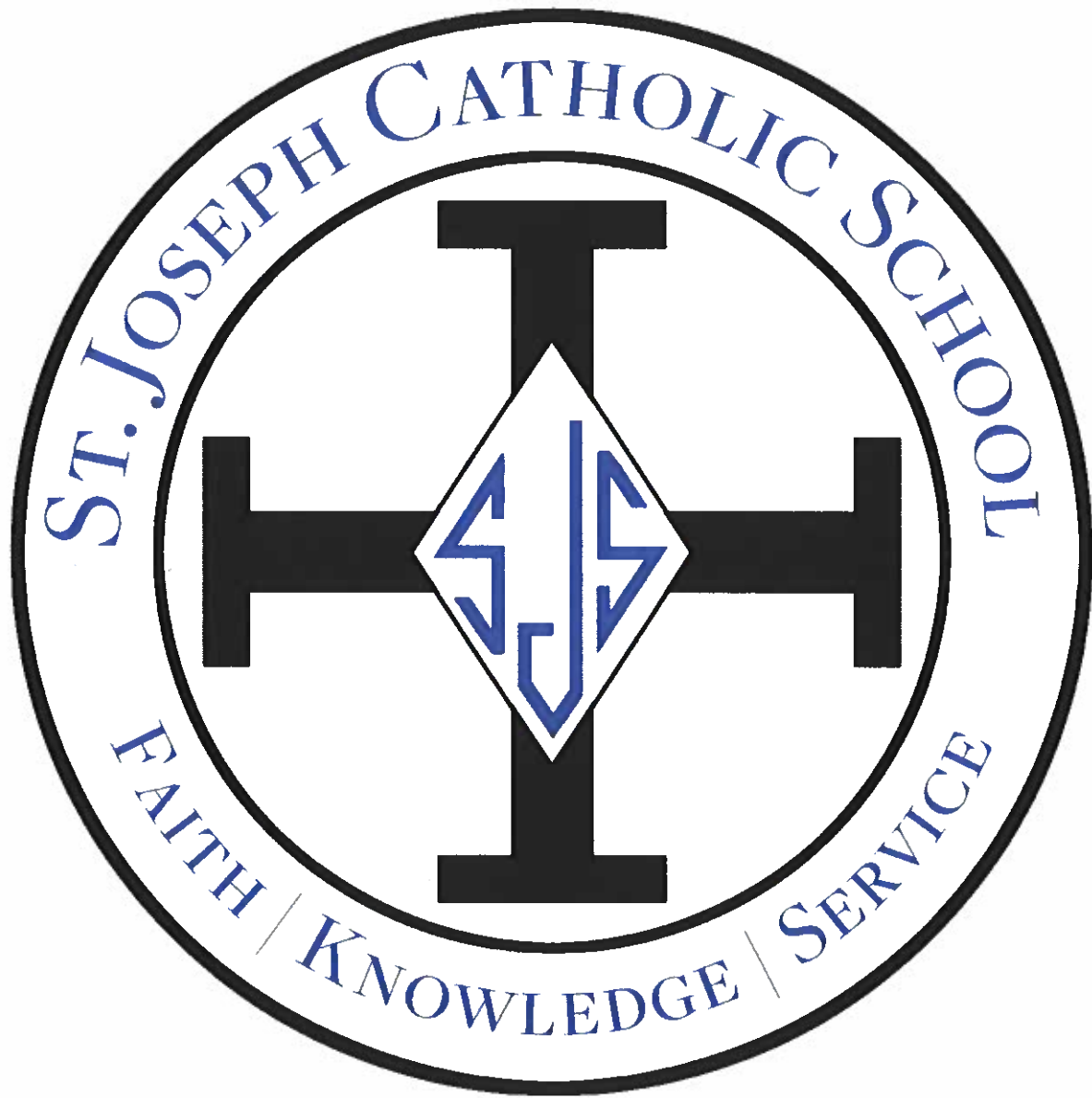


PARENT/STUDENT HANDBOOK

2018 – 2019



INTRODUCTION

HISTORY OF ST. JOSEPH SCHOOL	1
MISSION	1
VISION STATEMENT	2
GOALS & OBJECTIVES	3
SCHOOL MOTTO	4
SCHOOL MASCOT	4
GOVERNANCE & ADMINISTRATION	4
SCHOOL ADVISORY COUNCIL	5

GENERAL INFORMATION

RIGHT TO AMEND	5
SCHOOL HOURS	5
ADMISSIONS POLICY	5
REGISTRATION	6
DOCUMENTATION NEEDED AT REGISTRATION	6
TUITION AND FEES	7
IMMUNIZATION	7

DROP-OFF and PICK-UP PROCEDURES

• <i>PRE-KINDER 3 & 4 AND KINDER 5</i>	<i>9</i>
• <i>1st – 8th GRADES</i>	<i>9</i>
• <i>AFTER SCHOOL CARE PICK-UP</i>	<i>10</i>
• <i>STUDENT PICK-UP RELEASE FORM</i>	<i>10</i>

SCHOOL DISCIPLINE POLICY and GRIEVANCE PROCEDURE

CAMPUS WIDE DISCIPLINE PLAN	11
DISCIPLINE & EARLY CHILDHOOD	11
SUSPENSION/EXPULSION POLICY	11
PARENT/STUDENT RELATIONSHIP	12
CONCERNS	12
GRIEVANCE POLICY	12

SCHOOL DRESS CODE

• CHART	15
• PRE-K 3 – 5 th GRADE	16
• BOYS	16
• GIRLS	16
• 6 th – 8 th GRADE	17
• BOYS	17
• GIRLS	18
• PRE-KINDER 3 & 4 UNIFORM RECOMMENDATIONS	18
• WINTER UNIFORM	19
• PE ATTIRE	19
• GENERAL	19

MEDICATION POLICY

MEDICATION (DIOCESAN-WIDE HEALTH POLICY #7100)	21
ILLNESS/COMMUNICABLE DISEASES	23
GUIDELINES FOR EXCLUDING STUDENTS FROM SCHOOL	23
ASTHMA/ALLERGIES	24

ON-CAMPUS INFORMATION

DROPPING OFF LUNCHES, HOMEWORK, ETC.	24
EMERGENCY SCHOOL CLOSING INFORMATION	24
VISITORS	24
NON-CUSTODIAL PARENTS	24
TELEPHONES	25
VALUABLES	25
BIRTHDAY/SPECIAL TREATS	25
BIRTHDAY PARTY INVITATIONS	25
SCHOOL SPONSORED PARTIES	26
FIELD TRIPS	26
DONATIONS	26

CURRICULUM INFORMATION

CURRICULUM	27
ACADEMIC STANDARDS	27
STANDARDIZED TESTING	27
DIOCESAN POLICY FOR ACCOMODATIONS FOR STUDENTS	27
PROMOTION POLICY	28
GRADING POLICIES	28
HOMEWORK POLICIES	28
HONOR ROLL	28
REPORT CARDS	28
ATTENDANCES/TARDINESS	28

AWARDS CRITERIA

• <i>ACADEMIC HONOR AWARDS</i>	29
• <i>PERFECT ATTENDANCE</i>	29
• <i>CONDUCT AWARD</i>	29
• <i>RELIGION AWARD</i>	30
• <i>LOYALTY AWARD</i>	30
PARENT-TEACHER CONFERENCES	30

ENRICHMENT/CO-CURRICULAR/EXTRA-CURRICULAR PROGRAMS

NATIONAL ELEMENTARY and JUNIOR HONOR SOCIETY	31
ALTAR SERVERS	31
25 – MILE CLUB	31
AFTER SCHOOL SPORTS PROGRAM	31
ST. JOSEPH SCHOOL SUNDAY	31

PROGRAMS/SERVICES

LITURGY (MASS)	32
SACRAMENT PROGRAM	32
HUMAN SEXUALITY PROGRAM	32
PHYSICAL EDUCATION & HEALTH PROGRAM	32

TITLE ONE SERVICES	32
EXTENDED DAY CARE PROGRAM	33
TAGS PROGRAM/TESTING	33
<u>CAFETERIA INFORMATION AND POLICIES</u>	
DINING WITH YOUR CHILD	34
CAFETERIA RULES	34
MILK/FLAVORED MILK/ORANGE JUICE	34
CAFETERIA CHARGES	34
<u>POLICY FOR CONFIDENTIAL INFORMATION</u>	
PUBLICATION/DISTRIBUTION OF FACULTY/STUDENT DIRECTORIES "CONFIDENTIAL INFORMATION"	34
NONDISCRIMINATION	34
<u>SAFETY ISSUES</u>	
ASBESTOS HAZARD MANAGEMENT	35
BLOOD BORNE PATHOGENS	35
CHILD ABUSE	35
DIOCESAN POLICY REGARDING CHILD ABUSE	35
EMERGENCY RESPONSE PLAN	35

INTRODUCTION

HISTORY OF ST. JOSEPH SCHOOL

Through the efforts of the Dominican Fathers, St. Joseph School was founded in 1940 when they secured the teaching skills of the Sisters of Divine Providence from San Antonio, Texas. In 1948, the sisters were transferred to another community and lay teachers continued to staff the school until 1951, when two Spanish Dominican and two Filipino Dominican Sisters came to Alice through the influence of Fr. Angel Alvarez, O.P. (Order of Preachers). Sr. Isabel Montemayor, O.P., Sr. Purificacion Beltran, O.P., Sr. Josephine Conlu, O.P., and Sr. Rosario Oscaris, O.P., began their missionary work in Alice through St. Joseph School. In the beginning, the kindergarten through sixth grades were held in a five-room adobe building. In 1961, a new building of brick and stone was built. A pre-kindergarten wing was added in 1985. Today St. Joseph School offers a pre-kindergarten full-day academic program for 3-year-old and 4-year-old children. In 2010, a 7th grade program was added, and an 8th grade was added in 2015 to complete the middle school program. A curriculum aligned to state and national standards is offered in K5-8th grade.

MISSION

Together with St. Joseph Catholic Church, St. Joseph Parochial School strives to foster “faith, knowledge and service” to develop the whole child.

The primary reason for the existence of St. Joseph Catholic School is to extend and fulfill the educational mission of Jesus Christ and the continuous formation of the whole child. Recognizing that parents are the primary educators of their children, St. Joseph Catholic School is a place where parents can find their Catholic values and beliefs reinforced in both the academic and the spiritual (a place where children grow in faith and knowledge). As an effective Catholic school, St. Joseph School must call its students to follow the example of Jesus who teaches us that people are more important than success, that love is more important than esteem, and that collaboration unifies while competition divides. St. Joseph Catholic School recognizes that the successful student is not necessarily one who is the most successful in every endeavor, but one who accepts and fully develops their God-given personal potential and shares these gifts with others.

VISION STATEMENT

The community of St. Joseph's Church (parishioners, parents, administration, faculty, and staff) will work together to help its children to grow in faith and knowledge. As a result, a graduate of St. Joseph Catholic School will be:

A faith-centered individual who:

- Is knowledgeable of the Catholic faith and can share it with others
- Demonstrates love and reverence for God
- Communicates daily with God and uses many forms of prayer
- Actively participates in the liturgical life of the Church and regularly celebrates the Eucharist and Reconciliation
- Witnesses his/her Catholic identity through respectful behavior and moral decisions
- Practices compassion for the needs of others and expresses respect for all people

A life-long learner who:

- Seeks academic excellence in all subject areas according to his/her potential
- Communicates clearly in speaking and writing
- Exhibits curiosity and enthusiasm in learning
- Demonstrates creative thinking, problem-solving, and organizational skills
- Uses technology appropriately

A caring community member who:

- Participates in cooperative learning activities
- Promotes peace and justice through service to others
- Demonstrates respect for all people and cultures
- Responds to local and global concerns with leadership and responsibility
- Encourages positive relationships in peer, school, and parish communities

A self-disciplined person who:

- Demonstrates a positive attitude, confidence, and self-respect
- Seeks moral excellence in personal choices
- Accepts responsibility for his/her actions
- Approaches challenging situations with thoughtful solutions

A health-minded person who:

- Respects the body by making wise health decisions
- Regularly participates in physical activities
- Exhibits appreciation for life-long fitness
- Practices sportsmanship by exhibiting fairness, courtesy, and grace
- Cooperates in a competitive setting while respecting the abilities of others

GOALS AND OBJECTIVES

To meet its mission and vision, St. Joseph Catholic School has established the following goals and objectives:

St. Joseph Catholic School will fulfill the educational mission of the Catholic Church:

- Through daily prayer, daily religious instruction, weekly Mass, and acts of service for the church community and one another.
- By providing for spiritual growth opportunities in the form of retreats, in-services, and conferences.
- By establishing financial and spiritual resources for all families who choose Catholic education

St. Joseph Catholic School will develop each child's intellectual abilities to his/her fullest potential:

- By providing an environment conducive to critical thinking and problem solving
- Using the Diocese of Corpus Christi curriculum containing state and national standards
- By developing programs for remediation/enrichment
- By providing a music training program to improve abstract reasoning skills necessary for science and math
- By measuring and tracking students' learning through progress reports, quarterly report cards and annual standardized tests
- By training staff/parents to recognize learning differences and make accommodations necessary for each child's academic success
- By maintaining school/home communication on a regular basis regarding student progress
- By providing staff training in new and innovative academic programs that enhance student's retention of information and increase academic performance
- By providing extra-curricular activities for students' problem-solving skills

St. Joseph Catholic School will assist in the Personal Development of each student by:

- Working with parents to help each child recognize the special gifts that God has given each one
- Maintaining Parent-Teacher communication on a regular basis
- Implementing Diocesan/local guidance program to help develop self-esteem and personal confidence
- Implementing a music program to develop students' musical abilities

St. Joseph Catholic School encourages the Social Development of each student by:

- Through classroom rules that are based on Christ-like respect toward both students and staff

- Christian educators who will provide good role models for the students, parents, and each other
- By providing opportunities for group activities that emphasize cooperation and teamwork

St. Joseph Catholic School supports the Physical Development of each student by:

- Through a program of health and nutrition awareness
- Through a Physical education curriculum which will give every student the opportunity to increase their fitness through a wide variety of physical activities

SCHOOL MOTTO

Where Children grow in Faith, Knowledge, and Service

SCHOOL MASCOT

Saints

GOVERNANCE AND ADMINISTRATION

St. Joseph Catholic School is sponsored by St. Joseph Catholic Church under the auspices of the Diocese of Corpus Christi's Department of Schools and is accredited by the Texas Catholic Conference Education Department.

BISHOP OF THE DIOCESE OF CORPUS CHRISTI

Most Reverend William Michael Mulvey

DEPARTMENT OF SCHOOLS ADMINISTRATION

Superintendent of Schools – Dr. Rosemary Henry

Associate Superintendent – Ms. Nannette Quintanilla-Hatch

ST. JOSEPH CATHOLIC SCHOOL ADMINISTRATION

Pastor – Very Reverend Pete Elizardo

Principal – TBA

SCHOOL ADVISORY COUNCIL

St. Joseph Catholic School has established an advisory council comprised of appointed members who assist both the pastor and the principal in the development of school policies and advises them regarding the financial aspects of the school.

The School Advisory Council meets on a bi-monthly basis. Any parent of a St. Joseph Catholic School student or any member of the parish who would like to address the council should contact the President 72 hours prior to the meeting and request to be included on the agenda. No individual or group shall be allowed to express concerns either written or oral regarding specific students, personnel, or parents during the public portion of the school board meeting. Such concerns are administrative in nature and are to be addressed to the principal and/or pastor for their consideration.

GENERAL INFORMATION

RIGHT TO AMEND

St. Joseph Catholic School reserves the right to amend this handbook as deemed necessary by the school or parish administration. Parents will be given prompt notification if changes are made.

SCHOOL HOURS

The school's hours of supervision are from 7:45 a.m. to 3:30 p.m. while school is in session. St. Joseph Catholic School will not be responsible for accidents occurring on school property before or after hours of supervision, and/or when children are under the supervision of their parents. Students not picked up 15 minutes after dismissal will be taken to extended day care where they can be properly supervised. Parents will be charged a daily Extended Care fee.

ADMISSIONS POLICY

St. Joseph Catholic School admits students in the following order:

- Families presently enrolled in school are given priority;
- Families that are registered parishioners of St. Joseph Parish;
- Families that are not registered parishioners, as space is available;
- The principal reserves the right to deny the admission of any student requiring special service;
- Pre-Kindergarten/kindergarten students: proper age must be attained by September 1st (age 3 for PK3; age 4 for PK4; age 5 for K5)
- Students in Pre-K must be able to use bathroom facilities independently, with minimal help from an adult (Must be potty trained).

REGISTRATION

Pre-registration is held during the month of January. All St. Joseph Catholic School families are strongly encouraged to pre-register as soon as pre-registration becomes available. Applications for financial assistance are available only through March. Funds are limited.

1st Week of February

Registration begins for all currently enrolled families

2nd Week of February

Registration begins for St. Joseph Church families

3rd Week of February

Registration is open to public

February-May

Early Registration (register early and save!)

March

Deadline to apply for Diocesan Tuition Assistance

June – August

Late registration (late fees apply)

July

Office closed

DOCUMENTATION NEEDED AT REGISTRATION

- Birth Certificate
- Sacramental Certificates
- Social Security Card
- Immunization Records
- Records from previous school
- Divorce decree (if applicable)
- Transfer students (during the school year) must submit their last report card

TUITION AND FEES

The principal determines tuition and fees, together with the input of the Parish Finance Council and School Advisory Council which is approved by the Pastor. Registration fees are due upon registration and are nonrefundable. Tuition is due by the 10th of every month beginning in August. If payment is not received by the 10th of each month, a late fee of \$20.00 will be charged. There will be a fee assessed for checks returned for insufficient funds. If an account has one or more insufficient funds checks, parents/guardians may be asked to pay by cashier's check or money order for the remainder of the school year. Tuition may be paid annually, by semester, or monthly. If tuition and fees are not paid, or arrangements have not been made for payment, students will not be allowed to enroll in school until the balance has been paid.

ANY PARENT WHO HAS TUITION AND/OR FEES THIRTY (30) DAYS IN ARREARS OR HAS NOT MADE ARRANGEMENTS FOR PAYMENT WILL HAVE THEIR ACCOUNT TURNED OVER FOR COLLECTION. PARENTS WILL BE RESPONSIBLE FOR ANY ADDITIONAL COSTS INCURED AND WILL AUTOMATICALLY BE ASKED TO WITHDRAW HIS/HER CHILDREN FROM SCHOOL.

IMMUNIZATION

At the time of registration, parents must present their child's immunization card. A child is not considered registered until his/her immunization record is current. The County Health Department audit our records each year.

NOTES

DROP-OFF AND PICK-UP PROCEDURES

PRE-KINDER 3 & 4 AND KINDER 5

Students in K3, K4 and K5 must be accompanied to the door of their classroom by a parent and/or authorized adult both when being dropped off at the start of the school day and when being picked up at the close of the school day.

MORNING PARKING FOR PK 3 & 4 AND K5 PARENTS:

- Area in front of fence line on Reynolds Street
- Along Dewey Street
- Area behind Church

AFTERNOON PARKING FOR PK3, PK4 AND K5 PARENTS:

- Area in front of fence line on Reynolds Street
- Along Dewey Street
- Area behind the Church

Please do not block the entrances or exits of parking lots.

Students not picked-up by 3:45 will be checked into Extended Care (Cafeteria). Parents must sign out student and a daily Extended Care fee will be charged.

Please do not enter the Church staff parking area between the hours of 7:30 AM and 5:30 PM.

1st – 8th GRADE STUDENTS

All 1st – 8th grade students meet at 8:00am for morning assembly daily in the cafeteria for prayer, pledge, and announcements.

MORNING DROP-OFF from 7:30am – 8:00am

All students are expected to arrive between 7:30am – 8:00am. Dropoff drive-thru is located behind the Church structure that leads into the courtyard area. Please observe Entrance and “Do Not Enter” signs. Students may be escorted to the cafeteria (please use designated parking spaces in back parking lot only).

Any student arriving after 8:00am will have to be dropped off at the Dewey Street Gate and report to the office for being late.

AFTERNOON PICK-UP

If parking or exiting your vehicle to pick up your child, please use the designated spaces around the Church or the Dewey Street area to park.

If you wish to pick up your child without exiting your vehicle, please use the parking lot behind the church on Cactus Street to “drive-thru and pick-up”.

Any student not picked up by 3:45 PM will be checked into Extended Care (cafeteria). Parents will have to sign out student and a daily Extended Day fee will be charged.

Please do not enter the Church staff parking area between the hours of 7:30 AM and 5:30 PM.

AFTER SCHOOL CARE (CAFETERIA) PICK-UP

Please use designated parking spaces in the Church parking lot only. Late pick-ups will be charged \$1.00 for every minute after 5:30 PM.

STUDENT PICK-UP RELEASE FORM

To ensure your child’s safety, parents or guardians will be asked to list those persons authorized to pick-up their children from school at dismissal. In addition, students who must leave campus before dismissal must be checked out of school through the office by their parents or an authorized adult. Only those persons listed on the student pick-up/release form shall be allowed to pick up or check-out a student. Persons designated on the list will be required to show proper identification before a child is released to them. Please notify the school of any changes to this list as soon as possible. If a student returns to campus before dismissal, the student must be checked in and a pass from the office is to be received by the student to present to their classroom teacher.

SCHOOL DISCIPLINE POLICY AND GRIEVANCE PROCEDURES

CAMPUS WIDE DISCIPLINE PLAN

Cooperative and responsible school behavior is expected from all students. The seeds of good discipline are sewn at home by word and example and are nurtured in school. Appropriate behavior can especially be achieved when parents cooperate fully with the school's policies and by supporting the administration/faculty in the education and formation of their children.

At St. Joseph Catholic School, we strive to eliminate inappropriate behavior and to help students internalize a more acceptable behavior. We practice Discipline with Dignity, which emphasizes the value and dignity of all human persons. In addition, St. Joseph School has a "Discipline Referral Plan" which will be implemented on the first day of school. Detailed information will be made available to all parents.

DISCIPLINE & EARLY CHILDHOOD

Certain rules and procedures are necessary in a school setting that keep groups of children safe and ensures everyone can learn.

In addition, we acknowledge that just as children develop academic skills at their own pace, children learn social skills at their own pace. Some may need reminders daily until they can internalize appropriate classroom behaviors and/or procedures and the consequences for not following them. **THIS TAKES TIME AND PRACTICE.** Your support is very important and **TEAMWORK** is essential for the effective education of all children. Conferences, notes, or calls home are an important way for us to communicate your child's progress and to reinforce consequences of appropriate and inappropriate behavior. Please also be aware that occasionally a trip to the "principal's office" may be necessary to provide a time out area. This is different from the office referrals process described in the following section.

SUSPENSION/EXPULSION POLICY

Students will be referred to the Principal for the following:

- Fighting (Fighting will result in a 1 day suspension. Any subsequent fighting will be treated as a third referral).
- Severe disruption (severity is determined by the adult in charge of supervising the student at the time of the occurrence or principal).
- Any action which puts the child and/or children in danger.

One violation will result in a conference between the child and the principal in the presence of a third party. In addition, a referral slip will be sent home to the parent. This slip must be signed by the parent and returned before the child can return to class. The principal and/or teacher will be available to conference with the parent if so desired.

A second violation within the same school year will require that a referral slip be sent home and the parent come to the school to conference with the principal and teacher. The slip must be signed by the parent before the child can return to class.

A third violation within the same school year will result in a suspension for the child. In addition, a referral slip will be sent home to the parent for signing and a conference involving the parents, principal, and teacher will be scheduled before the student returns to class. During the suspension, the child must complete all work assigned in class.

A fourth violation during the same school year will result in permanent expulsion after conferencing with the parent/principal/teacher.

PARENT / STUDENT RELATIONSHIP

If a parent has a concern with the behavior of another student(s) during school sponsored events, the parent should refer their concern to the child's teacher. Parents are strongly cautioned not to take it upon themselves to discipline other children. Such actions could have serious legal ramifications.

Under no circumstance should a parent or volunteer handle a discipline concern arising during school hours with any child other than their own. Parents should notify their appropriate school officials or person in charge when discipline concerns arise.

CONCERNS

Before allowing differences to become formalized into grievances, every effort should be made to resolve local level disputes by way of a free and open discussion between the complainant and the immediate authority. When conflicts are resolved through dialogue in an attitude of mutual Christian respect, the greatest beneficiary will be the child.

GRIEVANCE POLICY

A "grievance" is a complaint based on any alleged violation or inequitable application of school policy or a dispute over the meaning or interpretation of the terms of a contract at the local or diocesan level, or a complaint based on the action or inaction of a principal, teacher, staff member, parent, or any other person connected with St. Joseph Catholic School.

The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise from time to time. Grievance procedure is intended to resolve grievances in informal proceedings in a cooperative, Christian atmosphere. The proceedings are not intended to be of an adversarial nature. No participant is entitled to representation in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential.

AREA/TYPES OF GRIEVANCES & PROCEDURES TO FOLLOW

Classroom-involves grievances regarding your child's procedures and rules; child's teacher.

Procedure (All contacts require that grievance form be completed):

Step 1-Obtain form from school secretary

Step 2- Contact teacher (if not resolved)

Step 3- Contact principal (if not resolved)

Step 4- Contact advisory board president (if not resolved)

Step 5- Contact pastor (if not resolved)

Step 6- Contact superintendent of diocese (if not resolved)

Step 7- Contact diocesan school board

School Rules, Regulations, and Practices

Procedure (All contacts require that grievances form be completed)

Step 1-Obtain grievance form from school secretary

Step 2- Contact principal (if not resolved)

Step 3- Contact advisory board president (if not resolved)

Step 4- Contact pastor (if not resolved)

Step 5- Contact superintendent of diocese (if not resolved)

Step 6- Contact diocesan school board

NOTES

SCHOOL DRESS CODE

2018-2019 Uniforms Adopted February 5, 2018

Mass Uniform

	Boys	Girls
K3-5	Plaid shirt Navy pants Navy tie Black belt Black dress shoes	White peter pan shirt Plaid jumper Navy tie Black dress shoes
6-8	Short or long sleeve Oxford white shirt Navy pants Navy blazer Plaid tie (actual tie) Black belt Black dress shoes	Short or long sleeve white blouse Plaid (kick,pleat) skirt Navy blazer Plaid tie Black dress shoes
ALL MASS UNIFORM CLOTHING ABOVE MUST BE PURCHASED FROM ACADEMIC OUTFITTERS		
Optional:	V neck navy sweater	Cardigan navy sweater Navy or white leggings/tights

Regular Uniform

	Boys	Girls
K3-5	Navy, white, or Columbia polo with SJS patch Navy pants or shorts Black shoes	Navy, white, or Columbia polo with SJS patch Navy pants, skirt, skort or shorts Black shoes
6-8	Navy or white polo with embroidery logo Navy pants or shorts Black shoes	Navy or white polo with embroidery logo Navy pants, skirt, skort or shorts Black shoes

*****Free Dress Days-only St. Joseph shirts allowed*****

PE/Athletic Uniform

Shirt and bottoms will need to be from Academic Outfitters

K3-5 will wear PE uniform on Wednesdays

6-8 will need to bring uniform daily to change for PE/Athletics

K-3 through 5th grade:

The following is the uniform policy for St. Joseph Catholic School for students K3 through 5th grade:

BOYS

- Light sky blue, white and navy shirt (polo with collar) with school emblem. All shirts must be tucked into pants/shorts.
- Plaid shirt and navy-blue tie are required on Friday (Mass Day) and Holy Days of Obligation.
- Plain dark navy-blue slacks with a black or navy belt (No jeans, warm-ups, cargo, or wind pants). Walking shorts with a belt (No gym shorts) may be worn Monday through Thursday only. Slacks must be worn on Fridays when attending morning Mass (or any Mass day).
- Sweaters and light jackets must be solid navy or solid white with only the school emblem (no logos or graphics).
- Earrings are not permitted
- Temporary tattoos are not permitted
- Hair must be kept neat, trimmed, above the shirt collar and over the ear (no distracting hair styles such as bleached, streaks, spikes, etc.)
- Socks- Navy, black or white (only ankle high or longer are acceptable)
- Shoes- white tennis shoes with white trim or black shoes with black trim (no lights)
- St. Joseph Catholic School spirit shirt (WEDNESDAYS ONLY)

Girls

MONDAY, TUESDAY and THURSDAY

Plaid jumper with emblem will be worn with a white blouse (short or long sleeve, rounded or pointed collar), or white, navy, or light blue polo shirt and modesty shorts-not form fitting and should not be longer than the jumper. Plaid culottes may be worn with a white blouse or white, navy, or light blue polo except Friday. Jumpers and culottes must be knee length or longer.

WEDNESDAYS ONLY

Spirit Uniform (Spirit shirt w/navy skort or walking shorts) or plaid jumper worn over white button-down blouse (short or long sleeve, round or pointed collar) and modesty shorts (not form fitting).

FRIDAYS

Plaid jumper with white blouse and a navy tie will be worn on Fridays or mass days. Modesty shorts are also worn as previously designated

- School emblems are purchased at the office.
- Shorts or skorts should be no shorter than 2 inches above the knee and not form fitting.
- No make-up, acrylic /artificial nails/temporary tattoos
- Fingernails should be clean and trimmed (pale pink or clear polish only)
- Socks-navy or white (only ankle length or longer are acceptable)
- HAIR – Hair shall be clean and neat, shall not cover the eyebrows and shall not be styled in a manner that might create a distraction in the classroom (streaks, bleached hair, etc.)
- HAIR BOWS AND ACCESSORIES MUST BE NAVY, WHITE, BLACK, OR PLAID TO MATCH JUMPER.
- Jewelry should be small (studs) and should pose no danger to students during physical activity; only one earring per ear lobe.
- Shoes -white tennis shoes with white trim or black shoes with a black trim only. (No sandals, platform, boots, strapless shoes, and no lights)
- Sweaters and light jackets must be solid navy or solid white with only the school emblem. (no logos or graphics)

Parents will be notified of any dress code violations and referrals will be issued to the student.

SIXTH, SEVENTH and EIGHTH GRADE UNIFORMS

Boys

- White or navy polo shirt w/collar with school monogram/emblem. All shirts must be tucked into pants /shorts.
- Plain dark navy-blue navy or black belt (No jeans, cargo pants warm-ups, or wind pants).
- Walking shorts with belt (No gym shorts) (shorts may be worn Monday through Thursday only). Slacks and white shirt with emblem and a navy tie must be worn on Fridays when we attend morning Mass or Holy Days of Obligation.
- Earrings are not permitted
- Temporary tattoos are not permitted
- Hair must be kept neat, trimmed, above the shirt collar and over the ear (no distracting hair styles such as bleached, streaks, spikes, etc.)
- Socks-Navy, black or white (Only ankle length or longer are acceptable)
- Shoes- white tennis shoes with white trim or black shoes with black soles
- St. Joseph Catholic School spirit shirt (Wednesdays only)

Girls

MONDAY-FRIDAY

- White button down $\frac{3}{4}$ sleeve blouse with emblem
- White or navy monogrammed polo shirts may be worn every day except Friday or special Masses (Purchased through the school)
- Navy blue skirt knee length or longer
- Modesty shorts (not form fitting)

WEDNESDAYS ONLY

- Spirit Uniform (Spirit shirt w/navy skirt or walking shorts)
- Shorts or skirts should be no shorter than 2 inches above the knee and not form fitting.

PLEASE NOTE: BOYS AND GIRLS ARE REQUIRED TO WEAR NAVY BLAZERS FOR MASS AND SPECIAL OCCASIONS.

ACCESSORIES AND HYGEINE

- No make-up, acrylic/artificial nails/temporary tattoos
- Fingernails should be clean and trimmed (pale pink or clear polish only)
- Socks- navy or white (Only ankle length or longer socks are unacceptable)
- Hair – Hair shall be clean and neat, shall not cover the eyebrows and shall not be styled in a manner that might create a distraction in the classroom (streaks, bleached, etc.)
- HAIR BOWS AND ACCESSORIES MUST BE NAVY, WHITE, BLACK, OR SAINT JOSEPH PLAID
- Jewelry should be small (studs) and should pose no danger to students during physical activity; only one earring per ear lobe.
- Shoes -white tennis shoes with white soles or black shoes with black soles (No sandals, boots, platform, or strapless shoes)

PRE-KINDERGARTEN STUDENT UNIFORM RECOMMENDATIONS

Although some of our students may know how to fasten or tie belts and laces on shoes, typically they are unable to do so quickly. This takes time away from instruction. For this reason and for safety purposes, tennis shoes with Velcro or zipper closures are encouraged to be worn by all K3 and K4 students. Shoes with any flashing lights are not permitted.

PLEASE NOTE: if you choose to send your child with laced shoes, laces may be taped by classroom personnel to keep them tied. To prevent bathroom accidents, it is strongly recommended those students in Pre-Kindergarten wear pants or shorts with elastic waistbands and no belts. A change of clothing is required for all Pre-Kindergarten students.

WINTER UNIFORM

Girls in K-3 through eighth grade may wear navy blue pants/slacks (no warm-ups or wind pants) with a white turtleneck and blouse/polo and navy sweater on cold days (below 50) instead of their jumpers/skirts. Sweaters and light jackets must be solid navy blue or solid white with the school emblem (no logos or graphics).

PE ATTIRE

During PE, girls (1st-8th) are permitted to remove their jumpers/skirts provided they are wearing navy blue shorts underneath. The shorts just must be no shorter than two inches above the knee. To avoid falls, all students should also wear appropriate footwear (tennis shoes).

GENERAL

Appropriateness - Any questions about the appropriateness of an item will be left to the discretion of the administration. Failure to follow the Dress Code will result in a Discipline Referral Slip – see Campus Wide Discipline Plan

NOTES

MEDICATION POLICY

MEDICATION (DIOCESAN-WIDE HEALTH POLICY #7100)

NOTE: For cases where in-school administration of any medicine is required, a strict diocesan policy is in effect and requires a ***“REQUEST FOR IN-SCHOOL ADMINISTRATION OF MEDICATION FORM (H23)”*** be completed and signed for each medication to be administered. Medications will be kept in a locked cabinet and students are not permitted to have medication on their person at school (including inhalers).

GENERAL POLICY

- A. Whenever possible, the administration of medication to students should take place at home before or after school hours rather than at school.
- B. Students are not permitted to have any medication on their person at school. Students may not bring and keep with them any medication for self- dispensing (this includes cough drops, throat lozenges).
- C. Medication may be administered to students in diocesan schools only in strict compliance with procedures set forth herein.

GENERAL REQUIREMENTS FOR ADMINISTRATION OF MEDICATION

The medication must be:

- A. Current; not more than 90 days old
- B. Accompanied by a completed and signed request for administration of medication by parent/guardian and the principal
- C. Request for administration of medication will include:
 - 1. Student’s name
 - 2. Directions for administration
 - 3. Duration of time medication will need to be administered by school personnel (days, weeks, months, etc.)
 - 4. Parent/guardian acknowledgement that medication will be administered by a person who is not medically trained
 - 5. Parent/guardian agreement to hold school harmless for the proper administration of medication provided by parent/guardian and for the adverse drug reactions or side effects;
 - 6. Parent/guardian agreement to maintain student’s stock of medication;
 - 7. Only the school principal or a school employee designated by the principal may administer medication to students. School volunteers may not administer medication.

PROCEDURES FOR ADMINISTRATION OF PRESCRIPTION MEDICATION

Prescription medication in the original container may be administered at school provided that the prescription label:

1. Has all instructions on the label written in English
2. Indicate date prescription was filled
3. State the patient's (student's) name
4. State directions for usage, including amount and frequency of dosage
5. Include name of medication
6. Include indication of amount dispensed in original container
7. Include initials of pharmacist who filled prescription
8. Indicate name, address, and phone number of licensed pharmacy
9. Include name of prescribing physician
10. Include chronological number identifying prescription

PROCEDURE FOR ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

1. Medication (including cough drops) must be in original container or package and should be labeled with name of student to receive it.
2. Package or container must indicate directions for use
3. Parent/guardian request for administration of medication must be consistent with directions for use stated on original package or container.

CONSULTATION

If school personnel have questions or doubts concerning the administration of medication to a student or the possible abuse of a substance; the school employee should consult with the School Health and Human Services Consultant, the student's physician, or the parent/guardian. Process and outcome must be documented.

“WHEN NECESSARY” OR “PRN” MEDICATION

- A. If a medication is prescribed “as necessary” or “when necessary” (for cough, headache, etc.), should the condition arise for which the medication is prescribed, the parent or guardian should be notified to come to the school to determine if the condition warrants the medication, and the parent/guardian should administer the medication.

- B. The ONLY exceptions to “A” above are in the case of a diagnosed asthmatic or epileptic student “PRN” (“when necessary”) medication may be administered by school personnel at the onset of symptoms, provided that a signed completed parent/guardian request is on file in the school and that the request form describes symptoms which are indicative of the need for the medication.

ILLNESS/COMMUNICABLE DISEASES

Parents are required to pick up their children from school as soon as possible should the child develop a fever more than 100° or exhibit other symptoms of illness, injury, or conditions of a communicable disease (rash, pink-eye). Children exhibiting symptoms of a communicable disease are to be excluded from school until proper treatment has been administered and the condition has improved. It is best to keep a child that is ill at home to ensure a speedy recovery and to protect the health and wellbeing of the child, his/her classmates, and teachers.

GUIDELINES FOR EXCLUDING STUDENTS FROM SCHOOL

Exclusion Guidelines	Return to School Guidelines
Oral temperature more than 100°	Fever free for 24 hours
Vomiting, nausea, or severe abdominal pain	Symptom free
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears, or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Other symptoms suggestive of acute illness	Written physician release

ASTHMA/ALLERGIES

Parents are required to fill out asthma/allergy health cards at the beginning of the school year. In the case of food allergies, a written doctor's diagnosis is required to document the need for alteration to a child's meal tray.

ON-CAMPUS INFORMATION

DROPPING OFF LUNCHESES, HOMEWORK, ETC.

We ask that snacks, lunches, homework, etc. be brought to the office for delivery to your child's class.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event of an emergency requiring St. Joseph School to cancel classes a Parent Alert, radio stations KLUX 89.5 or local station and TV Stations 3, 6, and 10 will provide necessary information and instructions. Please note that if the Diocese of Corpus Christi and/or AISD close its schools, we also will be closed. If students are not allowed to be housed at the school, the alternative location for pick up will be the Parish Hall located on Reynolds Street across from St. Joseph Catholic Church.

VISITORS

Parents and other visitors are welcomed to visit St. Joseph Catholic School. Visits to individual classrooms during instructional time must first be approved by the teacher and the principal. All visitors must first report to the principal's office to sign in and receive a visitor's pass. Visits should be kept to a minimum to avoid interference with the delivery of instruction or disruption of the learning environment. We recommend that you wait six weeks after school begins to visit. This will give the children time to get used to procedures and routines. We ask that as visitors you abide by all procedures and rules while visiting. Visits are not considered conference times.

NON-CUSTODIAL PARENTS

The law states that parents do not cease to be parents when they no longer have legal custody of their children. St. Joseph Catholic School must abide by provisions of the Buckley Amendment with respect to the rights of non-custodial parents. St. Joseph Catholic School will provide the non-custodial parent with the same access to the student's record as the custodial parent/guardian unless a court order exists stating the contrary. It is the responsibility of the custodial parent to provide the school with an official copy of the court order. In keeping with the Family Educational Rights and Privacy Act, information regarding students will not be given over the phone.

TELEPHONES

The telephone in the office is for school business use only. However, students may use the telephone for genuine emergencies. Students will not be called out of class for telephone calls except in extreme emergencies. Cell phones should be kept in the student's backpack and silent during the school hours of 7:45 AM to 3:30 PM. Any phone confiscated will be turned in to the office. A parent/guardian must sign for its release and a \$25.00 fee will be assessed at the time of pick up. The student will also serve an afternoon of detention.

VALUABLES

Valuable items and toys should not be brought to school. Cash, jewelry, electronic devices, and other items which can be easily misplaced, lost, broken, or stolen are NOT allowed at school nor will the school accept responsibility for the loss or damage to these items. Items such as these may be held in the office until a parent or guardian retrieves them.

BIRTHDAY/SPECIAL TREATS

Students' birthdays will be acknowledged during morning assembly. Birthday parties are not allowed during school for students. If parents wish to bring or send a birthday or other special treat, it must be done in the following manner: Treats may be brought in only during the last thirty minutes of the school day. Please let the teacher know in advance.

- Treats must not replace the student's lunch.
- Treats should be brought in individual portions. (i.e. cookies, cupcakes, individual package drinks). This will keep clean up to a minimum.
- Flowers, mums, balloons, or other gifts will not be delivered to students in the classrooms during school hours. Any deliveries will be held in the office until after school is dismissed.

BIRTHDAY PARTY INVITATIONS

Issuing birthday invitations to parties outside school will only be allowed if everyone in the child's classroom has been given an invitation. Please mail invitations or contact the student's family directly if you can only invite a select number of students.

SCHOOL SPONSORED PARTIES

There are two formally scheduled parties during the school year: Christmas and End of School. Only teachers will be permitted to collect monetary donations for these parties. Any specific questions about classroom parties should be directed to the classroom teacher. St. Joseph Catholic School welcomes the help of parents during school sponsored parties. However, for safety reasons, we ask that non- school age children not to accompany their parent to school.

FIELD TRIPS

All school sponsored field trips shall be approved by the administration and should be educational in nature. The Diocese of Corpus Christi recognizes the role of such trips as complementary to the instruction taking place in the classroom.

Before a principal approves a field trip, it must be shown that the destination holds cultural, spiritual, or instructional significance. Parents may request that their child not attend. Students may be denied permission to attend if they fail to meet academic, behavioral, or financial requirements. Also, no child will be allowed to participate in a field trip without first completing and submitting the proper Diocesan Field Trip Permission Slip and all emergency card documentation is on file with the school.

If deemed necessary additional supervision may be provided using parent volunteers. For safety reasons, all parent volunteers must submit to a criminal background check before they can volunteer. In addition, in accordance with Diocesan Policy all volunteers should attend and be certified in child abuse awareness (Creating and Maintaining a Safe Environment) as prescribed by the Office for Child and Youth Protection. Non- school age children may not accompany their parents while they are serving in this supervisory capacity.

DONATIONS

Donations are sincerely appreciated and highly encouraged. All donations of equipment must be approved in advance by the school principal and/or pastor. New items are preferred. Donations of equipment to the school become the property of the school. If your donation qualifies as a charitable contribution as defined by the IRS, we invite you to consider taking advantage of the deduction. The school reserves the right to refuse any gifts should these gifts be deemed either inappropriate, unnecessary or a potential danger to our children.

CURRICULUM INFORMATION

CURRICULUM

St. Joseph Catholic School maintains a balanced curriculum including Religion, English, Language Arts, Science, Mathematics, Social Studies, Art, Music, Health, Physical Education, and Computer Education.

St. Joseph Catholic School follows the Diocese of Corpus Christi's Curriculum, Developing the Child in Christ's Image, approved by the Texas Catholic Conference Education Department (T.C.C.E.D.) Accreditation Program. The Texas Essential Knowledge & Skills are cross-referenced with the Diocesan Curriculum Guide and correlated with the ITBS Test.

ACADEMIC STANDARDS

St. Joseph Catholic School is accredited every ten years through the Texas Catholic Conference Education Department and is recognized by the Texas Education Agency. St. Joseph's accreditation status was maintained and renewed in May of 2008.

STANDARDIZED TESTING

Standardized tests are used as part of the evaluation process in grades one through eight. They provide a basis for educational guidance and measure effectiveness of curriculum, teaching procedures, and student achievement. In addition, ability testing is administered to students in 1st, 4th and 8th grades to determine whether students are meeting their individual potential. The tests are administered according to the policies of the Diocese of Corpus Christi. In addition, the ACRE Test is given to students in 4th and 8th grades to measure their growth in religion doctrine. Students may take the appropriate tests administered by AISD in the spring semester to be admitted to the talented and gifted program (TAGS). See TAGS Program Testing.

DIOCESAN POLICY ACCOMODATIONS FOR STUDENTS

Catholic Schools in the Diocese of Corpus Christi strive to teach as Jesus did, and to offer educational opportunity to all persons who seek a Catholic Education.

Catholic schools, including St. Joseph School, have limited resources for providing for the educational needs of students who have a physical, educational, emotional, or mental disability. Based on the resources of the school, the discretion of the principal, and the cooperation of the student's parents/guardian, a student's educational plan in the Catholic School may be adapted to allow the student greatest possible opportunity for educational success in the Catholic School. Such accommodation does not take the place of Special Education as defined in the Individuals with Disabilities Education Act (IDEA-B).

PROMOTION POLICY

Any student receiving grades below 70 in two (2) or more of the core subjects in the final average will be retained. Retention of any Pre-Kinder or Kindergarten student will be recommended if both the principal and the teacher deem it in the best interest of the student. Parents will be notified during spring conferences of the possibility of retention. Written notification of such recommendation will be sent to the parent prior to the end of the school year. Retention should not be interpreted as a punishment. It allows a second opportunity for the student to develop and master the necessary skills at the given grade level.

GRADING POLICIES

The purpose of grades is to determine mastery of skills and objectives learned in the classroom as well as to show the progress of the student. Each teacher shall communicate to parents their grading policies at the beginning of the first grading period. A minimum of nine (9) grades per subject shall be recorded during a nine- week grading period.

HOMEWORK POLICIES

The purpose of homework is to strengthen and reinforce the skills learned in the classroom. Each classroom teacher will determine the amount and frequency of homework.

HONOR ROLL

The A Honor Roll indicates an A average in all subjects. A/B Honor Roll indicated all A's and no more than two B's in a reporting period.

REPORT CARDS

Report Cards are issued on the second week after the nine-week reporting period. Report cards will not be distributed to any student if tuition, fees, fundraising accounts and any charges are not current.

ATTENDANCE /TARDINESS

Punctuality is a very important life-long skill. Students must attend school every day and be in class no later than 8:00 a.m. Leaving school early should be avoided whenever possible. Attendance is taken each morning. If a student is tardy, they should report to the office for a tardy slip. After the third tardy, parents will be asked to set up a conference with the principal and a \$25 fee will be assessed.

Frequent absences also impede the learning process. Therefore, only five unexcused absences will be allowed each semester. Excessive absences may result in retention of student.

Students in PK-3, PK-4, and K-5 are not accepted after 9:00 AM unless they have a written doctor's excuse.

AWARDS CRITERIA

End of year awards assemblies are held in May. St. Joseph Catholic School students earn the following awards provided they meet the necessary criteria.

ACADEMIC HONOR AWARDS

- A. Students in K3-K5 will be recognized for Academic Honors based on mastery of all objectives as stated in the Pre-kindergarten and Kindergarten Report of Progress.
- B. Students in first through eighth grades will earn an Academic Achievement Award during end of year ceremonies based on the following:
 - 1. Each subject will be averaged individually based on the average of the first, second, and third reporting periods and the first 5 weeks of the last recording period.
 - 2. A student shall have no more than two B's in their overall end of year averages based on the above formula.
- C. All other students will earn Academic Improvement Awards in recognizing that all students have made progress according to their own potential.

PERFECT ATTENDANCE AWARD

Students who have not been absent (excused or unexcused) will receive a perfect attendance award. For perfect attendance purposes only, three tardies per quarter will equal to one absence. At the beginning of each quarter, students begin with a clear record on tardies. In addition, students must be in attendance the entire school day to qualify for the perfect attendance award. The only exceptions to the perfect attendance award policy are students who leave early, arrive tardy, or leave and return from a doctor's appointment or family emergency. In such cases, a written doctor's excuse or a parent note will be required.

CONDUCT AWARD

A conduct award is earned by students who demonstrate consistent, appropriate behavior in the classroom and at all other school-related functions/activities.

Students who earn a U (Unsatisfactory) in conduct during any grading period are not eligible for the conduct award.

RELIGION AWARD

A religion award is earned by students who know and recite basic prayers (Our Father, Hail Mary, Angel of God, Prayer before/after Meals), display age appropriate behavior at Mass, and maintain an A average in Religion (1st-8th). Parents should check with the classroom teacher regarding additional grading criteria in Religion. The religion award is based on knowledge of basic doctrine.

LOYALTY AWARD

All students who have attended St. Joseph Catholic School from Kindergarten through eighth grade are eligible to receive this award. The reward will be given upon graduation.

PARENT-TEACHER CONFERENCES

There will be early dismissal for special parent-teacher conferences. These conferences will be scheduled from 1:00 to 4:00 p.m. unless other arrangements are made with the individual teacher. Notices informing parents of dates and times will be sent with the students.

Parent conferences are encouraged and can be arranged during the teacher's conference time. To maintain privacy and give your concerns undivided attention, please contact the teacher either by note or by phone to arrange for a conference. Before, during (class) or after school are not ideal times since teachers are responsible for the supervision of their class.

ENRICHMENT/CO-CURRICULAR /EXTRA CURRICULAR PROGRAMS

NATIONAL ELEMENTARY and NATIONAL JUNIOR HONOR SOCIETY

Students who are in the third, fourth, fifth, and sixth grades are eligible to be inducted into the National Elementary Honor Society (NEHS). Students in seventh and eighth grade are eligible for NJHS. Students who maintain a 90-cumulative average (A) in all their academic subjects are qualified to be nominated.

ALTAR SERVERS

St. Joseph Catholic School students who have received their First Holy Communion are eligible to participate as Altar Servers beginning in 3rd grade. Training is provided for those who are interested. These students serve Friday school Masses, Masses on Holy Days of Obligation and on Sundays.

25 MILE CLUB

St. Joseph Catholic School recognizes that physical fitness is a lifelong process. Students in K5-8th grades are given the opportunity to participate in this fitness club during their P.E. class as provided by the coaches.

AFTER SCHOOL SPORTS PROGRAM

St. Joseph Catholic School participates in the Diocesan Parochial Sports League (PSL). Students in 4th - 6th grades may participate in volleyball, basketball, and track. To form a team, a minimum of 8 players are needed. Contact the Coach for more information. In addition, participation in a co-ed soccer team is available during the fall and spring in conjunction with the Alice Boys and Girls Club.

ST. JOSEPH CATHOLIC SCHOOL SUNDAY

Students, parents, and teachers at St. Joseph Catholic School are encouraged to be present at and/or participate at the 9:00 AM Mass every third Sunday of the month. Students may participate as Readers or gift bearers. Students are chosen to participate if they do so desire on a rotating basis by grade levels. Students are expected to attend Mass in full uniform.

Occasionally, a “Family Breakfast” is sponsored by St. Joseph School as a means of building community relationships between the school and church families.

PROGRAMS/SERVICES

LITURGY (MASS)

Liturgy is a central part of the religion program at our school. Students attend Mass on a weekly basis. It is the obligation of the parent/guardian to be the first teacher of the faith. Parents/Guardians are reminded of their obligation to attend Mass on the weekends with their children.

SACRAMENT PROGRAM

A certificate of Baptism must be presented for all students at the time of registration. Second grade students receive the Sacrament of Reconciliation and First Holy Communion during the second semester provided they have evidence of and have received religious education preparation.

HUMAN SEXUALITY PROGRAM

An age appropriate, human sexuality unit in K5-8th grades is incorporated into the religion curriculum. The program, which bears the approval of Bishop Mulvey, supports the parents in their instruction of understanding sexuality as a gift from God and the official teachings of the Catholic Church. Course materials are available for review in the school office.

PHYSICAL EDUCATION & HEALTH PROGRAM

The Physical Education and Health Program emphasize individual fitness awareness, good sportsmanship, teamwork, participation, and cooperation. The small classes afford individual attention to the physical fitness of each student. The school provides a field day which is held each spring for all the students to participate. The PE coach oversees this friendly competition and establishes criteria for participation. Questions regarding SJS Field Day participation should be addressed to the PE coach. In addition, St. Joseph Catholic School participates in the Parochial Sports League (PSL). Any questions regarding PSL should be directed to the coach.

TITLE I SERVICES

Academic assistance is made available to St. Joseph Catholic School students who score below the 40th percentile on the ITBS Test in the areas of reading and/or math. St. Joseph Catholic School participates in all federal programs made available to private schools through the public-school district.

EXTENDED DAY CARE PROGRAM

St. Joseph Catholic School offers an extended day care program for students enrolled at St. Joseph Catholic School. Students are closely supervised in a relaxed, yet structured environment after school. Please contact the office.

TAGS PROGRAM/TESTING

Because TAGS is a program for students enrolled in the Alice Independent School District, St. Joseph School recommends students for TAGS (Talented and Gifted) testing only at the end of the 8th grade year. SJS students in other grades will not be recommended for testing nor will they be tested by AISD. If St. Joseph School is asked to complete a test request packet for a student, we will require proof of public school registration. A parent at SJS may request their child to be tested at any time. Test requests (other than 8th grade) should be made at the TAGS office. The office is located at Alice High School. The phone number is (361) 660- 2122. Should you have any questions regarding TAGS testing, please contact the AISD Tags Coordinator.

CAFETERIA INFORMATION AND POLICIES

The St. Joseph Catholic School cafeteria serves a lunch that is prepared on the school ground by our Cafeteria staff. Breakfast is provided for \$2.00 per meal. A healthy lunch is provided for \$3.50 per meal.

DINING WITH YOUR CHILD

St. Joseph Catholic School welcomes parents to eat with your child(ren) on special occasions only. These occasions will be announced ahead of time.

CAFETERIA RULES

- Only plastic or paper containers
- Students must use proper table manners
- Microwave ovens will not be available to heat or reheat students' lunches.
- Students must maintain normal conversation levels.
- All food must be consumed in the cafeteria.
- Students may not bring or drink carbonated beverages.
- A student must ask their teacher or designated person in charge for permission to leave the cafeteria

MILK/FLAVORED MILK/ORANGE JUICE

Students may take milk or flavored milk as part of their lunch tray Monday-Friday. Water is available for those who choose not to drink milk.

CAFETERIA CHARGES

Meals may be paid on a daily, weekly, or monthly basis in the school office. No charges will be allowed after a month of unpaid balances. Parents will be notified of unpaid balances.

POLICY FOR CONFIDENTIAL INFORMATION

PUBLICATION/DISTRIBUTION OF FACULTY /STUDENT DIRECTORIES CONFIDENTIAL INFORMATION

In accordance with Policy #2910 (adopted by the Diocesan Board of Education 03/12/94), the circulation and distribution of phone numbers and addresses of parents, students, staff, and faculty is limited to administration, faculty and staff members who need such information or use in school related activities only.

NONDISCRIMINATION

St. Joseph Catholic School exists primarily for Catholic students of any sex, race, color, nationality, disability (if with reasonable accommodation, the needs of the disabled person can be met) and ethnic origin and secondarily for students of other denominations of any sex, race, color, nationality, disability (if with reasonable accommodations, the needs of the disabled person can be met) and ethnic origin who choose St. Joseph Catholic School.

SAFETY ISSUES

ASBESTOS HAZARD MANAGEMENT

St. Joseph Catholic School complies with all local, state, and federal regulations regarding asbestos containing building materials in the school building. Inspection reports, abatement activities report and management plans are available for public review in the office of the principal.

BLOOD BORNE PATHOGENS

St. Joseph Catholic School complies with standards for control of Blood borne Pathogens under the Code of Federal Regulations (CFR) Part 1910, 1030, Subpart Z as required by the Federal Occupation and Health Administration (OSHA).

Control Policies and Guidelines are available for public view in the office of the principal.

CHILD ABUSE

School personnel are mandated reporters of child abuse and neglect under provisions of Chapter 261 of the Texas Family Code.

DIOCESAN POLICY REGARDING CHILD ABUSE

In addition to state mandates regarding child abuse, St. Joseph School complies with the Office for Child and Youth Protection guidelines for Creating and Maintaining a Safe Environment for Children and Youth. These guidelines include, but are not limited to:

- Requiring criminal background checks on all employees and volunteers
- Requiring certification on preventing, recognizing, and reporting child abuse for all employees and volunteers
- Assisting parents in helping their children to prevent abuse
- Providing age appropriate classroom education regarding preventing abuse

EMERGENCY RESPONSE PLAN

As mandated by the Diocese of Corpus Christi Department of Schools, St. Joseph Catholic School has developed an Emergency Management Plan based on the guidelines in the EMERGENCY MANAGEMENT GUIDE Workbook for School Safety. The plan is reviewed periodically and updated. Copies of our school emergency plan are available in all buildings, in addition to the parish offices and parish hall.

