



Catholic School

Parent and Student Handbook 2021-2022

*Serving God's Children with Special Needs
Since 1960*

Updated 8/11/2020

**930 Leigh Ave.
Orlando, Florida 32804
Phone: 407-295-3077 Fax: 407-522-1700**

www.morningstarorlando.org

Our Mission

Morning Star Catholic School, founded in Catholic tradition, is committed to providing each student with special needs the opportunity to discover their gifts and achieve their personal best as children of God.

Dear Parent(s) or Guardian(s):

This handbook is your guide for understanding the policies, regulations, and procedures of Morning Star Catholic School. Please review this handbook and discuss its contents with your child.

We, at Morning Star Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and duty to become the primary role models for the development of your child's life -- physically, mentally, spiritually, and emotionally. Your choice of Morning Star Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Your personal relationship with God, with your family, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless they are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Our philosophy at Morning Star Catholic School is rooted in our belief that administrators, teachers, and staff are in a partnership with you, our parents, in encouraging your child to develop spiritually, academically, socially, and emotionally. We encourage our students to develop their own personal active faith through prayer and worship. Our students have unique educational needs and we, as educators must work to meet each child's individual needs. Together, let us begin this year with a commitment to partnership as we support one another in helping your child become the best person he/she is capable of becoming.

We are most happy to share in the God-given responsibility of educating your children. May God bless you always!

In Christ's Love,



Dr. Alicia Abbey, Principal

Diocese of Orlando Mission Statement

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

School Accreditation

Morning Star Catholic School is fully accredited through the Florida Catholic Conference. The Florida Catholic Conference Accreditation Program, developed by state diocesan educational leaders in consultation with school pastors and principals, has been approved for use in the Catholic schools by the Florida Bishops. The standards of this accreditation program are derived from sound educational research and influenced by Catholic educational philosophy which integrates faith and values with life and learning. These standards assist schools in working through a dynamic self-evaluation process which promotes accountability and on-going excellence.

The standards used by the Florida Catholic Conference are the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools. These standards are the result of two years of broad collaboration among Catholic educators across the nation. Leaders and scholars in Catholic institutions of higher education, superintendents, principals, bishops, congregational sponsors, pastors, National Catholic Education Association directors and executive committee members, and Catholic school supporters, who contributed by sharing their collective wisdom, expertise, experience, and passion.

Further, these standards, by serving as a basis to ensure quality in the schools, justify the faith that parents and others have placed in them. Catholic schools educate and contribute to the formation of a healthy and morally sound lifestyle. They are a tool for evangelization and have a reputation for quality education, discipline in the classroom, and transmission of Catholic values. The Florida Catholic Conference Accreditation program is designed to enhance all of these areas. Since its beginning, more than three decades ago, this accreditation program has ushered in many positive changes and has ensured the continuation in improvement of Catholic schools in Florida. The efforts of the dedicated pastors, administrators, teachers, and others are a blessing to this program and to the children in Catholic schools in Florida.

Policies and Procedures

Morning Star Catholic School Administration reserves the right to make changes to this Parent and Student Handbook at any time. Parents are invited to suggest meaningful changes in written form. The necessary changes will be incorporated annually prior to the start of the academic year. If changes need to be made during the school year, notification of the change will be by email.

**Items printed in Red denote areas that are policy or law and need improved adherence by our entire school family.*

**New for 2021-2022*

Admission Policies and Procedures

Admission of Students

Morning Star Catholic School admits 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 school. We do not discriminate on the basis of race, color, or ethnic origin in administration of educational policies, admissions policies, and other school-administered programs. We accept students on a trial basis to ensure that Morning Star Catholic School can meet the individual needs of the child.

Morning Star Catholic School complies with Title IX which states: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Interested parents may fax their child's IEP and other evaluations for review, as well as contact information, to our office at 407-522-1700. Once paperwork has been reviewed a hosted tour can be scheduled. After prospective parents have toured our school class visits for their child can be scheduled. Usually, a minimum of two class visits will be scheduled for their child. This process helps in determining if we can meet your child's needs. (For the 2021-2022 school year, due to COVID-19, no class visits or tours during school hours will be permitted.)

All students will begin school on a 90 day trial basis. This allows additional time for us to determine that we will be able to assist your child and meet his or her needs. We look forward to welcoming you and your child to Morning Star Catholic School. If you have any questions please feel free to contact our Front Office at 407-295-3077.

Before admission, our Admissions staff must be notified of any existing behavior challenges and behavior plans that exist for the prospective student.

Any student considered for admission must be able to independently handle all of their toileting and personal hygiene needs. If a student needs assistance in these areas it must be addressed and planned before their admission to the school.

McKay & Gardiner PLSA Scholarship

The full cost of educating a student varies each year. When MSC agrees to accept students on McKay & PLSA Scholarships, monies are allocated by school administration to staffing and services provided during regular instruction, to support individual needs of the child. Scholarship monies are not available for non-academic items/services like school supplies, uniforms, etc.

McKay checks are awarded four times a year. Morning Star Catholic School will notify parents when the checks arrive. Scholarship checks, or "warrants", are made out to the parent or guardian, and mailed to the school. **The check must be signed by the designated parent or guardian; failure to do so may cause the child to lose the scholarship. Only the person whose name is on the check may sign it. That person must come to the school since the checks cannot leave the school premises.** In cases where the designated person is unable to sign, a Power of Attorney may be drawn up giving another person the legal authority to sign. However, no individual associated with the school may be given Power of Attorney for the purpose of check signing. Also, **under no circumstances may a student sign the check for his or her scholarship payment.** If a change in the household requires a different person to sign the check, you should request your school to submit a McKay Guardian Change Form to the School Choice Office so that future checks may be issued in the appropriate name.

Gardiner/PLSA payments are made quarterly through direct deposit to the school account. However, **the guardian of the account must log in to their PLSA account to approve the quarterly invoice submitted by the school.**

***Morning Star Catholic School has the right to assess a fee if the parent or legal guardian has not signed over their child's McKay check or approved the invoice for the Gardiner/PLSA payment. If this has not been completed after 10 days, a \$30 fee will be assessed.**

Withdrawal Policy

In the case of a planned withdrawal, parents must give written notice to the school office by completing a Morning Star Withdrawal Form. Current payment of all fees is required. Failure to depart in good standing could prevent re-admission or recommendation to another school.

Parents As Partners In Education

As partners in the educational process, Morning Star Catholic School asks parents to set rules, have guidelines, and enforce limits based on their child's individual abilities/needs, such as;

- Establish healthy sleep habits;
- Arrive at and be picked up from school on time;
- Have students dressed according to the school dress code;
- Have students complete assignments on time;
- Provide a balanced nutritional lunch and snack every day. Remember, food nourishes our bodies. Be thoughtful about the food you send and make it healthy and nutritious.

We also ask parents to:

- Actively participate in school activities including Parent-Teacher conferences, Winter Fund Raiser, Angel Walk, Fashion Show, etc.
- Notify the school when the student has been absent or is tardy
- Notify the school of changes of address, phone numbers and emails
- Meet all financial obligations to the school
- Inform the school of special situations regarding the student's health, well-being, and safety
- Complete and promptly return requested information to school
- Read school communication, newsletters, etc... to demonstrate your interest and commitment to your child's total education
- Support the religious and educational goals of the school
- Treat teachers and staff with respect and courtesy.

Confidentiality Agreement

Confidentiality is a serious matter in a school environment. Any individual, who works or volunteers in a school, is legally and professionally bound to maintain strict confidentiality regarding information about students, families, staff, and the school itself. It is quite likely that in the course of volunteering, information may be disclosed which is regarded as confidential. It is important that such information is kept confidential. To this end we require that any and all information not be disclosed or used outside of your volunteering duties.

Conflict of Interest Policy

Employees and volunteers of the Diocese of Orlando, including those who volunteer through service on advisory or governing Boards and Committees, are to exercise particular care to conduct their affairs, so as to avoid conflicts (or the appearance of conflicts) between their own interests (including the interests of their family members and other related parties) and the interests of the Diocese of Orlando.

The term "conflict of interest" pertains to any situation in which an individual or a related party benefits or stands to benefit at the expense or potential expense of the Diocese and/or Its affiliated entities or where the situation of an individual or related party and the Diocese present a potential conflict of interest. The policy regarding conflict of interest may also apply in circumstances when the closeness of relationship with the one who would benefit may suggest the perception of undue influence.

Morning Star Catholic School Board

The Morning Star Catholic School Board is an advisory board to the school administration. The Morning Star Catholic School Board is a standing body, governed by its own constitution and by-laws, ultimately accountable to the School Administration. The Morning Star Catholic School policies adhere to the general guidelines formulated by the Diocese of Orlando Office of Schools. The board's function and responsibilities include advising the administrative team in the areas of finance, facilities, strategic planning, marketing etc.

FINANCIAL POLICIES AND PROCEDURES

FINANCIAL OBLIGATIONS

FACTS Tuition Management Program must be used to make tuition payments. All families must be registered on FACTS; even if you have a McKay Scholarship that covers full tuition. Parents can see the Business Manager for any questions regarding FACTS.

MSC accepts McKay Scholarships and state-funded programs such as Step Up for Students: Gardiner Personal Learning Scholarships Account.

Without fiscal stability and the generosity of donors, Morning Star Catholic School cannot continue to provide a high quality, Catholic education for students with special needs. Fiscal stability is only possible with the cooperation of all families involved.

FUNDRAISING

Families are expected to participate in school fundraising activities such as a Winter Fundraiser, Angel Walk, the Fashion Show and others throughout the year. **20 volunteer hours per family are expected each year. Comparable monetary donations will be accepted if working for an event is not possible for your family.** Revenue from fundraisers offsets additional expenses or unbudgeted items that tuition does not cover such as technology enhancements, facilities and campus improvements, classroom enrichment materials, and instructional supplies.

INSURANCE

Every student in our school is covered by a Diocesan insurance plan for the hours he/she is under school supervision. Coverage is coordinated with insurance that families have and reimbursement begins after a deductible has been met. Twenty-four hour coverage is available at an extra charge. Applications for such coverage are available each academic year during the first week of school.

ITEMS REQUIRED ANNUALLY

Upon annual registration, parents/guardians are expected to complete the following compliance forms:

- Registration Form, Emergency Information Form with Medical Information and Current Immunization Forms
- Parent/Student Handbook which includes Acceptable Use Policy and permission for Photographs and/or Videos & Compliance Form Signed
- 2021-2022 - COVID-19 Assumption of Risk and Liability Waiver
- 2021-2022 - Digital Audio and Visual Release for Participation in School Events, Recordings and Live Learning Sessions

Parents are asked to purchase student supplies according to the supply lists, distributed in the summer of each year. The Supply lists has items used by each child and in the classroom and includes, but are not limited to, pencils, notebooks, crayons, markers, etc.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE POLICY

For planning purposes, the school calendar is provided to parents during the summer or on the first day of school. Use of the school calendar when planning can avoid conflicts with school days. All students are expected to be at school on a daily basis unless they are ill. McKay Scholarship students must be in attendance 90% of each quarter in order to be in compliance. If your child is absent more than 90%, you will be removed from the McKay list and you will be responsible for your child's tuition. **IMPORTANT: Students must be present four (4) hours of the day to be counted as present. Students arriving after 10:45am will not be received without a written Doctor's excuse.**

DIOCESAN ATTENDANCE POLICY

I. Policy

A. Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly, and conform to the attendance policies of the school, the Diocese of Orlando, and the laws of the State of Florida.

B. It is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance.

C. Schools shall maintain accurate attendance records for all students and follow the Diocesan Record Retention Policy for archival purposes. No paper attendance registers are required if electronic attendance is taken.

D. The Diocese of Orlando requires all schools to develop a calendar which represents 181 instructional days per school year and meets or exceeds Florida Statute A-1, 09512.

II. Procedures/Guidelines

A. All absences must be recorded through an automated student attendance recordkeeping system approved by the Diocese of Orlando. For students in grades K–8, attendance must be taken at the start of the day. For students in grades 9-12, attendance should be taken by instructional period. Students in K-12 are considered absent when more than 50% of the school day is missed.

B. A student is considered absent when he/she is either not in the school building or fully present in a virtual setting. Whether or not the absence is excused or unexcused is determined by administration.

C. Attendance expectations are for all students and must be clearly delineated in the school's handbook to include:

1. 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. The principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation must be obtained in writing and retained as documentation. Failure to provide this will result in an automatic, unexcused absence. A physician's note is needed when the student:

- a. Has been absent for three or more consecutive days;
- b. Has had surgery;
- c. Is returning to school after a hospitalization;
- d. Has been under a doctor's care for a significant illness; or
- e. Is returning to school after being excluded because of a communicable disease.

2. Policy and Procedures for defining and tracking excused or unexcused absences must be stated in the school's handbook:

- a. Excused absences include the following:
 - i. Illness or injury to the student;
 - ii. Serious illness or death in the student's family;
 - iii. Scheduled medical appointment;
 - iv. Required court appearance or supervised visitation;
 - v. Having or being suspected of having a communicable disease or infestation including but not limited to head lice, ringworm, impetigo, and scabies;
 - vi. Approved school-sponsored events, school athletic events, retreats;
 - vii. College site visit; or
 - viii. Special event, excused at the principal's discretion with permission from the principal in writing five days prior to the scheduled event, including pre-arranged event of educational value.

- b. Unexcused absences include but are not limited to the following:
 - i. Vacations or pleasure trips;
 - ii. Suspension from school;
 - iii. Truancy; or
 - iv. Other avoidable absences not included on the "Excused Absence" list above.

3. Process for communication of attendance concerns with parent(s) or guardian(s).

4. Plan corrective action to address attendance concerns to include prevention and intervention strategies, and written plan for academic remediation.

5. Students are required to complete missed assignments and/or class work.

6. Conditions for notification to appropriate office and/or agency for habitual non-attendance.

D. For long-term or extensive absences due to medical conditions, parents should enroll student in the applicable county public school district for home instruction or make an arrangement with the school administrator for continued academic progress.

E. Students whose absences exceed 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(s), and the school administration. Principals must document this meeting to include date, time, attendees, and the corrective action plan decided upon to improve the student's attendance and academic performance. It must be clearly communicated that continued excessive absences may result in retention, the loss of scholarship and/or withdrawal from the school. Attendance is reported quarterly to the School Choice Office.

F. The teacher must verify attendance records at the end of the year. These records must be retained as dictated by the Records Retention Policy.

G. Students who do not comply with the school's published attendance policy may be retained, lose class credit, be suspended, be asked to withdraw, or be expelled. Students enrolled in the Florida School Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.

H. In case of emergency, teachers must have access to classroom rosters in either electronic or paper format. This roster should contain each period attendance list as well as list of student medications and must be made available as part of plans/directions for substitute teachers.

ABSENTEE PROCEDURE

If a student is absent, a parent must report the absence by calling the school office by 8:30a.m. If a student is absent more than three (3) consecutive days their parent must contact student's teacher to obtain a school work packet to be completed and turned in for days missed.

Excused Absences

Excused absences are defined as those due to personal illness, serious illness, or death in the family, weather or road conditions making travel dangerous, or cause deemed acceptable by the school administration. Please send in a doctor's note if your child is absent for an extended period of time.

No student can be absent in excess of 30 days per school year, excused or unexcused, without an academic/attendance plan approved by the school administrator. If number of days are exceeded, the student may be asked to withdraw or be retained because of impact to academic progress.

In situations where the student exceeds 30 days (excused or unexcused) without an approved academic/attendance plan, the school is obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school.

Vacations or Extended Absences

Vacations must be pre-approved by the School Administration. Written communication, note or email, explaining the vacation or extended absence, needs to be sent to the School Administration prior to the absence. The School Administration will respond in writing to the request. Approval is based on factors including but not limited to record of absences, need for absence, timing, etc.

Note: Vacations or Extended Absences could result in the McKay and Gardiner PLSA Scholarships being out of compliance based on attendance. Both scholarships have an attendance policy.

Lateness Policy

School begins at 8:00 a.m. Students arriving in their classroom after 8:00 a.m. are considered late. Parents must sign students in whenever they are tardy. Keep in mind, both scholarships have an attendance policy. Five tardy days equal one absence. This is reported monthly on the attendance report that is sent to the State of Florida and could affect your McKay or PLSA Scholarship.

ARRIVAL / DISMISSAL AND INCLEMENT WEATHER PROCEDURES

School hours are Mondays, Tuesdays, Thursdays, & Fridays, 8:00 a.m. to 2:45 p.m. and Wednesdays, 8:00 a.m. to 2:00 p.m. There will be no early dismissals from 2:15-2:45pm on Monday, Tuesday, Thursday & Friday, or from 1:30-2:00pm on Wednesdays. Please schedule appointments accordingly or pick up your child before 2:15, M, T, Th, & F or before 1:30 on Wednesdays.

Arrival and Dismissal Procedures

Students may begin arriving on campus at **7:40 a.m.** and staff will supervise them. **No students allowed on campus before 7:40 a.m.** This has recently been adjusted due to the new procedures needed put in for proper sanitizing and preparing classrooms due to COVID-19.

School prayer begins at 8:00 a.m. Classes begin promptly at 8:00 a.m. Tardiness of one student disrupts the learning environment of the entire classroom. Repeated lateness is unacceptable. Parents must make every effort to be punctual each day. It is considered tardy if arriving after 8:00a.m.

Parents are required to sign their child in at the front office if they are tardy and a staff member will escort the child to class. If your child is late, do not just drop them off. You must sign them in and, most importantly, make sure our staff receives them before you leave school premises. MSC is considering implementing a fee charged for repeated tardiness.

For our dismissal procedure, all families will receive TWO car tags with their student's last name. Additional tags are available for purchase at \$5.00 a piece. These tags MUST be displayed in your front dash when arriving for dismissal. It will assist staff members in quickly and safely identifying the correct student being picked up and allow a more efficient traffic flow for our carline.

Due to continued efforts to ensure the safety of our students and staff and per new Diocesan Safety Procedures and Policies, the guard on duty will not allow any unidentified vehicles into the carline. They will have to pull over out of the flow of traffic, show identification, and the office will be radioed to confirm approval. If you have someone else picking your child up, they must be listed on your Emergency Information Sheet and our Front Office should be notified, so they can be added to the approved Pick-Up list.

If your student is being picked up or dropped off early/late you must notify the teacher the day before. Students are on different campuses throughout the day and will not be pulled without prior notification. If a child will be going home early, a parent must sign them out in the front office.

No parent is to go to the classroom to pick up a child. To ensure the safety of our students, only people listed on the Emergency Information Sheet will be allowed to pick up a child (they may need to show their ID such as a driver's license, if staff does not know them). Parent phone calls will not be accepted as permission to pick up a student so please make sure your Emergency Information is current. This information can be edited through your FACTS Family Portal account. We ask that all parents try to make any doctor, therapy appointments, etc. after school hours, when possible. When appointments occur during school hours, parents must pick-up and re-admit their children through

the school office using the sign-out book. No one is permitted to withdraw a student directly from the classroom.

Students not picked up by 3:00 p.m. (2:15 p.m. on Wednesday) will be escorted to the Aftercare Program. Fees for Aftercare Program start at 3:15 p.m. (2:30 p.m. on Wednesdays). Early pick up is only for emergencies or medical reasons. Students picked up prior to dismissal must be signed out in the office by a parent or pre-registered authorized person.

Traffic Pattern

Parents are to drop off their child in the morning at the circle. **Parents will not be permitted to escort their child into the school building. Students will bring their book bag and lunch to their classroom independently. If assistance is needed, a staff member will assist the student.** Parents line up in the circle area in the afternoon and students are escorted by staff to the circle for pick up after prayers. As cars are loaded, please pull up and let other cars proceed around the circle. No parent is permitted to leave the property until children are belted in with a seatbelt according to the law of size and weight of the child.

Parents are not allowed to leave their car parked (running or off) in the circle area at any time. If you need to come into the office, please park your car and then come into the office. **Do not block or park in the circle at any time. It must be left open for emergencies.**

Stormy Weather

The following guidelines are enacted when the weather during arrival or dismissal is severe. For the safety of our staff and students, if at any time during carline lightening is spotted, the carline halts until it is deemed safe. Students will be kept in the Student Life Center until lightning ceases. You may park your car and retrieve your child during the storm, if you like.

When Orange County Public Schools (OCPS) are closed due to inclement weather, Morning Star School will be closed, including closings due to impending storms. **If in doubt about school closings, listen for announcements on radio stations WDBO Radio AM-580 or MAGIC 107.7 FM.** Typically local television stations provide advisories and official announcements. If phone service and power are available, Morning Star Catholic School will email closing messages to families. Morning Star Catholic School generally follows the reopening schedule of OCPS, but may reopen sooner than OCPS if we feel the physical campus and travel is safe. Our goal is to get students back into the ordinary routine of school as soon as possible.

SAFETY AND HEALTH POLICIES AND PROCEDURES

The Diocese of Orlando has measures in place that are regularly reviewed, and require cooperation and support to make our schools safe for our children.

Sharing the following information with students helps ensure that wrongful conduct does not occur in our schools. The intent is to develop an understanding of appropriate conduct expected in our schools. The Diocese of Orlando does not condone or authorize 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
- Providing shots to or conducting physical examinations of students
- Administering drugs, including over the counter medication, unless we have written permission from a parent/guardian per Diocesan policy.
- Providing massages or other physical therapy
- Taking blood samples or performing other medical procedures
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking, or encouraging smoking, on school property
- Denigrating or abusing any child, volunteer, or employee

Parents should identify and report inappropriate activities immediately to the Principal or the Office of Schools. Experts, particularly in the area of school violence, agree that tell-tale signs (e.g., severe mood changes, emotional outbursts, irrational conduct, a fascination with guns or incidents of violence, indirect and direct threats} usually exist before an actual violent act occurs. Early intervention is a key to avoiding a tragic situation. It is not possible to identify all improper conduct, but cooperation in enforcing these guidelines is essential in keeping our students safe. Working together we can provide a caring, loving environment, and the best Catholic education.

Volunteers/Campus Visitors

Due to the Diocese of Orlando's new safety regulations, opportunities to volunteer or come on school property are limited due to COVID-19. They are as follows until further notice:

Visitors – To limit the possibility of exposure to the coronavirus, visitors to classrooms will be suspended until further notice both during the day and for drop-off and pick-up.

Volunteers – Classroom volunteers will be limited to only those volunteers providing specific academic and instructional support.

Vendors – Vendors such as Title 1 tutors; therapists; and/or contractors will be allowed on campus.

All visitors, volunteers, and vendors must adhere to the individual school's face covering and screening protocol.

Once the COVID-19 regulations have been lifted, we will follow the below guidelines for visitors/volunteers.

Parent Volunteers are welcome and encouraged to attend our Special Events such as Halloween, Christmas, and Easter celebrations, etc. Volunteers are not permitted in the classrooms. We employ Teaching Aides for assistance and Bishop Moore Peer Leaders also assist in the classrooms.

Parents desiring to volunteer at our Special Events need to follow the below instructions:

- Volunteers working with children and vulnerable populations must complete safe environment training in addition to a background/fingerprint clearance through the Diocese of Orlando. According to diocesan policy, all visitors must be fingerprinted in order to visit the campus.
- In order to fulfill the safe environment training requirement, one must watch the video "Protecting Our Youth" and complete the on-line quiz. The minimum age for fingerprinting is 15 years old. Parents of a teen must be with their teen at the time of fingerprinting so they can sign the FDLE/FBI waiver (signature pad).
- **Parent volunteers must be checked-in at the school office before visiting the campus.**
- Morning Star Catholic School encourages parent involvement, but teachers are instructed to send any person to the office that has not checked in. Parent visits must be approved by the teacher and administration before parent arrival.
- Volunteers on the Morning Star property do not hold Morning Star Catholic School responsible or liable for any accidents or injuries while performing volunteer duties.

Accidents

Emergency information for each child is kept on file in the school office. In the event of an accident or minor injury, the parents are contacted and the necessary course of action is determined. Be sure accurate and up-to-date information (phone numbers, email addresses) is on file in the school office.

In the case of an accident, an accident report is completed by the supervising staff member and is filed in the school office. Parents choosing to file for insurance reimbursement will, upon request, be provided with copies of the form.

In an emergency, 911 is called and the child may be taken to the hospital by

ambulance. In the event that the parents cannot be contacted prior to transporting a child, the school will continue efforts to contact the family.

Child Abuse Laws

Morning Star Catholic School abides by the Child Abuse laws of the State of Florida. The law mandates that all cases of suspected abuse and/or neglect be reported to The Department of Children and Families.

Classroom Pet Policy

For the health and safety of all people who enter Morning Star Catholic School, to avoid exposure to animals that may cause allergic symptoms or reactions, and to provide good indoor air quality which can affect overall health and wellness, Morning Star Catholic School does not allow pets on campus. Exceptions are made for service animals for disabled persons and animals used under the control of law enforcement officials. If service animals are to be used in the school, the School Administration is responsible for notifying staff, parents, and students, so individual health needs and concerns can be addressed. Service animals should be kept away from carpets, upholstered furniture, and return air ducts.

Child Custody

It is required that the custodial parent provide the principal with an official, updated copy of the custody order. In the absence of a court order, our school will provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference. Likewise, our school will share pertinent information with the non-custodial parent in a timely manner.

Emergency Drills

Monthly emergency drills are required by state law. Periodic drills are done to practice and reinforce safety measures are employed in case of a circumstance that could threaten the safety of the students and staff. Emergency procedures and evacuation routes are posted in every classroom and office space. Annually the procedures are reviewed with the staff.

Fingerprinting

All volunteers working with children and vulnerable populations must complete safe environment training in addition to a background/fingerprint clearance through the Diocese of Orlando. In order to fulfill the safe environment training requirement, one must watch the video "Protecting Our Youth" and complete the on-line quiz. The minimum age for fingerprinting is 15 years old. Parents of a teen must be with their teen at the time of fingerprinting so they can sign the FDLE/FBI waiver (signature pad).

Volunteers must sign in at the school office each time they are on campus. The school office will notify volunteers in advance of their fingerprint certification expiring. Volunteers on Morning Star property do not hold Morning Star responsible or liable for any accidents or injuries while performing duties.

ILLNESS

Students who become ill at school are brought to the clinic. Parents are notified of their child's situation, and a decision is made whether the child should stay in class or go home. **Our expectation with any illness that keeps your child at home is that they remain symptom-free for a minimum of 24 hours before returning to school. Common symptoms can be, but are not limited to, fever, diarrhea, or vomiting. Also, if you are called to pick up your child due to illness it is expected that your child be picked up less than one hour from the time you are called. Thank you for cooperation.**

Early Dismissal for Possible COVID-19 Illness

All students are required to wear face masks for situational reasons. Any sick student will be required to wear a face mask until they leave campus. Sick students must be picked up by a parent or guardian within an hour of first notification, unless other arrangements have been approved by the school administrator. In an effort to prevent further spread of an illness, it is essential that a student is picked up within the agreed upon time. If not, DCF or other appropriate authorities will be contacted to intervene.

COVID-19 Protocols if Positive or Exposed

Families are asked to take necessary precautions to help continue to reduce the spread of the COVID-19 virus. Any student who is sick or has been exposed to someone positive for the virus should stay home. If a student receives a positive test for COVID-19, parents are REQUIRED to notify the school immediately so the proper actions can be taken to mitigate the risk of the virus spreading to other students or staff. The school will continue to work closely with the Diocesan Office of Catholic Schools, local and state Health Departments for guidance in all reported instances. If an illness is COVID-19 related, those exposed will receive specific instructions on what to do next (quarantine, isolate monitor symptoms, etc.).

Students who test positive will not be allowed to return to school until released by a medical professional or cleared by the local Health Department. Each instance will be evaluated on a case-by-case basis.

Please be advised that as the pandemic continues, and considering the possibility of changing conditions related to additional vaccines, the possibility of virus variants, and subsequent changes in Health Department and/or CDC guidance, this information is subject to change as necessary to reflect the utmost regard for the safety of all students and school personnel.

If a student is confirmed sick other than COVID-19 (e.g. stomach virus, ear infection, sinus infection) follow normal school policy to return to school. A medical doctor's note may be required.

In the event of an emergency closure due to a positive COVID-19 case within the school, parents will be notified as soon as possible. The nature of the circumstance will determine the necessary mitigation efforts and if a school closure is recommended. Each situation is unique and will be considered on a case by case basis in collaboration with the Office of Catholic Schools and the Local Health Department in determining the school's response. All the necessary steps in keeping with HIPAA to notify those who may have been potentially exposed or test positive for COVID-19.

A student with a communicable disease will not be re-admitted to class without a statement from the doctor that they are cleared. In the event of an extended illness/surgery, a student needs a doctor's note before returning to school.

IMMUNIZATION RECORDS

State of Florida Department of Health mandates that all students comply with the immunizations requirements for enrollment in school. Timely notices are sent to parents to enforce compliance with the regulations. Please make sure your child's immunization record is on file at the school (doctors should provide these).

MEDICAL

Clinic

The Clinic offers a quiet, healing space for students to go when they don't feel well or need a short break. We have a registered nurse on staff who will be available to assist students who are not feeling well. All medication administered at school is stored in a locked cabinet here.

Medication

- Administering medication should occur outside of the school day. For medication administered at school the following rules are enforced:
A note authorizing medication must be provided before any student may receive medication at school, including cough drops, throat lozenges, aspirin, or acetaminophen.
- If your child has a condition that may require emergency medication (e.g. asthma, seizures, allergies) you must provide the school with the emergency medications as needed.
- All medication, prescription and non-prescription, must be kept in the school clinic in a locked cabinet.

- Medication must be in the original container with the pharmacy label showing the student's name, the name of the medication, and directions for administration. Preferably, request that the pharmacist prepare two containers: one for school and one to keep at home. For concerns about medication, parents will be notified prior to distribution. Reclaim all medications promptly after your child's recovery.

PLAYGROUND AND RECESS SAFETY

Play activity is within the designated areas only. Appropriate outdoor play expectations are applied in all areas for the safety of everyone.

ACADEMIC POLICIES AND PROCEDURES

Morning Star Catholic School is fully accredited by the Florida Catholic Conference. All teachers are licensed by the state of Florida. The curriculum meets the individual needs of the students at Morning Star Catholic School. All students are to achieve their full potential on an individual basis. The following academic areas are taught on a consistent basis at Morning Star Catholic School: religion, reading, language arts, math (money and telling time), P.E. Music. All students will be supported by the teachers and staff to ensure they are learning and growing to their full potential.

All students are provided opportunities to develop their social skills. This is required in order to have a successful transition from school to employment and/or a group home setting. Students develop a sense of pride in themselves, school, and public property. Morning Star Catholic School teachers and staff work with each child to assist them in functioning as independently as possible so they are prepared for life beyond Morning Star.

ACADEMIC RECORDS

Copies of student records are available to any parent/guardian when requested. For students transferring to another school, the original records must be sent using the United States Postal Service according to state law.

THE BUCKLEY AMENDMENT (Family Education Rights and Privacy Act)

Morning Star Catholic School adheres to the Buckley Amendment regarding access to student records and academic confidentiality. Students may not grade the work of other students. Graded student work may not be displayed. A student should never be asked to state his/her grade aloud. Parent volunteers may not grade student work.

CLASSWORK, HOMEWORK, ASSESSMENTS, AND ASSIGNMENTS

Formative assessments include but are not limited to: class participation, observations, class work, and homework. Each student receives a homework folder. Homework may be written or verbal. Each teacher determines the homework assignment based on student's current level of need.

Inclusive Partnership

Inclusion provides all students the opportunity to work alongside their peers with and without disabilities. Although we are not an inclusive school, Morning Star Catholic School promotes and strives to offer students many inclusive opportunities. Students at Morning Star Catholic School are blessed to have two neighboring schools, which are part of the Orlando Diocese, St. Charles Borromeo Catholic School and Bishop Moore Catholic High School. Our goal is to continue building these partnerships, so we are able to offer more inclusive opportunities for students with both St. Charles and Bishop Moore. This will provide all students opportunities and experiences for growth academically, spiritually, socially, and emotionally.

Typically, all of our students attend the 8:30am mass every Wednesday with the St. Charles school community. The high school classes attend mass at Bishop Moore throughout the year, when it is offered. Twice a year, all three campuses participate in an "All Campus Mass". MSC students in the elementary and middle school classes attend PE class with St. Charles students. We partner with St. Charles for various activities and events throughout the school year both on our campus and theirs. Students in our high school classes attend PE and select electives at Bishop Moore Catholic High School. Bishop Moore Peer Leadership students mentor MSC students both while on the BMC campus, and our MSC campus.

Report Cards

Students at MSC receive a report card in January and June. Parents are encouraged to schedule conferences with teachers to discuss their child's academic progress. Teachers may also request a conference at any time. **However, the below regulation has been put in place due to COVID-19:**

Parent/Teacher Conferences

Parents are not allowed in classrooms during the school day. It is preferred that parent/teacher conferences are conducted virtually, by phone or by email. In person conferences must be limited and by appointment only in order to minimize exposure.

STUDENT SUPPORT / THERAPY

At MSC we realize our students usually require some kind of individualized therapy. It is our desire that the therapy process be streamlined and accessible for every child that requires it. We currently offer Speech, OT, PT, Behavioral, Art, and Music Therapy on campus. We have established relationships with many therapists and therapy companies that are now approved vendors by the Diocese. These vendors accept most insurances as well as various forms of Medicaid. If you have a particular therapist that your child is comfortable seeing and you would like them to be seen on campus, please contact the Student Services Coordinator and we will be happy to have them begin the process of becoming one of our approved vendors.

In the summer each child's most recent IEP along with input from the teachers and current therapists will be reviewed and a meeting set up with their parents to make any changes to the current plan of care. All awarded scholarship amounts will be finalized over the summer and any remaining funds will be applied to your child's therapy needs as approved by you. In many cases the scholarship funds do not cover the entire school year. When the scholarship amounts are depleted, we will work with you to implement another form of payment either through insurance or self-pay. In many cases a child's scholarship amount does not cover any additional therapies. In that case, we will work with your insurance company to provide any necessary therapies for your child on campus. We have many students receiving therapy on a daily basis that is paid solely through the parents' private insurance. Additionally, Orange County Public Schools provides Speech and Language Therapy to students who qualify for it once a week on our campus. This service is provided free of charge if your child qualifies. If you are interested in your child receiving this service please contact the Student Services Coordinator so that they can be added to the case load in the fall. If you have any questions about your child's plan of care or therapy, please contact the Student Services Coordinator through the school's main number.

Student and Parent Conduct

Students and parents are to conduct themselves in a positive way while on the campus of Morning Star Catholic School. Students are expected to act in a Christian manner with their teachers, staff, and other students.

PROHIBITED ITEMS

Items such as, but not limited to, questionable books and pictures, knives, guns, matches, cigarettes, vape pens, radios, toys, trading cards, laser lights, CDs, or technology that detract from a learning situation are not allowed at school at any time. The school administration, in accordance with state laws, will determine appropriate disciplinary measures taken concerning the presence of these items in the school. Items taken away from students will be returned to the parent(s)/guardian(s) at the principal's discretion or on the last day of the school year.

DRESS CODE POLICIES AND PROCEDURES

Morning Star Catholic School Uniforms

The uniform guidelines listed below are the ONLY acceptable options for school uniforms:

Morning Star Catholic School uniforms can be purchased from Risse Brothers Uniform Company located at 100 Candace Dr. Suite 120, Maitland, FL 32751 or you may purchase khaki shorts, skorts, pants, or skirts and navy blue polos from Target. The navy blue polo shirts must be monogrammed with our Morning Star logo through any embroidery shop that can duplicate our school logo. PE shirts can be purchased through our Front Office. PE shorts can be purchased from any store. They need to be solid navy blue athletic/sport shorts,

We expect students to be in 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 either wear all white or all black athletic shoes, low or mid top. Students can also wear brown dress shoes on non-PE days. Girls may also wear rubber sole Mary Jane--style shoes on non-PE days. **High or mid-tops or shoes with wheels are not allowed.** Shoe should have laces or Velcro, and laces must be kept tied. **If your child cannot tie his/her own shoes, please have him wear Velcro closure shoes. It is not safe for them to move about with untied shoes and it interfere with instruction if teachers have to take time to tie every student's shoes.** Slip-on shoes may not be worn. If your child has a medical issue, specific shoes may be worn with a doctor's note.

Socks: All students will wear **PLAIN WHITE** socks. Girls may wear PLAIN WHITE knee length socks. No socks with stripes or designs may be worn.

Sweatshirts: All students will wear an official Morning Star navy blue sweatshirt or plain navy blue sweatshirt or sweater, (no writing).

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. 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.

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.

P.E. Uniforms: Shirts: Morning Star Physical Education shirt should be worn. These may be purchased through the School Office. Shorts: Navy blue soccer-type, sport, or athletic shorts should be worn. Shorts should be no shorter than three inches above the knee. Sweatpants: Navy blue sweatpants may be worn for PE on cold weather days.

Boys/Girls Shirts: Navy blue monogrammed polo shirt must be worn tucked in. If a short sleeved T-shirt is worn underneath, it must be solid white, navy, or black. On extremely cold days, a plain white or navy long-sleeved shirt or turtleneck may be worn under the uniform shirt. No other shirt of any kind may be worn underneath the uniform shirt.

Boys Shorts/Slacks: Khaki shorts or slacks should be worn at the waist, not the hips. Belt (optional): Solid brown or black belt.

Girls Shorts: Khaki shorts, skorts, or skirts can be worn. They must be no shorter than THREE INCHES above the knee. Shorts should fit students properly; they may not be tight. Shorts may not be rolled. Tights: White, black or navy leggings or tights may be worn on very cold days under the uniform shorts, skort, or skirt. Slacks: Navy blue slacks (not sweatpants) may be worn only on extremely cold days. These slacks are available through Risse Brothers, Target, or other local department stores. All students should purchase a pair to be worn on cold winter days.

Uniform Violations

First Violation: Verbal or emailed warning to student and/or parent letting them know what they are in violation of.

Second Violation: Parents will receive a written/email reminder of proper uniform guidelines and given 24 hours to have the violation corrected.

Third Violation: Student will be sent home and cannot return until they adhere to the school dress code and uniform guidelines.

LOST AND FOUND

Label all student clothing and belongings. Unclaimed clothing and supplies found in the school are brought to the school office. Periodically, unclaimed items are donated to a local organization.

TECHONOLOGY AND MEDIA POLICIES AND PROCEDURES

PARENT NETWORK ACCEPTABLE USE POLICY

A database of subscribers for parish or other Diocesan use can be a useful tool for parish or Diocesan entity distribution of important messages, calendar of events, or other data. The marketplace is full of companies which offer such database opportunities. This type of database can also compromise a person's identity and/or place an individual in danger, if the database is misused or shared indiscreetly. No Diocesan entity should create or subscribe to a vehicle by which subscribers, other than authorized personnel such as employees, priests, deacons, religious or those designated at the discretion of the pastor or Diocesan entity head, are given email addresses to communicate with other subscribers. In addition, the database should NOT:

- Offer Chat or Chat Rooms
- Allow Blogs
- Require or Request Photos of Subscriber
- Ask for Age or Gender of Subscriber
- Display Subscriber E-Mail Addresses
- Allow Subscribers Access to Other Subscriber Information

The following activities are, in general, prohibited. Authorized users may be exempt from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

- Under no circumstances is an authorized user allowed to engage in any activity that is illegal under local, state, federal, or international law while utilizing the Diocesan entity-owned resources.
- Authorized users are prohibited from attempting to circumvent or subvert any system's security measures.
- Authorized users are prohibited from using any computer program or device to intercept or decode passwords or similar access control info.
- When an authorized user becomes "unauthorized" by virtue of employment, dismissal, graduation, retirement, etc., or if the authorized user is assigned a new position and/or responsibilities within the Diocesan system, his/her access authorization will automatically be reviewed with the appropriate individual to determine whether continued access is warranted. This person may not use facilities, accounts, access codes, privileges, or information for which he/she has not been authorized.

System and Network Activities: The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Diocesan entity.
- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Diocesan entity or the end user does not have an active license is strictly prohibited. Public disclosure of information about programs (e.g. source code) without the owner's authorization is prohibited.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.

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

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

- Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages is not allowed.
- Unauthorized use, or forging, of email header information is not allowed.
- Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies is not allowed.
- Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam) is not allowed.
- The electronic mail system hardware is the property of the Diocesan entity. Additionally, all messages composed, sent or received on the electronic mail system are and remain the property of the Diocesan entity. The Diocese, through the appropriate authority, reserves the right to review, audit, intercept, and access all messages created, received or sent over the electronic mail system for any purpose.

- The email system was created to facilitate operations of the Diocesan entity. It should be used primarily for business purposes, and only incidentally for personal use. Likewise, personal e-mail through such networks as AOL, Yahoo, and Gmail should be accessed on a limited basis.
- The electronic mail system may not be used to solicit or proselytize for commercial ventures, political causes, outside organizations or other non-job related solicitations.
- The electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin or disability.
- The confidentiality of any message should not be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality.
- Notwithstanding the Diocese's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other authorized users and accessed only by the intended recipient. Authorized users are not authorized to retrieve or read any e-mail messages that are not sent to them.
- Authorized users shall not use a code, access a file, or retrieve any stored information, unless authorized to do so. Authorized users should not attempt to gain access to another authorized user's messages without the latter's permission.
- All authorized users should perform routine maintenance of their mailboxes and delete messages they are no longer using.
- The appropriate authority should be notified if a user becomes aware of e-mails which violate this policy.

How to Comply with the Children Online Privacy Protection Rule: In order to provide interactive service, Diocesan entities might collect personally-identifiable information from the users of the website. If such information is collected, the user will be informed about this practice. Additionally, if a website is directed to children or if a general audience website collects personal information from children, the Diocesan entity must comply with the Diocese of Orlando "online privacy policy". The privacy policy is posted on the Diocese of Orlando Website, http://www.orlandodiocese.org/outreach/child_youth/onlinepolicy.html.

PHOTOGRAPHY AND IMAGE ASSIGNMENT, WAIVER, AND RELEASE

As one reviews the photo release, it is expected to do so with regard to any particular considerations of photos of a parent's child being available on-line or in print.

Parents, for valuable consideration received, and for being allowed access to Diocesan property, activities, or events, expressly assign to MSC and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of their child/ward's image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, them and/or their child/ward on Diocesan property, during a Diocesan-sponsored event, or for any other Diocesan purpose ("the Property"). The Diocese shall have, without consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando.

Parents hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, in any Diocesan publication, news release, or for any other purpose. Further, Parents hereby authorize the reproduction, sale, lease, copyright, exhibition, broadcast and/or distribution of the Property without limitation for any purpose whatsoever, and parents further waive all rights to any compensation for them and/or their child/ward's appearance or participation in the Property.

Parents hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that they and/or their child/ward may have against the Diocese in connection with the Property or the use of the Property.

The release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property. Parents acknowledge that the Diocese cannot control all photographic access to its properties, and that their child/ward's name may be printed with photos/images in various publications, including non-Diocesan publications.

CLASSROOM POLICIES AND PROCEDURES

CLASSROOM PARTIES

Birthdays: Teachers will recognize their students' birthdays as it is a special day for each child. If parents want to **drop off** a treat to share you will need to speak to your child's teacher in advance. Please be mindful that some students have food allergies, so the teacher and parent will need to determine an appropriate treat. Also, please remember that the school is not the primary venue for your child's birthday. A simple celebration will be held in the classroom by the teacher. **Family members will not attend in the school celebrations.**

LUNCH

Morning Star Catholic School does not have a cafeteria. Students must bring a lunch from home daily. Lunches cannot be refrigerated or microwaved. Parents are encouraged to send a nutritious lunch to school each day for their child. Throughout the year, special lunches may be held for students to purchase. An email will be sent out to parents informing them of the date, what will be sold, and how much it costs to purchase the meal. **Fast food is not allowed to be delivered to school for your child's lunch.**

PARENT-TEACHER COMMUNICATION

Parent - Teacher communication is essential to the success of our students at Morning Star Catholic School. Parent Teacher Conferences are encouraged throughout the year. Parents can notify teachers by written note through their child's folder, school phone, or school email. There is also a Parent - Teacher Conference Day that is held in January. Please speak to your child's teacher to schedule a conference.

As noted earlier, parents are not allowed in classrooms during the school day. It is preferred that parent-teacher conferences are conducted virtually, by phone, or by email. In person conferences must be limited and by appointment only in order to minimize exposure.

AFTERCARE PROGRAM

After-school care is available for students. There is a flat fee of **\$15.00** a day for Aftercare. Students should bring a healthy snack to Aftercare.

Our commitment to the safety of every child is essential, any child remaining on campus after school hours will be taken to the Aftercare Program.

Students not picked up by 3:00 p.m. (2:15 p.m. on Wednesday) will be escorted to the Aftercare Program. Fees for Aftercare Program start at 3:15 p.m. (2:30 p.m. on Wednesdays).

The Aftercare Program closes promptly at 5:30 p.m. **There is a \$1.00 per minute late fee after 5:30 p.m.** If you have an emergency and will be late, please call the **Aftercare number directly at 407-295-3077, x 120** so that staff is notified of your situation.

FIELD TRIPS

Student permission slips and Medical Release forms are sent home for all field trips. The permission slip and form must be completed and returned to school before the trip. Verbal or email permission are not acceptable, although a faxed permission slip is acceptable. Children who have not returned their permission slips are not allowed on the trip. Parents/guardians chaperoning field trips are required to complete and return to school the Adult Consent Form and Liability Waiver. Chaperones who have not returned their forms are not allowed on the trip. In addition to the Adult Consent Form and Liability Waiver, all chaperones must complete two levels of clearance. The clearance consists of a federal background/fingerprint clearance and a Safe Environment Training via online video and quiz. For more information regarding the clearance, access the Diocese of Orlando website at www.orlandodiocese.org. **Siblings of trip attendees are not allowed to accompany a class on a field trip even if the parent is a chaperone.** Paid field trips are not refundable.

TELEPHONES AND CELL PHONES

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. 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. Cell phone cameras may not be used at any time on school property. Morning Star Catholic School is not responsible for lost, stolen, or damaged cell phones.

All Morning Star Parents are required, annually, to sign the Compliance/Signature Form below. Please sign the form and return to the front office by **August 18, 2021**. Thank you.

**MORNING STAR CATHOLIC SCHOOL
COMPLIANCE FORM 2021-2022**

Student Name: _____

Please Complete and Return to the School Office

I HAVE READ Morning Star Catholic School's **Parent Handbook** and agree to be governed by these policies, procedures, and regulations.

Parent Initials _____

Date: _____

I HAVE READ the Diocese of Orlando **Photo/Video Permission** as it appears on the school Website (www.morningstarorlando.org) and agree to be governed by these policies, procedures, and regulations. I am fully aware of my responsibilities as outlined in this consent.

Parent Initials _____

Date: _____

I HAVE READ the Diocese of Orlando Office of Schools **Acceptable Use Policy** for Morning Star Catholic School as it appears on the school Website (valid) and agree to be governed by these policies, procedures, and regulations. I am fully aware of my responsibilities as outlined in this policy.

Parent Initials _____

Date: _____

Parent Name (Please Print)

Parent Signature

Date: