have a dress down day. Project Chance days are once a month, and money raised goes to help support having a therapy dog at school as well as donations to Project Chance. Non-Uniform/ Dress Down Day Dress Code applies for Project Chance Fundraising Days (see above).

**If a student comes to school on a Non-Uniform/ Dress Down Day not dressed to meet the above dress code, the student's parents or guardian will be called to bring the student his or her uniform to school for the student to change.**

**If a student comes to school on a pay dress down day without any money, the office will be informed, and parents will be asked to send in the money the following day. Remember these days are to raise money for our students to provide the 'extras' to make school even more special.**