

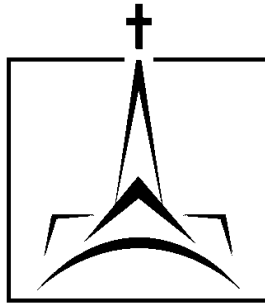


ST. JOSEPH
CATHOLIC SCHOOL

TEACHING THE MIND...NOURISHING THE SOUL

2020 - 2021
PARENT – STUDENT
HANDBOOK

St. Joseph Catholic School provides students with a nurturing and prayerful learning environment committed to academic excellence, training missionary disciples to seek virtue, wisdom, and truth, in partnership with a community of active and faithful families.



ST. JOSEPH CATHOLIC SCHOOL
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SCHOOL YEAR 2020-2021

An Official Publication of St. Joseph Catholic School

Dear Parents and Students,

Welcome to St. Joseph Catholic School! We are truly honored that you have chosen to be part of our dynamic community. We feel you have made a great choice and we pledge to work in partnership with you to make your time here very rewarding.

This is the official St. Joseph Catholic School Parent-Student Handbook. It provides information, procedures, and policies that will serve to guide you as you move through the grade levels of the St. Joseph Catholic School community. Take the time as a family to please read this entire document carefully. You will need to sign the Record of Handbook Receipt found in the Parent Portal in FACTS SIS (formerly RenWeb) by the May 27th deadline. By electronically signing the receipt, you and your child/children are agreeing to comply with this handbook.

The faculty and staff of St. Joseph Catholic School look forward to working with you to promote academic excellence and spiritual development, all to maximize your child's God-given skills and potential in the context of the teachings of our Catholic faith. May the transcendentals of truth, beauty, and goodness always remain the lens through which we make decisions. Together, let us pray that God, having started this good work within us, may carry us through to completion.

In Christ's service,

Diane Price

Diane Price, M.Ed.L.
Principal

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HANDBOOK APPLICABILITY:

This handbook is applicable to students, families, and teachers at St. Joseph Catholic School. *Parents are required to discuss this manual with their child(ren), sign the acknowledgement form, and return it to the office. This book is contractually binding on you.*

Calendar
2020-2021

First Day of School Aug. 12	Last Day of School May 27
<u>Student Holiday Dates</u> Sept. 7 Oct. 16 Oct. 19 Nov. 23 – 27 Dec. 21 – Jan. 1 Jan. 18 Mar. 15 – 19 Apr. 2 Apr. 5	<u>Student Holidays</u> Labor Day Diocesan In-service Parent/Student/Teacher Conferences Thanksgiving Break Christmas Holiday Martin Luther King, Jr. Day Spring Break Good Friday Easter Monday
<u>Student Early Dismissal Days (12:00 p.m.) / Development Days for School Faculty and Staff</u>	Aug. 14, Sept. 18, Nov. 13, Dec. 18, Jan. 15, Feb. 19, Mar. 12, Apr. 1, Apr. 16, May 27 After school care (with the Y) is available on these days. Bring a sack lunch.
<u>Faculty-Staff Workdays / Diocesan In-service Workdays</u> Aug. 3-7, 10-11 Oct. 16 Oct. 19 Jan. 31 Aug. 1 – July 31 May 28 June 1	Faculty/Staff Workdays Diocesan In-service Day Parent/Student/Teacher Conferences CSW Open House 15 Teacher Workdays Faculty/Staff In-service (Social Ministry) Faculty/Staff Retreat
<u>Grade Level</u> PK-K 1 – 5 6 – 8	<u>School Hours</u> 8:00 a.m. – 2:55 p.m. 8:00 a.m. – 3:00 p.m. 8:00 a.m. – 3:15 p.m.
<u>Report Cards</u>	Oct. 23, Jan. 15, *Mar. 26 *Last day of school (sent home with student)
<u>School Makeup Days</u>	First makeup day to be used: May 27 Second makeup day to be used: April 5

**The 1st Quarter and 1st Semester begin the first day of the school year.
The 3rd Quarter and 2nd Semester begin January 11th.**

INTRODUCTION

The purpose of this handbook is to acquaint parents and students with our school and to inform you of the policies, regulations and requirements that will govern your time at St. Joseph Catholic School. A good understanding of them will unite us all in our efforts to help each child in his/her intellectual, physical, spiritual, civic and religious growth.

VISION

Catholic schools in the Diocese of Fort Worth are committed to opening the doors so that our students can reach further than the walls that would otherwise enclose them and therefore are able to recognize and cherish the eternal and transcendental goods of Truth, Beauty, and Goodness.

MISSION

St. Joseph Catholic School provides students with a nurturing and prayerful learning environment committed to academic excellence, training missionary disciples to seek virtue, wisdom, and truth in partnership with a community of active and faithful families.

PHILOSOPHY

St. Joseph Catholic School offers a challenging curriculum steeped in Catholic tradition and delivered by innovative and dedicated teachers who hold high academic and behavioral standards. We will help to develop our next generation of Catholic and community leaders by respecting and celebrating the God-given differences in each and modeling stewardship through community service.

MOTTO

Teaching the Mind...Nourishing the Soul

GOALS

St. Joseph Catholic School strives to achieve the following ideals, as stated by the United States Conference of Catholic Bishops:

- We provide an atmosphere in which the Gospel message is proclaimed.
- Students experience community in Christ.
- Students serve their brothers and sisters.
- We cultivate thanksgiving and worship of God. Our highest expression of this is in the Eucharist.

OBJECTIVES

St. Joseph Catholic School seeks to form students in such a way that they demonstrate the following qualities:

Faith

- Students love, keep, and can defend the Catholic faith.
- Students give back to God.
- Students grow in learning and faith.
- Students listen to God's call and follow it faithfully.

Social Justice

- Students know the principles of Catholic Social Teaching.
- Students can identify and correct problems with social justice.
- Students understand the importance of service to others.

Academic Life

- Students are lifelong learners.
- Students can analyze issues and solve problems.
- Students can use high levels of critical thinking skills.
- Students have familiarity with a foreign language.
- Students can think independently.
- Students are prepared to enter high school.
- Students can write with proficiency.

Application to Life

- Students communicate effectively.
- Students lead others by example.
- Students take initiative.
- Students solve problems effectively.
- Students interact in a variety of social situations.
- Students accept differences in others.
- Students manage time well.
- Students know how to apply what has been learned.
- Students make decisions intelligently.
- Students listen to others.
- Students make the best of difficult situations.

OUR STORY

On Wednesday, August 16, 1995, the dreams and hopes of parents in South Arlington were realized when South Arlington Catholic School opened its doors on the grounds of St. Matthew Catholic Church. One hundred thirty-one students representing six parishes were enrolled to attend pre-kindergarten through second grade classes. With the Blessing of the Holy Spirit, the new facility was opened in 1997 and the name was changed in 1998 to Holy Rosary Catholic School. Early in 2000, Phase II construction was completed providing six additional classrooms, a computer and science laboratory, and a competition-size multipurpose facility named the Marian Center. Our Media Center/library has also been completed and we have reached our designed size envisioned by our founding families of two classes in each grade from pre-kindergarten to 8th grade. On March 24, 2011, Bishop Kevin Vann signed a decree that established Holy Rosary as a parish school of St. Joseph Parish. The name of the school changed to St. Joseph Catholic School on July 1, 2012.

ASBESTOS

To the best of our knowledge, St. Joseph Catholic School does not contain any identified asbestos-containing materials. All documentation regarding asbestos in St. Joseph Catholic School is maintained in the business office.

ADMISSIONS

Students are considered for admission to this school regardless of sex, race, color, national or ethnic origin, or disabling condition. It is a privilege to attend a Catholic school. The schools and the Diocese retain the right to disallow a student to continue attending or to re-enroll in a school. All enrollment stages, advanced enrollment, pre-enrollment, or continuing enrollment of a student, are conditional enrollments subject to review and termination by the school at any time.

Our admissions policy is designed to ensure student success. Consequently, new students are given an interview and screening test to ensure that St. Joseph can meet their needs and that they will be successful. Prior to the first day of school, the school does not have to state the reasons, or have grounds, for the revoking of a conditional enrollment of a student. The conduct of the student or the student's parents may be grounds for the school revoking the enrollment of a student.

Students shall not be denied admission to a Catholic school because of a disability unless the disability seriously impairs the student's ability to successfully complete the school's academic program or unless the school cannot provide sufficient care or make reasonable accommodations for the student. The determination as to whether the school may reasonably accommodate the student or applicant is made on a case-by-case basis. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses.

International Students may be admitted in accordance with the requirements of the United States Department of Justice and the Department of Immigration and Naturalization. Students seeking admission under F-1 status must request an I 20 form from the Catholic Schools Office.

If new student applications exceed available openings during the registration dates, admission will be determined based on the following priority grouping:

- 1.Children of faculty members;
- 2.Returning students in good standing with the school;
- 3.Siblings of returning students;
- 4.Siblings of alumni;
- 5.Children living with guardians who have SJCS alumni;
- 6.Children of registered families of our seven supporting parishes who do not have a child or children in any other grade of the school;
- 7.Children of other Catholic families;
- 8.Children of non-Catholic families who share our values.

St. Joseph Catholic School accepts new students into 8th grade only after careful consideration of the student's potential for success at SJCS. A recommendation by the administration of the exiting school may be required, as well as other documentation that demonstrates the potential for the student's success.

Students transferring into 6th and 7th grade are accepted on a probationary status for their first semester, only after a family interview that is in addition to other admission requirements. Our intent is to ensure the success of the new student and the continued success of returning students.

If accepted, all new students are placed on probationary status for the first semester. During this time, students are to prove themselves both socially and academically. If during this trial period there are problems, a student may be asked to withdraw his/her attendance at St. Joseph Catholic School.

NOTICE OF NON-DISCRIMINATION

St. Joseph Catholic School is in compliance with the Civil Rights Act of 1964 and Title IX of Education Amendments of 1972, except to the extent that application of Title IX would be inconsistent with the religious tenets of the Catholic Diocese of Fort Worth and/or the Catholic Faith.

FACTS SIS/FAMILY PORTAL

Parents and guardians of St. Joseph students are authorized to establish a free internet account with FACTS SIS. At this website, you are able to check grades, homework assignments (may change at teacher's discretion), record service hours, check the school calendar, and access many other functions. Please follow these steps to establish your account:

- 1. Enter www.renweb.com into your browser.**
- 2. Click the Logins tab, then ParentsWeb Login.**
- 3. Enter the District Code: SJC-TX.**
- 4. Click the link for Create Family Portal Account.**
- 5. Follow directions for setting up your own RenWeb account.**

An e-mail from Renweb will be sent to your e-mail address with your password. After you receive your password, return to RenWeb, click on ParentsWeb Login." Complete the requested information to log in to your account.

STUDENT PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES

Participation in many school-sponsored activities are privileges that must be earned. They are not rights. These activities include but are not limited to athletics, academics, parties, and field trips. Students earn these rights by meeting academic and behavioral expectations. Students who do not meet these expectations may not be allowed to participate in these and similar activities. The principle is that anytime a student is representing St. Joseph in word or deed, that student must as a minimum meet school standards.

EXTRACURRICULAR ELIGIBILITY

Students participating in extracurricular activities are considered to be in one of the following categories: eligible, on probation, or ineligible. A student is eligible to participate when his/her grades are 76% or higher and he/she demonstrates good conduct. A student is ineligible if any grade is 69% or lower and/or his/her conduct does not meet expectations. A student is on probation if any grade is between 70%-75% or he/she receives an N in the conduct portion of the report card. A student's eligibility status is reviewed at the next report card/progress report time and the start of a sport's season. The extracurricular eligibility requirement applies any time an activity is sponsored by St. Joseph, or a student wears the St. Joseph uniform or requires administrative approval to participate in any event such as a tournament or competition. Ineligible students may not participate in either games or practices.

Parents are urged to keep track of their child(ren)'s grades on FACTS SIS at all times.

ATHLETIC COACHES

The administration reserves the right to approve all coaches and assistant coaches of athletic teams sponsored by the school. Coaches/assistant coaches must apply in writing to the athletic coordinator for permission to coach. The athletic coordinator will conduct an orientation for coaches and then give approval to coach to those adults that have been determined can best satisfy the athletic philosophy of the school and the diocese. All coaches and assistant coaches must have a background check. Coaches must attend Safe Environment Program, formerly *Keeping Children Safe* training when offered as a condition for coaching. Coaches are expected to understand and implement the diocesan athletic philosophy and participate in training for *Play Like A Champion Today*.

ATHLETIC PHILOSOPHY

As our school continues to compete in the Diocesan sports league, it is important that each of you understands the school's athletic philosophy. This philosophy guides our thinking. If you know what it is, it is easier to understand why certain decisions are made.

Athletics are an important part of our school program. They help promote good health, instill confidence, and develop athletic skills. The idea and value of teamwork is learned. Teamwork and confidence are transferable skills that will help students be successful in the classroom today and in the future business world. Positive athletic experiences that are gained at school lead to lifelong interests in certain sports.

Competition and pressure to succeed is natural and it can be a positive experience if handled in an appropriate manner. However, if the competition and pressure that is inherent with athletics is not handled in an appropriate manner, it can have a very negative impact on children. Too much pressure from adults to win is not healthy and can negate most or all of the benefits of athletics.

The world is full of pressure. If we never said anything to our children about having to win, having to achieve all "A's," having to be the best player, having to be the head cheerleader, and having to do certain things in order to be the most popular person in the class, our children would still be under enormous pressure to succeed. This pressure comes from many places outside the family. It comes from society where children are expected to be a certain way. It comes from

peer pressure where other children will expect your child to do certain things in order to be “in.” It comes from the media. When you have told your children that you want them to accomplish a specific goal and they fall short of your expectations, they are devastated. They feel that they are not worthy of your love and all the things you do for them. For example, if you tell a child that their team must win and they don’t win then you have created this problem. It is much better to tell them that you want them to do their best. After the game and regardless of results, you ask if they did their best and if they say yes, tell them how proud you are of them. Then they are motivated to work hard and they are still able to maintain their self-esteem even when they don’t win. Your child’s mental health will be much better.

We participate in the Diocesan Sports League, which emphasizes the recreational aspects of athletics. It is not a competitive or select league. Its purpose is to teach skills, have fun, and to learn sportsmanship. This means that we prepare our athletes to compete to the best of their ability. We ask them to play hard and fairly. Everyone gets to play. We emphasize what they can do and we don’t emphasize what they can’t do. We want to lift them up, not put them down. Step back and look at the big picture for a moment. We need to remind ourselves that few if any of our students will make any money as athletes.

RECESS AND PHYSICAL EDUCATION

Students are expected to dress properly to go outside for recess. If a student is unable to go outside for recess or participate in physical education (PE) because of medical reasons, a written note from the parent is required stating the reasons that you do not want your child to participate in recess or PE. On the beginning of the third consecutive day, a doctor’s note is required to continue to be excused from recess and/or PE. All notes should be given to the nurse who will notify the appropriate teachers (PE, classroom).

TUITION

The prompt payment of tuition facilitates the sound financial operations of our school. Therefore, it is necessary that parents be faithful in meeting their financial obligations.

A FACTS payment plan must be in place for the upcoming school year by May 15th. Payment can be made in a lump sum, or in a ten-month installment.

It is the responsibility of the parents to notify the school administration of temporary financial difficulties so that a financial arrangement may be agreed upon with the administration.

Unless financial obligations are satisfied promptly, the child/children may not be allowed to continue as students at St. Joseph Catholic School.

St. Joseph Catholic School reserves the right to withhold official student records until the payment of tuition, fees, and other financial responsibilities are satisfactorily fulfilled.

SCHOOL ENDORSEMENTS

Occasionally during the school year, SJCS sends home flyers advertising various events, services and items that are available to our school population. The inclusion of these flyers does not constitute an endorsement of the event, service or item by the school. Our intent is to provide information for you to evaluate and use as you determine appropriate.

REPORTING STUDENT PROGRESS

Report cards are issued quarterly. The reporting code is:

A (94 - 100)	Outstanding Progress
B (86 - 93)	Good Progress
C (76 - 85)	Acceptable Progress
D (70 - 75)	Limited Progress
F (Below 70)	Unsatisfactory Progress
S =	Satisfactory
N =	Needs Improvement
U =	Unsatisfactory

S, N, and U shall be given for Religion and Handwriting through grade 5; and for Phonics through grade 2.

S, N, and U shall be given for Music, Art, PE, and Computers in all grades, and Spanish for grades PK-5.

Numerical grades will be given in grades one through eight except for those classes listed above that receive an S, N, and U.

Language Arts is integrated in grades 6-8.

Report cards will be E-mailed at the end of each quarter. Hard copy report cards will be available in the school office at the end of school. Report card issue dates are listed in the school calendar.

CONTACTING TEACHERS

Teachers work very long hours in order to serve our families and students. Each of them has a life outside of school. Please respect their privacy and personal time. Contact them on school matters only at school. Call them at school or e-mail them at school to discuss your child. Teachers are not required to discuss business with parents while they are at home. There is ample time to do this during the school day.

SERVICE HOURS

Families are required to perform 40 hours of service to St. Joseph Catholic School each school year. The service year runs from May 1 to April 30. The school policy dictates the monetary amount each service hour is worth. Service hours that are not performed will be billed at this amount. Bills will normally be sent in May and must be paid before school records such as report cards are provided. Service hours are recorded on FACTS SIS (Click Family Portal tab, then Service Hours tab).

CHANNELS OF COMMUNICATION FOR CONCERN

1. Contact the teacher regarding questions about instruction, discipline, learning materials, class work, or homework. The principal will not discuss teacher-related situations with

parents until the parent has contacted the teacher and attempted to resolve/discuss the problem.

2. The school employs a counselor who may be contacted by the parent directly or through the child's teacher.
3. Contact the principal regarding questions about school procedures and day-to-day operations of the school.
4. Contact the Advisory Council concerning policies, long range planning, and announced tuition schedules. The council does not become involved in the day-to-day administration of the school.
5. Any grievance that is not satisfied in one of the above three procedures will be handled in accordance with Diocesan policy.

NOTE: The Catholic Schools Office at the Diocese of Fort Worth is not involved in the day-to-day administration of the school.

The teacher will never question your authority as a parent.

Never, under any circumstances, question the authority of a teacher when your child is present.

Parents cannot expect the school to be effective in communicating Christian values if these values are not lived at home. Children lose respect for their school and the faculty when they listen to parents speak adversely or negatively about the school and the parish community. St. Joseph Catholic School families are expected to live as mature Christians and to shun gossip in all of its forms.

Constructive criticism of the school is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school to perform its task more effectively. Any misunderstanding that arises should be presented to the teacher first, when it pertains to his/her class and then to the principal.

OFFICE HOURS

The school office hours are from 7:30 a.m. to 4:00 p.m. weekdays. On early dismissal days, the office will be open from 7:30 a.m. until 12:30 p.m. At any other time, a parent may leave a message on the answering machine.

HOMEWORK POLICY/PHILOSOPHY

The homework policy for St. Joseph Catholic School is intended to guide both parents and teachers so that students will be academically successful. It is essential that both the school and homes work together closely in this area. Our mutual goal is to help students be academically successful and to minimize frustration. Everyone – administrators, teachers, parents and students – has a role to play in this process. By working together, we will be successful.

Philosophical foundation: Homework is an important aspect of the educational experience at St. Joseph. Students who are required to do homework are better students. Schools that assign homework are better schools. However, this notion must be tempered by the realization that students deserve the opportunity to have a meaningful childhood. This means that their focus after school should not be totally on the completion of homework. They need time to play and participate in other organized activities. The emphasis is on achieving a reasonable balance between homework and play.

Definition: Homework is tasks assigned by teachers to students that are to be completed during non-school hours. Examples of homework include but are not limited to:

1. Assignments at the end of chapters, sections, and lessons in textbooks;
2. Worksheets;
3. Workbook pages;
4. Study assignments (tests, quizzes);
5. Recreational reading;
6. Long term projects (more than one day);
7. Written assignments (book reports).

Purpose: Following are reasons that homework is assigned:

1. To evaluate if the students understood the instruction. Did learning take place?
2. To evaluate the effectiveness of the teaching that was done. Did teaching take place?
3. To practice skills.
4. To prepare for future classroom instruction.

Research: Educational research provides some interesting insights into the validity of homework.

1. Students who spend more time on regularly assigned, meaningful homework generally do better in school. The academic benefits of homework increase as children move into the upper grades.
2. When homework is turned in to the teacher, accounted for in some manner such as grading, and discussed with students, it can improve students' grades and understanding of the schoolwork.
3. American children on average spend far more time watching television than they do completing homework.
4. Research shows that the primary grades (K-2) should have a small amount of homework, elementary grades (3-5) should spend more time on homework, and that the upper elementary grades (6-8) should spend the most time on homework in an elementary school. None of the research agrees on what constitutes an appropriate amount of homework that should be assigned for each grade. This is much more dependent upon the characteristics of each school.
5. The amount of homework is not as important as the frequency of the homework. In other words, it is better to give a 5-minute homework assignment in a given subject each day, than to give a 25-minute assignment in the same subject once a week. However, homework does not need to be given every day in every subject unless it has a specific purpose. We do not give homework for the sake of giving homework.

Assignments: A good assignment will have the following characteristics.

1. It will have a specific purpose such as:
 - a. Review/practice what is learned.
 - b. To prepare for the next class.
 - c. To learn to use resources (library, reference materials, etc.)
 - d. To explore subjects more fully than you can in class.
2. The assignment has clear instructions and the teacher verifies that the instructions are understood before students leave the classroom.

3. The assignment is fairly well matched to the entire classes' abilities.
4. It is designed to develop skills and knowledge.
5. An average student will be able to complete all daily assignments close to the target homework time.
6. Assignments will not be given in lieu of teaching.

Parents: Parents can demonstrate to students that homework and school is important and they can assist in the homework process by:

1. Establishing a regular homework time.
2. Having a designated homework location that has workspace, good lighting, and minimizes distractions.
3. Identifying supplies and resources (paper, pencils, dictionaries, etc).
4. Setting a good example by reading and writing.
5. Showing an interest in the homework your child is doing.
6. Monitor task completion.
7. Read the assignment book daily and sign it.
8. Sign tests and homework when requested by the teacher.
9. Provide enrichment activities.
10. Tutor specific skills when required by the student.
11. Help the student study for a test.
12. Give consequences when homework is not completed.

Time: Following is the amount of time that should be spent on homework by grades. It is emphasized that these estimations are the amount of time that an average student should spend on the homework if they remain focused. Obviously, it will take even the average student longer to do the assigned homework if they frequently get drinks, go to the bathroom, and stop to see what is on television and so on. Some students will be able to complete their homework more quickly than the estimated time, while other students will take longer than the estimated time to complete their homework. Overall student ability will impact the time necessary to complete assignments.

Some assignments such as research projects, building displays and so on will be assigned over a longer period of time. They are not intended to be accomplished in one evening. Time must be allotted periodically (every other day, every third day, etc) for the completion of these projects.

St. Joseph will use the 10-minute rule to assign homework. This means that a student in 6th grade can expect to do 60 minutes of homework each evening (6 times 10) or a total of 300 minutes per week. Recreational reading, studying for tests, and long-term projects should be included in these time periods.

Disabilities: Students with learning disabilities that are documented by a professional and are on file at school could have accommodations made to their homework assignments by the teacher if necessary.

Assignment Books: Homework assignments should be written in student assignment books. Because teachers' lesson plans may vary during the week based on students' learning needs, FACTS SIS is not the primary means of communicating homework assignments. **Parents should always refer to the assignment book for the most up to date homework assignments.**

TESTING

Standardized tests are given each year in grades K – 8. When the results are returned to the school, an individual report on each child is made available for the parents.

RETENTION

Students may not be retained more than once per grade and not more than twice in elementary school. Generally, students should be identified and retained in the lowest grade possible so that their academic foundation can be strengthened before moving on to the parts of the curriculum that require higher level thinking skills. Students in primary grades will be considered for retention if they do not have sufficient mastery of language art skills or if they are not mature enough to benefit from attending the next higher grade. Students in grades 3 – 8 will be considered for retention if they fail two or more classes for the entire year and retention could reasonably be expected to improve their academic performance.

Students may be required to be tested for a learning disability if in the opinion of the teacher and administration it is warranted by their academic performance.

Administrative retention procedures: The teacher is the key to the retention process. If parents desire to retain the student, they will communicate their desires to the teacher. If a teacher determines that retention is warranted, the teacher will coordinate with the parents. In both cases the final retention decision resides with the administration.

In all retention cases, the teacher prior to the close of registration in February must identify students who may be retained to the principal in writing. The purpose is so that available class slots may be reserved in the event that the decision is made to retain.

REQUIRED SUMMER SCHOOL

In some cases, retention is not appropriate, but in the opinion of the administration, student progress could be enhanced by additional academic endeavor. In these situations, students may be required to attend summer school in designated subjects and provide evidence of progress as a condition to returning. The school reserves the right to decide which summer school is acceptable. Students who do not attend summer school as directed may not be accepted for admission the following year.

If summer school is the desired course of action, the teacher will discuss this with the principal who in turn will send a summer school requirement letter to the parents.

EXCUSED AND UNEXCUSED ABSENCES

A student is either absent from school or present. This status is documented on the report card. Administratively, absences are designated as either excused or unexcused. Excused absences are made for immediate family emergencies (e.g., death of an immediate family member), an extended sickness, or other reasons acceptable to the administration. All other absences are unexcused. The excused/unexcused designation is made so that the teacher will know how to treat the homework for the absent student. State compulsory attendance laws states that students may not miss more than 10 percent of scheduled school days. For St. Joseph, that is 18 days.

Excess absences may result in consequences, including being required to make up the school days after the normal school year.

EXCUSED ABSENCES

Excused absences are generally for sickness, family emergencies that are death or serious illness of immediate family members, or other reasons acceptable to the Administration. If a child is absent, parents must call or e-mail the school office before 9:00 am to inform the administration of the nature of the absence. Work for students may be requested at that time. It will be in the office at 3:00 p.m. A physician's written excuse is required when the child has been absent 5 consecutive days or more.

Students are expected to complete work that has been missed. The student has one day for every day absent to make up work starting with the day the student returns to school. It is the student's responsibility to contact the teacher for make-up assignments. Students with an excessive number of absences (18) or tardies (16) will be contacted by the principal and may be subject to disciplinary action in accordance with school and Diocesan policy.

Medical, dental appointments, etc. are to be scheduled outside school time as much as possible. Exceptions may be made if absolutely necessary but, in many cases, the child will miss important instruction.

Students must be in attendance a minimum of two hours in the morning and two hours in the afternoon to be considered present for the day. One half-day absence will be annotated on the report card. See Principal Regulation #8 for additional information.

Students who are absent from school in the afternoon because of illness or unexcused absence may not participate in after school extracurricular activities that occur that evening only. For example, a student who is absent Friday afternoon because of sickness may not participate in extracurricular activities on Friday evening.

UNEXCUSED ABSENCES

A major goal of any school is to teach responsibility to the student. Students should not be out of school for family vacations, scout trips, ski trips, visits to Disney Land and so on. These are examples of unexcused absences. If a parent believes that a student should miss school for any reason other than illness, family emergency, or other reasons acceptable to school administration, the parent must complete an *Absenteeism Notification Form* (available in the office) in advance. This request is submitted to administration for approval and designation as an excused or unexcused absence.

Parents who choose to take students out of class for any reason other than illness, death in the immediate family, or other reasons acceptable to school administration must realize that students are ultimately responsible for the work missed, and forfeit any teacher explanations, quizzes, tests, etc. which are given during their absence. Teachers are not responsible for bringing students up to date on content during the student's unexcused absence. Homework that would have been submitted on an unexcused day of absence will not be accepted and will be given an "N/A" in the teacher's grade book. All work done on an unexcused day of absence will be given an "N/A". When the student returns from an unexcused absence, the teacher will provide a list of assignments, copies of work sheets and other similar items that the student missed. The family is responsible for teaching this material to the student and completing the other requirements so that

the student is current with the other students. At the teacher's discretion, quizzes and tests that were missed during the unexcused absence may be given for grades as well as diagnostic purposes to determine if the concepts and content that was missed has been mastered. This evaluation may start on the second full day after return or later as determined by the teacher.

Parents need to ask themselves if school or other activities are the family priority. You communicate the importance of school to your children by the reason you allow your children to be absent.

STUDENT PROPERTY

Any item brought onto school property, including, but not limited to cell phones or other electronic devices, is subject to inspection or search by the school administration. School lockers are the property of the school and may be searched at any time. Students are discouraged from having toys or expensive items at school unless the teacher requires them. This includes such things as Gameboys, Wii, card games, MP3 players, cell phones and so on. Items such as these can be easily lost or damaged. The school is not responsible for this.

TARDINESS

Students are expected to be in the classroom by 8:00 a.m. A child is considered tardy at 8:00 a.m. when the second bell has sounded. Students may enter the school between 7:30 and 7:45 am and are to go to the cafeteria where they will be supervised until the first bell at 7:45. Children arriving earlier than 7:30 a.m. will go to extended daycare in the cafeteria and a fee will be assessed. This is a legal issue because students must be supervised at all times while on school property. If you do not want to pay the extended day fee, please do not bring students to school before 7:30. The faculty and staff have been instructed to send those who arrive early to extended day.

A student is considered to be excessively tardy when he/she has 16 or more tardies for the entire year or more than four (4) tardies per quarter. Excessive tardies will be documented on the report card (Arrives To Class On Time.)

S = 0-4 Tardies

N = 5-9 Tardies

U = 10 or more Tardies

Tardiness is disruptive to the class as a whole and teaches poor life habits to the child who is perpetually tardy. This is a serious matter. Additionally, the administration reserves the right to impose additional sanctions up to and including denial of admission for subsequent school years. Tardiness will ordinarily be unexcused (except for emergency situations) and work missed will not be given credit. This policy will be relaxed during adverse weather as determined by the administration.

REQUIRED ORGANIZATIONAL SKILLS

It is important that students be organized. Organizational skills are learned. Therefore, we have implemented a uniform organizational program for 2nd through 8th grades. It is imperative that parents assist in this effort by adhering to the following guidelines:

- The Expanding Wallet/Folder **will be taken home daily** with the assignment book inside to be signed by a parent.
Teachers will monitor that parents are signing the assignment book.
- Assignment books should be out and on desk during the day, for students as well as teachers, to write in at a moment's notice for minimal disruption of time. Pages should be dated daily for documentation purposes. Under no circumstances should pages be torn out.
- Teachers will give specific notice that it is time to write assignments in the assignment book either from the board or orally with monitoring by the teacher.
- All students should have supplies in a sturdy zipper bag and not loose in desk or lockers, with the exception of what they are using at the moment.
- It is suggested that items such as rulers, glue, scissors, etc. be maintained in the room as a class set whenever possible.
- Spiral Notebooks will be used for note taking purposes and daily non-graded assignments. Students should date and head their note pages. (Examples: 4/20/16 Chapter 7 Notes or page 233 #1-20)

Parents should monitor their child's organization on a regular basis. Organization will naturally lead to better grades, accountability, and more positive self-esteem.

UNIFORMS

All students should take pride in the St. Joseph Catholic School uniform and remember they represent their school when seen in uniform. **Uniforms and all shoes must be purchased at Mills Uniform Company in Fort Worth.**

All students are expected to comply with the uniform dress code. If there is a question concerning the acceptability of the attire, it should not be worn. Any faculty member may question whether attire is acceptable and reflects the intent of the dress standard. In all cases the interpretation remains with the administration. If a student is not in proper uniform the first time, the student will be warned and the parent or guardian will be notified by E-mail through Renweb. The second time, the student will call his/her parent or guardian to bring the proper uniform to school or the student may be required to wear a school-provided uniform. The third time, the student may be sent home. Unauthorized items such as jewelry will be taken by the teacher and given to the parent.

Required uniform must be worn on all Mass days and other specified days. Each student must have a required uniform.

Shoes: All St. Joseph uniform shoes must be purchased at Mills Uniform Company.

Socks and Tights: Socks must be worn with shoes. For girls, the options are knee-high socks, crew socks, or anklet socks (covering the entire ankle). Tights are allowed. Girls will wear the colors of solid black, solid navy blue, or solid white. No-show socks are not allowed. For boys, they are to be crew socks. Boys will wear the colors of solid black, solid navy blue, or solid white. No-show socks are not allowed. Logos are not allowed. A required uniform is described as follows:

The REQUIRED uniform for Pre-K through Fifth Grade:

Girls: Tunic jumper with white Peter-Pan blouse (long or short-sleeve)
Shoes purchased at Mills Uniform Company from the SJCS approved list
Knee-high, crew, tights, or anklet socks extending above the entire ankle (solid black, solid navy blue, or solid white)
Navy cardigan sweater
Navy stretch modesty short for under jumper

Boys: White oxford shirt (long or short-sleeve)
Navy flat-front pants (Pre-K and Kindergarten may choose full elastic waist or belt loop waist)
Black, navy or brown belt (must be worn with loops)
Shoes purchased at Mills Uniform Company from the SJCS approved list
Crew socks (solid black, solid navy, or solid white)
Navy cardigan sweater

The OPTIONAL uniform for Pre-K through Fifth Grade:

Children may wear the optional uniform on days **other than Required Dress Code Days.** It is the option of the parents to purchase these additional items.

Girls: Navy flat-front pants (black, navy or brown belt must be worn with loops)
Navy pull-on pants allowed for Pre-K and Kindergarten
Navy shorts (black, navy or brown belt must be worn with loops)
Navy pull-on shorts allowed for Pre-K and Kindergarten
Navy 2-in-1 skort
Red cotton polo shirt (short or long-sleeve) with school logo
Shoes purchased at Mills Uniform Company from the SJCS approved list
Knee-high, crew, tights, or anklet socks extending above the entire ankle (solid black, solid navy blue, or solid white)
Red SJCS logo sweatshirt purchased at school through HSA

Boys: Navy shorts (black, navy or brown belt must be worn with loops)
Navy pull-on shorts allowed for Pre-K and Kindergarten
Red wicking polo shirt (short-sleeve, long-sleeve is not available) with school logo
Red cotton polo shirt (short or long-sleeve) with school logo
Shoes purchased at Mills Uniform Company from the SJCS approved list
Crew socks (solid black, solid navy, or solid white)
Red SJCS logo sweatshirt purchased at school through HSA

The REQUIRED uniform for 6th – 8th Grade:

Girls 6th through 8th– Required (Dress) Uniform

The REQUIRED (DRESS) uniform is worn on days the students attend Mass, certain school functions, and field trips.

Plaid box-pleat skirt – see the skirt length discussion below
White cap-sleeve blouse or white oxford (short or long-sleeve oxfords may be worn)
Navy crossover tie

Shoes purchased at Mills Uniform Company from the SJCS approved list
Knee-high, crew, tights, or ankle socks extending above the entire ankle (solid black, solid navy blue, or solid white)
Navy varsity sweater with white sleeve stripes
Navy stretch modesty short for under skirt

Boys 6th through 8th – Required (Dress) Uniform

The REQUIRED (DRESS) uniform is worn on days the students attend Mass, certain school functions, and field trips.

White oxford shirt (short or long-sleeve)
Khaki flat-front pants
Navy classic tie
Black or Brown belt
Shoes purchased at Mills Uniform Company from the SJCS approved list
Crew socks (solid black, solid navy, or solid white)
Navy varsity sweater with white sleeve stripes

The OPTIONAL uniform for 6th – 8th Grade:

Girls 6th through 8th – Optional Uniform

The optional uniform may be worn on any day that has not been designated a required uniform day. Please observe the rules on when students may wear SJCS logo knit shirts.

Khaki flat-front pants (belts must be worn with loops)
Khaki box-pleat skirt – see discussion of skirt length below
Khaki shorts (belts must be worn with loops)
Khaki 2-in-1 skort
Navy cotton polo shirt (short or long-sleeve) with school logo
Blue oxford shirt (short or long-sleeve)
White oxford shirt (short or long-sleeve)
Shoes purchased at Mills Uniform Company from the SJCS approved list
Knee-high, crew, tights, or ankle socks extending above the entire ankle (solid black, solid navy blue, or solid white)
Navy SJCS logo sweatshirt purchased at school through HSA

Boys 6th through 8th – Optional Uniform

The optional uniform may be worn on any day that has not been designated a required uniform day.

Khaki Shorts (belts must be worn with loops)
Navy wicking polo (short-sleeve, long-sleeve is not available) with school logo
Navy cotton polo (short or long-sleeve) with school logo
Blue oxford shirt (short or long-sleeve)
Shoes purchased at Mills Uniform Company from the SJCS approved list
Crew socks (solid black, solid navy, or solid white)
Navy SJCS logo sweatshirt purchased at school through HSA

Any jacket may be worn with any of the uniforms when outside or in extraordinary circumstances determined by the teacher. Otherwise, jackets of any kind may not be worn in the classrooms.

Grades 6 – 8 will wear a physical education uniform purchased through the school.

GENERAL APPEARANCE AND GROOMING

The outward image and general appearance of the Catholic school student has traditionally been one that is an excellent reflection on the student, his/her family, and the school. In keeping with this sense of pride, we require the following appearance standards:

HAIR: Students' hair must be neat, clean, well groomed and a natural color. Fad hairstyles or hairstyles deemed extreme by the staff/administration are not acceptable. This applies to both male and female students.

Boys' hair will be combed so that it is above the eyebrows in front, half way up the ear on the side, and above the collar in the back.

FACE MASKS: Face masks worn are not to cause a disturbance to the classroom setting. They must be appropriate for a school environment at all times. A student may be asked to remove their mask and the school will replace it with a plain solid-colored mask, if causing a disturbance.

ACCESSORIES: Excessive use of jewelry and other accessories is not only inappropriate for the age of our students and the style of the uniform, but it can be dangerous during playground and P.E. times. There should be nothing around a student's ankle. The school is not responsible for lost items. Girls who choose to wear hair ribbons, barrettes, or head bands must select styles that complement the school uniform. Such items may not have writing (except the name of our school), advertising, or images. Obvious uniform accessories such as belts will be worn.

JEWELRY: Will be limited to:

- One watch (**no smart watches allowed**)
- One simple necklace or religious medal
- One ring
- Earrings: Girls may wear only one pair of the **stud-style earrings** (one earring in each bottom ear lobe). Earrings with hoops or rings that extend below the ear lobe are not to be worn. This is a safety issue.

MAKEUP: Clear fingernail polish may be worn. 8th grade girls may wear a light shade of lipstick.

FINGER NAILS: Must be natural, not artificial, and trimmed to a short length. Bottles of polish should not be brought to school and will be taken by the faculty. Students will be sent to the office to remove other finger nail polish colors, and could be asked to trim nails at home if deemed too long by administration.

FACIAL HAIR: Boys will be clean-shaven.

SKIRTS: Skirt length will be knee length at the beginning of the first and second semester. This will allow room for growth during each semester. At no time during the year may the skirt be more than 3 inches above the knee.

SPIRIT WEAR

The red SJCS t-shirt may be worn on Fridays with uniform bottoms and uniform shoes, unless we are attending Mass or a special gathering on a Friday. In this case, the student is to wear their dress uniform on Friday.

HSA Meeting Attendance Incentive – If members of HSA attend the monthly meeting, their child may come to school that very next Thursday wearing any official SJCS spirit shirt, blue jeans, and tennis shoes of their choosing.

CAFETERIA

Students may bring lunches prepared at home in sacks or lunchboxes or they may purchase hot/cold lunches prepared by our contracted caterer. If a child forgets his/her lunch, a meal of some type will be provided. Families will be billed for this service. In our health curriculum we teach and encourage good nutrition. Food items such as fruit, vegetables, yogurt, crackers and cheese are examples of nutritious foods. Please refrain from sending carbonated drinks or candy. Glass containers are not allowed.

All students in the cafeteria will practice good manners. “Please” and “thank-you” are expected, napkins will be used, food will not be thrown, voices will be low, messes will be cleaned up before leaving and so on. Students are expected to follow the instructions of adults who are working in the cafeteria. Teachers will discuss these expectations with students and add to them as appropriate.

The cafeteria is for student use only. As a community, we welcome and encourage parents to eat with their child. Parents are expected to sit in the visitor seating areas. If you are in doubt, please ask the on-duty faculty member where to sit. All other tables have been assigned to classes so that they have a designated place to go to when eating their lunch. It always causes problems when a parent is sitting in a student’s seat. Please cooperate so that the school can continue to provide this service. **Please have only your child eat with you. Selecting other children only creates hurt feelings for those who are not invited.**

SCHOOL SUPPLIES

All students must be properly supplied with paper, pencils, erasers, pens, etc. if they are to perform properly in school. Replenishing these supplies should be done whenever needed.

CLASSROOM, BIRTHDAY, AND SCHOOL PARTIES

Please mail invitations to private parties or distribute them off the school premises. On campus distribution of invitations is only appropriate if all students in the class are invited. Parents may bring a birthday treat for every student in the class to share at lunchtime.

Following are the only approved school parties: All Saints Day, Christmas, Feast of St. Joseph, and end-of-the-year. Teachers will approve the type of party to be held in their classrooms. Candles may not be used at parties.

DROP-OFF / PICK-UP PROCEDURES

Procedure for Carline Drop-Off and Pick-Up:

Follow the traffic plan contained in this handbook for drop-off and pick-up (see page 57 of this handbook). This plan will make student drop-off and pick-up as safe and as quick as possible. If you have a carpool with at least one student who is in 6th – 8th grade (pickup at 3:15 pm) and one or more students in the lower grades, your pick-up time is 3:15 pm. We will hold the younger student in their classroom under teacher supervision, until released with the older student. You will not be allowed to be parked in front of the school in the pickup line prior to 3:15 pm.

If you have an emergency – car accident, breakdown, traffic jam, etc – and will not be here on time to pick up your student, please call the school office. We will care for your child until you get to the school. If your reason for being late is poor planning, we will charge you \$1.00 for each minute you are late starting at 3:30 p.m. on normal school days and 12:30 p.m. on early dismissal days.

Please pick your children up at the scheduled dismissal time. Parents that habitually pick their children up after 3:30 pm instead of 3:00 pm may be required to enroll their child in the school after school care program.

Please call or send a note if your child is being picked up by someone other than the normal person. Once the PikMyKid App is deployed, parents will be able to make these changes within the app themselves, up until a certain time of day (to be determined).

Pick-Up Times:

Pre-K and Kindergarten	2:55 p.m. dismissal
1 st – 5 th Grade	3:00 p.m. dismissal
6 th – 8 th Grade	3:15 p.m. dismissal

Lightening/Bad Weather/Rainy day pick-up procedures: Students will be held in their classrooms under teacher supervision until the school releases the students, once the weather becomes safe. Do not leave cars unattended in the car line. If rain is the only concern, students will be escorted to the car line with an umbrella.

Do not park in the faculty parking lot.

Remember - If you are picking up an Upper School student, please do not arrive until 3:15 p.m. If you car pool, or have several students to pick up and one of your children is in Upper School (6th – 8th grade) your pickup time is 3:15 p.m. Lower School students will be held in classrooms until you arrive at the Upper School time. If you arrive early and need to park your car, park in the parking lot facing the field/playground, not in car line. **Join the car line only when it is safe to do so.**

AFTER SCHOOL CARE

After school care is provided by the YMCA. Students need to be registered for the Y using their registration process. Registration paperwork is available in the school office or from the Y's on-site program director.

COVID-19 HEALTH CONCERNS

In order to prevent the spread of disease, we ask that you do not send your child to school if he/she is exhibiting any symptoms of illness or running a fever. If he/she has been ill, it is required that he/she be free of fever without fever reducing medication for 24 hours prior to returning to school. With respect to the current Covid-19 pandemic, it is imperative that parents/guardians follow this protocol at all times. Should a child become ill on campus and require a parent/guardian to take them home, this parent/guardian must arrive to retrieve the student within 30 minutes of the initial phone call.

***Important** - Perform the health screening questions daily with your family (page 66 of this handbook) before leaving for school. If you answer "yes" to any of the questions regarding a child, that child should remain home.

GENERAL HEALTH CONCERNS

St. Joseph has a nurse on staff charged with managing the health care needs of your children during school hours. The school nurse follows Diocesan policies regarding dispensing medication, sending sick children home, screenings and childhood immunizations. The Diocese complies with state law in performing vision, hearing, height and weight, acanthosis nigricans and spinal screenings, all of which are under the purview of the school nurse. The Diocese also follows Texas state law regarding required immunizations. A child may not attend school without the proper immunizations, unless that child has a medical exemption from a licensed MD or DO.

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. **The only exception to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physicians license number.**

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Texas Attorney General Opinion: GA-0420)

This policy was adopted by Texas Catholic Conference Education Department, December 2008 and voted on April 3, 2017 to keep as written with no changes by the Bishops of Texas.

The nurse maintains a health folder on each student, in which is kept a copy of his/her Catholic School Health Report (school physical) with current immunizations, a record of all screenings, and significant health information (i.e. allergies, health conditions, current medications, etc.). It is the parent's responsibility to provide the school with accurate and updated health information

at least annually, including recently obtained immunizations. Please refer to the Diocesan Immunization Policy found on page 37 of this handbook.

Contagious diseases or conditions (*Strep throat, Flu, Impetigo etc.*) should be reported to the school office immediately. If directed to do so by qualified health personnel, the school will notify parents if there is reason to believe that their children may have been exposed to something contagious. Potentially serious exposures (*blood or body fluids*) will be handled via a phone call and written notification.

Medication:

- Only necessary medication prescribed for but not limited to the treatment of ADD/ADHD, Diabetes, and Epilepsy may be given at school. All medication should be given outside of school hours if possible. Three-times-a-day medication should be given before school, after school, and at bedtime.
- All medications (prescription and over-the-counter [OTC]) require a completed Medication Permit Form, **signed by a parent/guardian and a physician**. The official Diocesan Medication Permit Form is available in the school office or from the school nurse.
- Prescription medications must have a pharmacy label. OTC meds must be in the original labeled bottles or tubes – **no baggies, please**.
- Parents or guardians (**not children**) must bring all medications (prescription and OTC) to the school nurse for administration. Diocesan policy does not allow children to carry any medication on their person or in a backpack or to keep medication in a locker.
- At the end of the school year, parents are responsible for picking up remaining medication. Those not picked up will be disposed of properly.

Please be considerate and do not send a sick child to school. You should keep your child home if he/she has had a fever ($\geq 100^{\circ}$ F) within the last 24 hours, vomited during the night or that morning, has uncontrollable and excessive coughing, or is unable to follow class routine. The following is a list of conditions for which your child might be sent home by the school nurse. Also listed is the return to school criteria.

Diocesan Sick Child *Exclusion* Guidelines:

- Oral temperature of 100° F or above ** Return to school when fever free for 24 hours.
- Vomiting, nausea or severe abdominal pain ** Return to school when symptom free.
- Marked drowsiness or malaise** Return to school when symptom free.
- Sore throat, acute cold, or persistent cough ** Return when symptom free.
- Red, inflamed, or discharging eyes ** Return with written physician release.
- Acute skin rashes or eruptions ** Return with written physician release.
- Swollen glands around jaws, ears or neck ** Return with written physician release.
- Suspected scabies or impetigo ** Return with written physician release.
- Any skin lesion in the weeping stage ** Return covered and diagnosed as non-infectious.
- Earache ** Return when symptom free.
- Pediculosis (head lice) ** Return when lice and nit (eggs) free.
- Other symptoms suggestive of acute illness** Return with written physician release.

Students who are absent due to illness may not come back to school to do school work or take tests if they meet the exclusion guidelines.

A parent or designated relative or friend must be available to pick up a sick or injured student within 30 minutes of notification by school personnel. The school nurse will administer minor

first aid and comfort measures at school. If major first aid is needed, school personnel will first attempt to contact a parent/guardian or other person designated on the Student Emergency Care Form (yellow card). If none is available or if the situation is judged to be a true emergency, school personnel will call 911. Parents will be responsible for any expense incurred. Every attempt will be made to contact parents in the event of an emergency.

HEALTH CONCERNS – WEATHER RELATED

St. Joseph follows the Diocesan Heat and Cold Guidelines relative to outdoor activities. When the Temperature-Heat-Index (THI) reaches 95 degrees, outdoor activity is limited to 10 – 15 minutes. When the Temperature Heat Index (THI) reaches 100 degrees, no outside recess or P.E. or diocesan sports/practice for elementary/middle schools are allowed. When the temperature and/or wind chill is below 32 degrees, the children will be kept indoors for PE and recess. Please dress your children appropriately for the weather: shorts and short sleeves in the warm months; long pants or hose/tights and long sleeves with sweaters and jackets for cold weather.

Ozone alerts: On confirmed Purple ozone days there will be no outdoor PE or recess. On confirmed Red ozone days, children with known lung disease who are sensitive to the ozone factor will be kept indoors. On Orange ozone days, we will monitor sensitive children during outdoor activities. If your child has respiratory difficulty during periods of high ozone and you want to be sure that he/she is kept indoors, please send a note to the school nurse with specific instructions.

ANIMALS ON CAMPUS

Any animal that is brought onto the campus should be in a cage, not on a leash, and secured so that it poses no safety risk to any person. This includes before school, during the school day, and at dismissal.

LIBRARY

Students must comply with library rules:

1. Library privileges will be forfeited if a student abuses the books or is habitually late in returning them.
2. A fine of five cents per library day per book will be paid for each overdue book.
3. Lost or damaged books must be paid for at replacement cost, which includes shipping if applicable.

Report cards will not be issued to students who have not returned overdue books and paid their fines.

Parents may also use the library according to rules established by the librarian.

To promote literacy and the lifelong habit of reading, all students are encouraged to have a library book with them at all times. They may read as they finish independent work in class, at transition times, and other times designated by the teacher.

FIELD TRIPS

Field trips are privileges and not rights. Privileges must be earned. Teachers have been instructed not to take students on field trips if they have not earned the privilege. Poor behavior

and low academic achievement are obvious reasons for not being able to go on a field trip. Students who do not go on field trips are still expected to be in school. Arrangements will be made by the Administration to ensure that they are supervised until their class returns.

Students must have signed permission slips to be able to participate in a field trip. Only the permission slip provided by the school is acceptable. Telephoned permission will not be accepted. School approved permission slips that are faxed are acceptable. Dress uniform is required unless otherwise stated on the permission slip.

Cars going on trips must stay in caravan with no side trips or errands. Please do not provide treats for the students riding in your car, as this is disappointing to others. Parent drivers are expected to refrain from smoking when participating in field trips as with any school function. Parents must not text while driving. Safety requires that all supervisory adults be able to give their whole attention to the children in the class. Persons driving must supply a copy of their driver's license and verify the amount of liability coverage to the school office before the field trip. All children must be individually secured with a seatbelt.

Parents driving on field trips must provide a copy of their driver's license and insurance card in addition to a Driver Information Sheet that is provided by the teacher. The Driver Information Sheet is to be filled out each school year and insurance coverage dates on this form should be up to date. Liability limits are set by the Diocese for drivers to be eligible to drive on field trips. These limits of liability are \$100,000 per person/\$300,000 per occurrence/\$25,000 property damage. The driver must keep a current insurance card on file in the school office. The driver, as well as any other chaperones, must also have a copy of a valid *Safe Environment Program* certificate on file with the school.

In accordance with Texas state law, a booster seat is required for children below 8 years of age or below 57 inches in height.

SCHOOL/HOME COMMUNICATIONS

A monthly calendar will be sent out from the school office and will be posted on FACTS SIS Family Portal. Please refer to this daily in order to wear appropriate uniforms, note due dates, and be informed of current events.

Every Thursday an electronic file will be emailed with notes, lunch menus and all other communications from the administrative staff. Announcements are posted on FACTS SIS as needed.

When sending information and/or money to the school, please put it in an envelope and put your child's name, teacher, grade and note about the contents on the outside of the envelope. This helps us to disperse it to the appropriate place quickly. Money should always be in the form of a check unless otherwise noted.

BAD WEATHER CLOSING NOTIFICATION

We will follow the bad weather instructions issued by Arlington ISD. Our school will follow what Arlington ISD does. During the winter months school closings or late-opening times will be announced on local TV stations and their websites.

Additionally, **we will post school closing, delayed start, and early dismissal information on Renweb.** Check with FACTS SIS before you call the school.

***Important** – Parents are encouraged to register for our text messaging service, *Text-Em-All*. Text “join” to 866-205-2770 and you will be signed up. Your provider’s text messaging rates will apply.

DISCIPLINE

Discipline Philosophy

Each serious incident referred to the administration is different and will be treated differently. The administration will review each serious incident using any and all factors that are considered pertinent. Therefore, you should not expect the consequences of two incidents to be the same since the extenuating and mitigating circumstances are probably quite different. The administration will consider not only the immediate incident in determining appropriate consequences but also any other factors that are considered pertinent. This could include past behavior, parental cooperation and support, number of incidents, student attitude towards discipline and so on. Just because the circumstances of two separate incidents appear similar, does not mean that the consequence will be similar. One size does not fit all. Only the administration has access to all information required to make these decisions.

General

A student’s behavior should at all times reflect respect for God, parents, teachers, adults, fellow students, and for the property of others. Students are responsible for their behavior. They have the free will to choose what they will do and what they won’t do. We expect students to make good choices. Students who make bad choices will receive appropriate consequences.

If your child has chronic discipline problems, phone calls can be expected at home or your place of employment. Cooperation and suggestions from home are extremely important in these instances.

The administration reserves the right to search wall lockers, desks, cubbyholes, and other areas at any time without notice. These belong to the school. The purpose of these searches is to ensure the safety, health and welfare of our students, faculty, staff and parents. When anyone has information that would reasonably lead him or her to believe that an unauthorized or dangerous item may be at school, that information will be brought to the attention of the principal or in their absence the assistant principal. The principal will determine if the information is sufficient to warrant a search. If a search is warranted, the principal will conduct it in the presence of the teacher or other appropriate person, and the appropriate student. Contraband will be confiscated and further disciplinary action taken as discussed below for serious offenses.

The school also reserves the right to ask students to remove the contents of their backpacks, gym bags, purses or any other type of container for inspection. The principal/assistant principal will

again be consulted. If the student will not comply with this request, then the parents will be contacted. If the parents will not comply then the school reserves the right to suspend the student, ask the family to withdraw the student from school or expel the student. When working with purses, backpacks or other similar containers, the teacher will take physical possession of them until the student empties the contents.

There are several categories of negative behavior as follows:

Minor

Minor offenses are those that are covered by classroom rules. The teacher deals with these problems. Each grade level will develop a classroom plan of expected behaviors that are considered less serious. The students will follow these or accept logical consequences. Examples of classroom expectations could be: follow directions the first time given, raise hand before asking questions, complete homework assignments, wear the proper uniform, and come prepared for class.

Serious

Serious offenses are all other situations that may require a referral to the principal/assistant principal for action. If a serious offense occurs, the student may be required to notify his/her parents by phone to come to the school for a conference with the principal/assistant principal. In some cases, the student will not be allowed to return to class until the conference is held or until arrangements for a conference have been made. Teacher(s) will attend the conference if appropriate. The action taken is left to the discretion of the principal/assistant principal, depending on the nature and seriousness of the offense.

Serious behaviors that are subject to the above procedures may include, but not limited to:

1. Open and persistent defiance of authority
2. Willful destruction or defacing of school property, including technology resources
3. Stealing
4. Fighting
5. Disrespect of a serious nature
6. Cheating
7. Offensive language or gestures of a serious nature
8. Carrying a knife, matches or other items considered dangerous
9. Any behavior which is harmful to the welfare or safety of other students
10. Conduct unbecoming of a Christian student
11. Inappropriate display of affection (see below)
12. Harassment
13. Possession of tobacco, vaping products, alcohol, drugs

Possible actions may include:

1. Suspension from school sponsored athletics and other extracurricular activities

2. Loss of field trip
3. Placed on probation
4. Suspension – either in-school or out-of-school
5. Expelled permanently (extreme cases)

Students who are suspended out of school may receive zeros for all class work missed.

These lists of behaviors and actions do not cover every possible situation. The administration reserves the right to deal with behavior and consequence in other ways as warranted by the situation.

Multiple documented disciplinary situations are of great concern to the administration. They raise a serious question as to whether the student is benefiting from the education provided by St. Joseph. There is also a concern that this negative behavior adversely impacts the rights of other students. The administration reserves the right not only to give consequences for each individual serious conduct incident but to also consequence multiple behavior incidents by invoking any of the above consequences that are deemed appropriate. That means a student could be put on probation, suspended or expelled for multiple behavior incidents.

Personal Display of Affection

Any personal display of affection (PDA) by the students in our school is inappropriate. PDA includes boys and girls holding hands, giving hugs to one another, putting arms around one another and similar activities. These actions are inappropriate at school, at school sponsored or attended events, or at Diocesan events. Violations are considered serious and will be referred to the Administration.

Harassment/Bullying/Stop Bullying.Gov

Harassment is when one person makes repeated verbal or physical contacts with another person who does not want these contacts. “Repeated” is defined as more than once. Examples of conduct that could constitute sexual harassment are: sexual propositions, off-color jokes, inappropriate physical contact, innuendoes, sexual offers, looks and gestures. Harassment is considered serious and will be referred to the administration for action.

According to www.stopbullying.gov, bullying has the following definition:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

All members of the school community are expected to contribute to the positive climate of the school. Student behavior should reflect acceptance and respect for others. Inclusion of others is the guiding principle. Families/students are able to make use of the “Student Complaint Form – Bullying” to report an incident. Reported incidents of bullying will be investigated and if deemed appropriate, interventions and/or consequences will be used to address the reported incident.

Adult Behavior

Adults are also expected to demonstrate good behavior on and off campus at activities in which our students are participating or that are sponsored by SJCS. This would include both coaches and spectators at athletic events. The actions of adults speak more powerfully to our students than words ever will. Therefore, it is an adult responsibility to act in an appropriate manner that not only sets a good example for our students but also reflects in a positive way on our school. Any other behavior that is less than this high standard and expectation will be reviewed by the school administration for action. The school reserves the right to remove students from the school based on parents' or family members' actions.

Cell Phones

Students are expected to demonstrate good digital citizenship. The following rules apply to students who have cell phones or other electronic devices at school:

- *Students who have cell phones or other devices at school must have them silenced (not vibrate) and stored out of sight while they are under school supervision, not on their person. This includes during Before School Care. In certain circumstances, upper school teachers may allow students to call/text their parents after going outside for dismissal. The teacher will supervise the use of the phone.

- *Cell phones and other electronic devices may not be used for taking pictures, taking video, or voice recording. Devices that can take pictures are not allowed in restrooms.

- *Devices that may be worn, including smart watches, that are capable of receiving text messages, phone calls, and/or taking pictures may not be worn at school.

First violation: Confiscation of the device by the teacher and returned at the end of the school day with a warning not to repeat the violation.

Second violation: Confiscation of the device by the teacher. Parent must retrieve the device from the teacher.

Third violation: Confiscation of the device by the teacher, who will give the device to the principal. Parent must retrieve the device from the principal. When permitted by the teachers and school administration, student owned tablets and laptops may be used for academic purposes in the classroom. See Acceptable Use Policy later in this handbook.

The conduct portion of the report card may be affected. Electronic devices are brought to school at the student's own risk. The school cannot guarantee that they will not be damaged or lost. Possession of a cell phone or other electronic device at school is a privilege that may be revoked if the student does not use the device within the established rules.

No harassment or threatening of persons via cell phone or other electronic device is permitted. The use of a cell phone or other electronic device to violate any school or diocesan policy, including the Acceptable Use Policy, may result in loss of the privilege to possess a cell phone or other electronic device at school. Any cell phone or electronic device that is brought onto the school campus is subject to inspection and/or search.

NOTE: The principal is the final recourse in disciplinary situations and reserves the right to interpret and/or waive any and all regulations for just cause in his or her discretion.

VIOLENCE

Actual violence, the threat of violence or bringing a weapon to school will not be tolerated. Students are responsible for their conduct and will be held accountable. Violence, threats or bringing weapons to school could result in a range of consequences to include expulsion. This is a serious area and the administration is not required to give violators a second chance before imposing serious consequences. Verbal threats even if done in a joking manner will be taken seriously. Bringing dangerous items to school such as knives, guns, matches or other items that in the opinion of the administration could injure someone else or cause property damage will be dealt with under this section. Weapons will be confiscated by the administration. Parents must ensure that students understand and comply with this section.

CONDUCT

Student conduct is reported to parents by the teacher in numerous ways to include in the assignment book, notes, conferences, phone calls with written memos, and e-mails to parents through Renweb. Student conduct is recorded on the report card in the Conduct section. The administration is concerned about students that have conduct that "Needs Improvement." Students must have conduct that meets school expectations in order to participate in the National Junior Honor Society, Student Council, and other school sponsored extracurricular activities.

SCHOOL LOGO

Written approval must be obtained from the administration for use of the school logos in advance of their use.

TEXTBOOKS

Textbooks are expensive and students are expected to take care of them. Though normal wear is expected and reasonable, damage beyond this normal wear will be assessed fines. Book damage fines may be based on the following guidelines: bent corners - \$1.00 each corner; ink marks - \$.25 to \$1.00 each mark; marker – one half to whole cost of book; minor damage - \$1.00 - \$5.00; major damage – new book cost. Books must be covered at all times. A fine (\$.50) may be imposed if after being warned to cover a textbook, it is still not covered. If a student is required to buy a new book, the student will also pay shipping costs.

EARLY DISMISSAL FOR ILLNESS AT SCHOOL

Parents are required to sign out students leaving the school for any reason. A sign-out book is in the office. Students will not be permitted to leave with anyone other than a parent unless there has been written authorization from a parent. Office personnel will call the classroom for your will result in child being sent to the office, where they will then be released to you. Classroom teachers will not release students to parents during school hours. Only the office may do this.

RELIGION PROGRAM

SACRAMENTAL PREPARATION:

The appropriate grade program covers the doctrine necessary for the preparation of the student for the reception of the Sacraments of Eucharist and Reconciliation. In accordance with Canon Law,

the actual preparation for these Sacraments is handled through each student's Parish Sacramental Program. It is a family responsibility to sign up for sacramental preparation classes at your parish.

PRAYER/LITURGICAL PROGRAMS:

The students experience many kinds of prayer. Throughout the year we have classroom prayers and scripture readings. As a school we attend weekly Mass and frequent prayer services. During Advent and Lent, planned activities help students understand the liturgical meaning of the season and enable them to grow spiritually by becoming a part of the life of the Church.

CURRICULUM

The curriculum of St. Joseph Catholic School includes Religion and all subjects required by the State of Texas and Texas Catholic Conference. Instruction is in accordance with the Curriculum Standards provided by the Diocese of Fort Worth.

ACADEMIC PROGRAM:

Pre-K St. Joseph Catholic School offers a 4-year old preschool program that is developmental.

Kindergarten Kindergarten follows a structured program emphasizing religious development, social structure and beginning development in language arts, math, science and social studies.

Primary/Intermediate grades (Grades 1-8) Religion, math, language arts (reading, English grammar, writing, phonics, vocabulary and spelling), science and social studies are taught generally in self-contained classrooms through grade 5. Classes in grades 6 – 8 will be taught in a departmentalized manner.

The atmosphere at St. Joseph Catholic School is characterized by deep respect for spiritual values, cultural diversity and a search for knowledge.

Extra-curricular activities Robotics, band, violin, and art are normally offered after school.

Special classes Library, physical education, voice music, Spanish, computers, STREAM enrichment, and art are offered during school hours.

WIRELESS NETWORK

To maintain the security of the school's computer network, using the school's wireless internet connection may only be done with permission from the school's administration and for school approved purposes. Network keys (passwords) are subject to change at any time.

GOOGLE APPS

The school issues Google Apps accounts and passwords for academic use to students in grades 4-8. Email is not enabled. These accounts are the property of St. Joseph Catholic School and may be accessed at any time by appropriate school personnel. Google accounts may be used for academic purposes only.

SCHOOL TELEPHONES

School telephones are for school business only and may not be used by students or parents without permission from a faculty or staff member.

SUPERVISION OF STUDENTS AFTER SCHOOL

Students may not be left at school after dismissal without parental supervision.

CHILD CUSTODY AND FAMILY LAW ISSUES

The school works to balance sensitivity to difficult family situations and the interests of safety and an orderly school administration. Involving school personnel in family and custody issues diverts finite school resources from the school's primary function. It is important that families within the school community who are affected by custody and other related legal disputes read and comply with the following policies and procedures.

When custody and/or visitation rights to a child have been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. The school will take reasonably practical steps, as defined by the school, to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders. Attorneys representing parents in custody disputes should not contact school personnel directly, but should contact diocesan legal counsel.

It is detrimental to the school community when family disputes are brought onto the school property. Parents are expected to avoid parental confrontations or arguments on school grounds. The principal or his/her designee has the authority to exclude any person from the school if doing so is necessary and appropriate. If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take other such steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES

The school must be a good steward of its funds, most of which comes from tuition. From time to time, the school may be required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. In such situations, the school will require the family or families involved to

reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this handbook, either by written or electronic signature or by enrolling a student in the school, agrees that, in the school's absolute and sole discretion, he or she shall indemnify and reimburse the school and representatives on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this handbook, 2) any request or demand made upon the school which pertains to a legal proceeding to which the school is not a party, 3) threatening or harassing communications directed to any indemnitee, or 4) threatened or actual litigation against any indemnitee which does not result in a final and appealable judgment adverse to the indemnitee.

RIGHT TO AMMEND

St. Joseph Catholic School reserves the right to amend this Handbook. Administration retains the right to amend the handbook. Parents and students will be given prompt notification if changes are made. Notice of amendments will be sent to parents via the weekly newsletter or through email communication. In all cases the interpretation of the handbook remains with the administration.

POLICIES OF THE DIOCESE OF FORT WORTH CATHOLIC SCHOOLS OFFICE

IMMUNIZATION POLICY

Every student enrolled in a Catholic School in the State of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The *only exception* to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Texas, including the physicians license number.

Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420)

This policy was adopted by Texas Catholic Conference Education Department, December 2008 and voted on April 3, 2017 to keep as written with no changes by the Bishops of Texas.

1265 VIOLENCE AND WEAPONS

The School is concerned with providing students and employees with a safe and productive environment. As such, the School expressly prohibits any and all acts or threats of violence by or against any student, employee, family member of a student, vendor, or other visitor to the School facilities. This policy applies to all students and employees, whether or not they are engaged in business on behalf of the School, and whether or not they are on School premises.

In addition, the School strictly prohibits the possession of, exhibiting or threatening to exhibit or to use, or use of any and all weapons, including handguns, on School premises by any student or employee, family member of a student, vendor, or other visitor, whether licensed or unlicensed and whether concealed or visible. School premises includes not only the main facilities, but also the parking lots, entrances and exits, break areas, etc. Students and employees are further prohibited from the possession of, exhibiting or threatening to exhibit or to use, or the use of any and all weapons while conducting business on behalf of the School off of School premises.

The School is required to post signs containing the written statutory notice prohibiting bringing concealed weapons onto the School property. Contact the Diocese for the specific wording and statutory requirements for the written notice.

1290 DISABILITY DISCRIMINATION COMPLAINT REVIEW PROCESS

Section 504 of the Rehabilitation Act of 1973 is a Federal statute that prohibits discrimination on the basis of disability. The purpose of this Complaint Review Process is to provide a structure for bringing about resolution and reconciliation when disagreements arise between a school family and the School arising out of a student's physical or mental impairment or disability.

Everyone involved in the Complaint Review Process is to be free from restraint, coercion, discrimination, or retaliation in any form. The Complaint Review Process should be used when issues arise at the School relating to your child's disability that have a significant impact on your child and you have been unable to reach a resolution with your child's teachers or other members of the School staff.

I. INITIAL COMPLAINT PROCESS

1. If you have a complaint or disagreement regarding your child's disability, you should first try to resolve your complaint by discussing it promptly with the person(s) involved.
2. If you cannot reach a resolution or you are not comfortable with discussing the issue with the person(s) directly involved, you may bring the matter to the Principal of the School. Notification to the Principal must be written and within fifteen (15) days of the event which is the subject of your complaint. If you do not submit a written complaint to the Principal within the fifteen (15) day period, your complaint will be considered untimely.
3. The Principal will conduct an investigation as promptly as possible. The scope and nature of the investigation will depend on the nature of the issue presented. The goal is to achieve a just resolution and reconciliation with everyone concerned. The parties are advised to maintain confidentiality. The Principal will advise you in writing of the outcome of the investigation and his or her decision of submission of your written complaint.

II. REVIEW LEVEL

1. If you disagree with the decision of the Principal, you may appeal the decision in writing to the next level for review within fifteen (15) days from the date of the Principal's written decision or your appeal will be considered untimely. The request for review must be sent to the Superintendent of the Catholic Schools of the Catholic Diocese of Fort Worth. The Superintendent can be reached at the address of The Catholic Center, 800 West Loop 820 South, Fort Worth, Texas 76108-2919, and telephone number (817) 560-3300.
2. The Superintendent will set the date, time, and location for the review. Your review may be conducted by a single person or by a representative committee, as the case warrants. All persons involved in the complaint may select someone to help in preparation for the review, to attend the hearing, and to provide support during the process. No attorneys are allowed to appear at or participate in the hearing. The hearing will be set after receipt of your request for review, giving consideration to the schedules of all persons involved.
3. At the Review Hearing:
 1. You explain your complaint, present relevant documentation, and answer questions the reviewer(s) may have.
 2. The reviewer(s), interview(s), or other parties involved in the case, giving

each an opportunity to respond to the complaint and present relevant facts and documentation.

3. The reviewer(s) will encourage the parties to reconcile their differences and come to a mutual agreement on some or all issues.
4. If the complaint cannot be resolved at the review hearing, the reviewer(s) will prepare a final, binding decision, which will be communicated to all parties, in writing, within ten (10) days of the hearing. The decision of the reviewer(s) is final and is not to be subject to any other grievance, arbitration, review, or reconciliation procedure of the Catholic Diocese of Fort Worth.

Your participation in this Complaint Review Process does not prevent you from making a complaint to an applicable government agency.

HOW TO REQUEST A MINOR ADJUSTMENT PURSUANT TO SECTION 504 OF THE REHABILITATION ACT OF 1973

If you feel that your child with a disability needs a minor adjustment to enable him/her to participate in the general education curriculum of the School, please talk to your child's teacher and/or Principal of the School. Be prepared to submit medical documentation to verify both your child's disability and the nature and extent of the requested minor adjustment.

STUDENT NON-DISCRIMINATION POLICY

The School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, nationality, and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the School.

The School does not discriminate on the basis of race, color, disability, sex, nationality, and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation.

While the School does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the School in meeting the student's needs.

5212 REQUIREMENTS FOR INDIVIDUALS WISHING TO COME ON SCHOOL PROPERTY OR ATTEND SCHOOL ACTIVITIES

Parents and other individuals are welcome to visit the schools of the Diocese and to attend school sponsored activities. During school hours, all parents and visitors entering the school property, other than to deliver or to pick up the child, must first go to the school office, sign in and obtain a visitor's badge. Obtaining a school badge does not

allow an individual to disrupt a teacher during class time or visit the class room during class. In order to visit the classroom during class, written permission from the principal stating the reason for the visit must be obtained in advance. Generally, two (2) days' advance notice is required, but if circumstances permit and the reasons are warranted, principals may establish either a longer or shorter period. The principal will respond to the request either approving the request with possible restrictions or denying the request. Teachers are to refer any parent visiting the classroom without the approval of the Principal to the school office and the parent will be asked to leave the school immediately.

An individual who (1) has been convicted of sex related crimes or a crime involving a minor and (2) does not have a child or grandchild attending the school is not welcome on the school property or to attend school sponsored activities. A parent or grandparent of a child attending the school and who (1) has been previously convicted of a sex related crime or a crime involving a minor and (2) wants to visit the school or to attend a school sponsored activity must submit a written request to the principal prior to the anticipated visit. Generally, at least five (5) school-days' advance notice is required and the request must provide the school with written documentation concerning each such conviction, including but not limited to all details concerning probationary status or restrictions. The principal will respond to the request either approving the request with restrictions or denying the request. If the individual is allowed to come on to the school property or to attend a school sponsored activity, the school will provide the individual with the written conditions for the visit, which may include supervision by school personnel during the time of the visit. If the individual fails to comply with the written conditions established by the school, then the individual will be denied permission to be on school property and/or to attend school sponsored activities.

Companies who provide contracted services to the school are required to give letters of recommendation on behalf of each contracted employee as well as provide appropriate documentation that each employee has completed a criminal background check. Under no circumstances will a company send the school a contracted employee who has been previously convicted of a crime involving a minor. Failure by companies providing contracted services to comply with these procedures and the safe environment policy as established by the Diocese of Fort Worth may be considered breach of contract and result in termination of the contract.

More detail regarding this issue can be obtained in the Diocese of Fort Worth Safe Environment Policy and Code of Conduct.

5217 STATUTORY NOTIFICATION OF A SCHOOL OF THE ARREST OF A STUDENT

Article 15.27 of the Texas Code of Criminal Procedure requires the police to give a private school, in which a child is enrolled, oral or written notification that the child has been arrested for a felony or certain misdemeanors.

(h) This article applies to any felony offense and the following misdemeanors:

- (1) an offense under Section 20.02 [Unlawful Restraint], 21.08 [Indecent Exposure], 22.01 [Assault], 22.05 [Deadly Conduct],

22.07 [Terroristic Threat], or 71.02 [Engaging in Organized Crime], Penal Code;

- (2) the unlawful use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana, as defined by Chapter 481, Health and Safety Code; or
- (3) the unlawful possession of any of the weapons or devices listed in Sections 46.01(1)-(14) or (16), Penal Code, or a weapon listed as a prohibited weapon under Section 46.05, Penal Code.”

The oral or written notification required by Article 15.27 of the Texas Code of Criminal Procedure or any other statute, to a school, that a student has been arrested for a felony or misdemeanor that the law requires the police to notify the school of the arrest is grounds for the expulsion of the student from the school.

5218 REGISTERED SEX OFFENDERS

No individual, who is required to register as a sex offender under Chapter 62, Code of Criminal Procedure, or any other statute, may be a student. Any student, who is required to register as a sex offender, shall be expelled from the school.

6200 USE OF TECHNOLOGY

Access to the technology resources in the Catholic schools of the Diocese of Fort Worth, including the Internet, shall be made available primarily for instructional and administrative purposes. Access to the school's computers, network, and Internet resources is a privilege, not a right. All users shall have the responsibility to use the equipment and software with care and to comply with the Diocese's Acceptable Use Policy. Teachers may grant students access to the school's technology as deemed appropriate by the teacher. Users of the school's technology shall not purposefully access materials that are considered an Unacceptable Use as defined hereinafter. Individuals making an Unacceptable Use of the school's technology will be subject to disciplinary action, which may include, but not be limited to, termination of employment or expulsion from the school.

ACCEPTABLE USE POLICY

INTERNET TERMS, CONDITIONS, AND REGULATIONS

It is the policy of the Catholic schools of the Diocese of Fort Worth to require the Acceptable Use of the Internet and related technologies by all employees, volunteers, patrons, guests, and students as set forth below. Access privileges may be revoked; disciplinary action may be taken, and/or appropriate legal action taken for any Unacceptable Use of the school's technology.

1. Acceptable Use - The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Catholic schools of the Diocese of Fort Worth. Use of other organizations' networks or computing resources must comply with the rules appropriate for the networks.

2. **Unacceptable Use** - The term “Unacceptable Use” as used herein shall include, but not be limited to, the following prohibited acts:
- transmission or the receipt of any material in violation of any U. S. or state regulation including, but is not limited to, copyright material, threatening, violent, or obscene material, or material protected by trade secret;
 - use for commercial activities, product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication;
 - pornography, information on bombs, inappropriate language and communications, and flame letters;
 - acts of vandalism, any malicious attempt to harm or destroy data or another user or to damage hardware or software, the uploading or creation of computer viruses, and
 - unauthorized use of another's computer, access accounts, and/or files.
3. **Privileges**—The use of the Internet and related technologies is a **privilege**, not a right, and Unacceptable Use may result in cancellation of the privilege and may subject the individual to disciplinary action, which may include, but not be limited to termination of employment or, expulsion from the school. Each user who is provided access to Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies.
4. **Copyright**—It is the policy of the Catholic schools of the Diocese of Fort Worth that all employees, volunteers, patrons, guests, and students will abide by the federal copyright laws. Employees, volunteers, patrons, guests, and students may, with the school's permission, copy print or non-print acceptable use materials allowed by:

- * Copyright law
- * Fair use guidelines
- * Specific licenses or contractual agreements
- * Other types of permission

Employees, volunteers, patrons, guests, and students who willfully disregard copyright law are in violation of the policy of the Catholic schools of the Diocese of Fort Worth; they do so at their own risk and assume all liability.

5. Other

- ** Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- ** Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.

- ** Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software or hardware components of a computer or computing system is prohibited.
- ** Prior approval is required from the school for List serves use by or for Employees, volunteers, patrons, guests, and students.

ELECTRONIC AND/OR DIGITAL COMMUNICATIONS POLICY

Electronic and/or digital communications with students, and staff members should be conducted for educationally appropriate purposes using school sanctioned communications methods. The school sanctioned communications methods are: teacher school web pages such as the school website, Moodle, or School Notes, teacher school email, teacher school phone and educationally focused networking sites such as Churchwerks. The term “Staff member” as used herein shall mean all employees of a school,

Staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A staff member is free to contact parents using e-mail, a home phone, personal cell phone or other appropriate electronic or digital devices. Staff members are to contact parents, not students, when they need to disseminate information for the student’s benefit. Staff members should not purposely distribute a home phone number or a personal cell phone number to students.

Staff members are not to contact students directly by electronic and/or digital communications. If a staff member contacts a student, other than by a school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the student shall immediately notify the student’s parents about the contact and the student’s parents shall immediately reported the contact to the principal or to other proper school authorities.

Students are not to contact a staff member, other than by school sanctioned communications methods. If a student contacts a staff member, other than by school sanctioned communications methods, using electronic devices, including, but not limited to, personal phone or cell phone, email, texting or networking sites, the staff member shall immediately report the contact to the principal or to other proper school authority who shall immediately notify the parents of the student concerning the communication by the student to the Staff member.

6205 *ONLINE SOCIAL MEDIA*

Although this policy closely mirrors the Diocesan policy on social media, due to the special, privileged and powerful relationship between a Catholic school and its parents and students, sections of this policy are more restrictive. The first legal duty of a Catholic school is to keep those entrusted to them safe.

The Catholic schools of the Diocese of Fort Worth acknowledge the right of employees to use personal websites, social networks, wikis, weblogs and other emerging technologies not only as a form of self-expression, and, in their individual capacity, as a means to further the work of the Church. Additionally, the same rules that apply to school employee’s messaging and communications in traditional media apply in the online social media space. This specifically means that teachers and all school staff, including substitutes and volunteers, are never to use

social media to directly communicate, interact or respond directly to students unless that social media is operated, controlled and directed by the school itself. Simply because the development and implementation of an online social media program can be fast, easy, and inexpensive does not mean that different rules apply. School employees should bear in mind that posting of certain comments, photos, links or references to third party websites and information on websites, social networks, wikis and weblogs may have a harmful effect on the Church and its schools, their reputation, and their employees.

In light of this possibility, school employees are required to adhere to the following policy regarding the use of personal and professional websites, social networks, wikis, weblogs and other emerging technologies. This policy supports other related Diocesan and school policies, including Acceptable Technology Use and the *Code of Conduct & Behavior Standards for All Clergy, Religious and Lay Ministers*.

- School employees may only access websites, weblogs, wikis and social networks for legitimate professional job-related purposes during the workday with the approval of their direct supervisor. School employees are not to create, post or otherwise access weblogs, personal social networks, wikis or personal websites for personal use during normal school working hours. Employees should exercise sound judgment and common sense to prevent online social media sites from becoming a distraction at work.
- If you identify yourself as an employee of a Catholic school on a personal website, weblog or social network, you must make it clear to your readers that the views you express are yours alone and that your views do not necessarily reflect the views of the Diocese or its schools. In the event that you identify yourself as an employee of a Catholic school on a personal website, weblog, wiki or social network, to help reduce the potential for confusion, you are required to put the following notice in a reasonable prominent place on your site (e.g., at the bottom of your personal profile page) in at least a size 12 font bolded:

“The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer.”

- School employees are prohibited from disclosing on personal or professional websites, weblogs, wikis or social networks, any information that is confidential or proprietary to the Diocese, its schools or to any third party that has disclosed information to the Diocese or its schools.
- The school has exclusive ownership rights with respect to certain concepts and developments you produce that are related to school business. Employees may not use school trademarks on their site or reproduce any school materials or logos. Please consult with your principal if you have questions about appropriateness of publishing anything that may be related to the school on your site.
- School employees may not use the copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC), without the necessary permissions of the rightsholder(s).
- School employees are prohibited from providing a link or otherwise referring to the school website on their personal website, social networks, wikis or weblogs without consulting with and obtaining the approval of the principal of the specific school.
- School employees shall not allow any obscene, harassing, offensive, derogatory or defamatory comments and images which reflects/discredits or causes embarrassment to the Diocese and its schools, their employees, patrons, vendors, partners, affiliates,

agencies, students, and others on personal, the school's and professional websites, any other social networks, wikis or weblogs.

- All social media being used by Catholic entities must be clearly branded in order provide institutional authority as well as avoid confusion. Unless you have been officially authorized in writing to speak or act on behalf of a Catholic entity, employees are prohibited to use such brandings or create secondary social media sites that give the illusion of being authoritative.
- All social media used by Catholic entities must comply with the Minimum Social Media Requirements contained in Policy 6210.
- The school reserves the right to regularly monitor any and all schools based computers. In addition, it is the policy of the Catholic schools of the Diocese of Fort Worth that every portable information/data storage device used by a school staff member or student may be examined at any time because it may contain something dangerous.
- The school reserves the right to monitor professional websites, social networks, wikis or weblogs created on school computers during the course of a normal workday, or on school computers on personal time.
- Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous. If your complete thought, along with its context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.
- The school requires that you confine your personal website, social network or weblog commentary to topics unrelated to the Diocese or its schools (or in certain cases, that you temporarily suspend your website or weblog activity altogether) if it believes this is necessary or advisable to ensure compliance with this policy or federal and state laws.
- School employees will comply with all aspects of the Children's Online Private Protection Act (COPPA). Employees are forbidden to post or distribute personal identifiable information including pictures on any child under the age of eighteen without parental consent. Personal identifiable information includes name, home address, email address, telephone number or any information that would allow someone to identify or contact a child. If written verifiable consent is obtained from a parent, it is important that the parent has approved the information that is to be provided and has full knowledge of its use, purpose and how the information is going to be provided. Likewise, parents should be made aware that the school is making use of only school controlled websites, social networks, weblogs and other emerging technologies to communicate with students.
- School employees will model safe and effective use of technology for students including developmentally appropriate instructions on responsibility associated with the use of technology and the possible dangers associated with technology.

School employees who violate this Online Social Media policy will be subject to disciplinary action, up to and including termination. If you have questions about this policy or any matter related to your site that this policy does not address, please consult with the principal of your school.

6210 THE MINIMUM SOCIAL MEDIA REQUIREMENTS

The following guidelines are required for schools wishing to establish social media. These requirements apply to all current and future social media, including but not limited to websites, wikis, Facebook, Twitter, blogs and other emerging technologies.

- Site administrators must be adults and/or approved employees of the school
- There must be at least two site administrators for each site to allow for rapid response and continuous monitoring and updating of the site.
- All social media must be reviewed by the principal or the pastor before implementation to ensure it is not in conflict with current standards, policies and Catholic teachings.
- Personal sites shall not be used in connection with school programs or to communicate with students. Students are defined as any and all students enrolled in a Catholic school in the Diocese of Fort Worth.
- Passwords, names of the sites and the site addresses or site location information shall be registered in a central location in the school and at least two (2) adults must have access to this information.
- In establishing a school site, know and abide by these key “Rules of the Road”:
 - Abide by all diocesan, parish and/or school guidelines
 - All communication by school employees reflect on the Church and the school
 - Do not claim or in any way give the impression or the appearance representing the official position of the school or the teachings of the Church, unless you have written authorized to do so.
 - All school social media sites shall be clearly branded and identified to provide institutional authority and to avoid confusion.
 - Abide by all copyright, fair use and financial disclosure laws.
 - Never divulge confidential information.
 - Do not cite others, post photographs or videos of other individuals or link to their material without express written approval. Media involving minors must have written parental approval.
 - Practice Christian charity.

Firearms and Weapons Policy

PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN) A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCIÓN 30.06 DEL CÓDIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO) PERSONAS CON LICENCIA BAJO DEL SUBCAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO.

PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

DE CONFORMIDAD CON LA SECCIÓN 30.07, DEL CÓDIGO PENAL (TRASPASO DE UNA PERSONA CON LICENCIA CON UNA ARMA DE FUEGO VISIBLE), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411, DEL CÓDIGO DE GOBIERNO (LEY DE LICENCIAS DE ARMAS DE FUEGO), NO PODRÁ ENTRAR A ESTA PROPIEDAD CON UNA ARMA DE FUEGO QUE SEA LLEVADA VISIBLEMENTE.

ST. JOSEPH CATHOLIC SCHOOL POLICIES

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**St. Joseph Catholic School
OFFICIAL POLICY #1**

ADMISSION POLICY

St. Joseph Catholic School is available to all students without regard to race, color or national origin. The admission procedures are developed and reviewed by the School's administration on a yearly basis.

**St. Joseph Catholic School
OFFICIAL POLICY #2**

TUITION RATE AND ENTRANCE PRIORITY POLICY

The school's administration will annually establish tuition rates for the St. Joseph Catholic School families. The preferred rate will be for Catholic families and a separate rate will be for non-Catholic families.

Registration priority will be given to those Catholic families that are registered with St. Matthew, St. Vincent, St. Joseph, St. Jude, Most Blessed Sacrament, St. Mary, and the Vietnamese Martyrs.

**St. Joseph Catholic School
OFFICIAL POLICY #3**

REGISTRATION FEE POLICY

The registration fee established by the school's administration is due at the time of registration. A student's registration fee is non-refundable **unless** St. Joseph Catholic School cannot admit or accommodate the student.

St. Joseph Catholic School
OFFICIAL POLICY #4

POLICY FOR PAYMENT OF TUITION AND FEES

The prompt payment of tuition and fees facilitates the sound financial operations of our school. Therefore, it is necessary that parents are faithful in meeting their financial obligations.

- Students whose total tuition and fees for the current school year has not been paid by June 5th may be rejected for enrollment in the following school year.
- St. Joseph Catholic School requires that each family by June 5th pay in full for tuition or have a FACTS Payment Plan on file for the following school year.
- A family who does not comply by June 5th may be required to give up the reserved place for its child(ren). For students enrolled prior to June 5th, a late fee will be assessed by the school administration for tuition payments made after June 5th. A family currently enrolled with a FACTS Payment Plan who is chronically delinquent is subject to immediate expulsion from the school. “Chronically delinquent” is defined as behind two or more months in tuition payment.
- A family that has a FACTS Payment Plan must make both the July and August payments before their child may attend school in August.
- Payments to FACTS are due on the 5th of each month from July to April (10 payments per school year). If the payment has not been made by the 25th of any month, the child may not be allowed to return to school until the payment is made.
- If a family is unable to pay their installment tuition payments through FACTS because of emergencies, it is the family’s responsibility to promptly contact a member of the school administration. The school administration will develop with the family an alternative tuition payment plan to address the family emergency.
- Students whose families have unpaid school fees at the time of registration may be denied registration and may be required to give up the reserved place(s) for the student(s).

St. Joseph Catholic School
OFFICIAL POLICY #5

TUITION REFUND POLICY

St. Joseph Catholic School requires tuition payment in full on or before 5 June for the upcoming school year. In general, tuition is non-refundable. If, however a student leaves before the second semester of the school year begins, one-half (50%) of the student’s full tuition payment will be refunded. Except in extreme circumstances, such as the case where the School’s Principal determines that the School cannot meet the needs of a particular student, no other tuition refund is available. The decision whether to grant any tuition refund because of extreme circumstances will be made by the Principal.

**St. Joseph Catholic School
OFFICIAL POLICY #6**

BANK ACCOUNTS POLICY

- A. No School-related bank accounts may be opened or maintained without the prior approval of the Principal.
- B. All School-related bank accounts will be reviewed and reconciled by the Finance Committee on a regular basis.
- C. Only the Principal or the Principal's designees will have signing authority on all school-related accounts.

**St. Joseph Catholic School
OFFICIAL POLICY #7**

ATTENDANCE POLICY

Regular attendance is an essential component of the educational process. According to Diocesan policy, chronic absenteeism or chronic tardiness may be grounds for suspension or expulsion.

**St. Joseph Catholic School
OFFICIAL POLICY #8**

UNIFORM POLICY

Unless authorized by the Principal, all students must wear approved uniforms. Uniforms must be purchased from the company or companies designated by the School.

**St. Joseph Catholic School
OFFICIAL POLICY #9**

FIELD TRIP POLICY

All students of St. Joseph Catholic School participating in field trips must have a signed permission slip approved by the Administration from his or her parent/guardian prior to participating in the field trip.

**St. Joseph Catholic School
OFFICIAL POLICY #10**

FAMILY SERVICE HOURS POLICY

In order to meet certain needs of the school, without increasing the already existing yearly burden to adjust tuition, the following policy is deemed to be in the best interest of Saint Joseph Catholic School and our families:

1. Each family is required either to perform 40 service hours to St. Joseph Catholic School or pay a “short fall” payment as outlined below. If a family chooses to perform the 40 service hours, they are considered volunteers and are required to adhere to the diocesan policy on volunteers (see below). This requirement applies to each school year.

2. Families who do not satisfy the required number of service hours shall be charged a “short fall” payment. For purposes of determining the amount of the short fall payment, the following values shall be used: the first 20 hours of service shall carry a value of \$10.00 per hour and the remaining 20 hours shall carry a value of \$5.00 per hour. For example, if a family provides 35 service hours, falling 5 hours short of the 40-hour requirement, the family shall owe to the School the amount of \$25.00 (5 hours at \$5.00/hr.). If a family provides 5 service hours, falling 35 hours short of the required amount, the family shall owe the School the amount of \$250.00 (15 hours at \$10/hr. + 20 hours at \$5/hr).

3. Payment for the “short fall” of family service hours shall be made within 10 business days after receiving an invoice from the School. If payment is not timely made, the Principal is empowered to utilize whatever reasonable and necessary means he or she deems appropriate to enforce compliance with this policy. This includes, but is not limited to, the following:

- (a) A student whose family has not complied with this policy (either by hours or timely payment for “short fall” of hours) will not be accepted for enrollment in the School for the next following school year, without written permission from the Principal;
- (b) A family who does not comply with this policy will automatically give up its reserved place for its child(ren) for subsequent school years, unless they have received a written exception from the Principal.

4. Each family is responsible for documenting or otherwise recording their service hours. The Principal shall have available at his office appropriate documentation for recording such service hours, which documents shall be provided to any parent, upon request at the Principal's office.

5. Service on committees, including chairing a committee, or liaison services to other committees, shall be included as family service hours. This would include service on the Advisory Council, Home and School Association Council, and the committees formed by or with the approval of the Advisory Council or the Principal.

6. Parents/Guardians who choose to perform service hours are considered volunteers. As such, they are required by diocesan policy to abide by the following:
- a. All volunteers are required to complete the Volunteer Ministry Application and to provide the names and contact information for 3 references who can comment on the applicant's volunteer history and abilities. References will be contacted by the school.
 - b. All volunteers are required to authorize a criminal background check, sign the Diocesan Code of Conduct, and complete Safe Environment Training. Safe Environment training is required of all volunteers, both new and experienced.

7. To be excused from this policy, in whole or in part, there must be a written approval signed by the Principal. No family shall rely upon any verbal authorization to provide less than the 40 service hours or to fail to make payments for the service hours, as provided for by this policy.

8. Families who withdraw before the end of the school year are expected to complete a pro-rated number of service hours.

**St. Joseph Catholic School
OFFICIAL POLICY #11**

St. Joseph Facility Use

This policy establishes priorities for the use of the SJCS facilities.

Policy:

Parish supported and outside activities will be scheduled after School requirements have been satisfied.

After parish and outside activities have been scheduled, they will not be bumped for School requirements without the written approval of the Principal.

Definitions:

Facilities. SJCS facilities include the Marian Center, approved sport fields, playground, cafeteria-kitchen, and classrooms.

Outside activities. Groups, organizations, activities or people that are not sponsored by or are part of the school. Examples would include the YMCA.

Parish activities. This would include groups, organizations, activities or people sponsored by our parishes. This would include such things as sacramental preparation classes.

School. Groups, organizations, activities or people that are sponsored by or are part of the school. This would include the school band.

Priorities: The following scheduling priorities are established as a guideline for the administration.

1. The School.
2. Activities or groups sponsored by supporting parishes.
3. Outside activities.

Procedures:

Scheduling procedures and requirements will be as determined by the administration.

The School will conform to any existing Diocesan policy.

Fees:

A fee will be required for outside groups to use SJCS facilities.

The fee amount will be revised and approved by the Advisory Council on an as needed basis.

The Advisory Council will also develop and revise as required a property damage procedure and fee.

**St. Joseph Catholic School
OFFICIAL POLICY #12**

Use of Alcoholic Drinks

This policy complements the Diocese of Fort Worth Policy #3.18, *Policy on Use of Alcohol*, dated 1 July 93 and Revised 1 July 95.

Policy:

1. No alcohol will be served in violation of Diocesan Policy #3.18.
2. Alcoholic beverages shall not be sold or served on School property or during School functions.

EXCEPTION TO POLICY

1. Beer and wine may be served at adult-only functions sponsored by the School and held on School property subject to the following conditions:
 - a. food must be served when alcohol is available; and
 - b. soft drinks will be provided when alcohol is available.

The School's administration will develop and approve written procedures governing the serving of alcohol at adult-only functions sponsored by the School.

**St. Joseph Catholic School
OFFICIAL POLICY #13**

STUDENT RECORDS POLICY

St. Joseph Catholic School reserves the right to withhold all student records until all financial obligations to the school are resolved to the satisfaction of the Administration.

**St. Joseph Catholic School
OFFICIAL POLICY #14**

POLICY FOR HOME AND SCHOOL MEMBERSHIP AND DUES

Participation in the SJCS Home and School Association is expected of everyone, for all families benefit from the efforts of HSA. Once a year, HSA dues of \$15.00 per family will be assessed in the month of August.

CAR LINE MAP CHANGES

See the new car line map on page 57. If a child will not exit the car while in car line, a family may leave the line and park in the lot facing the soccer field/playground area, to then walk the child to the front door of the school. This should only be a temporary issue.

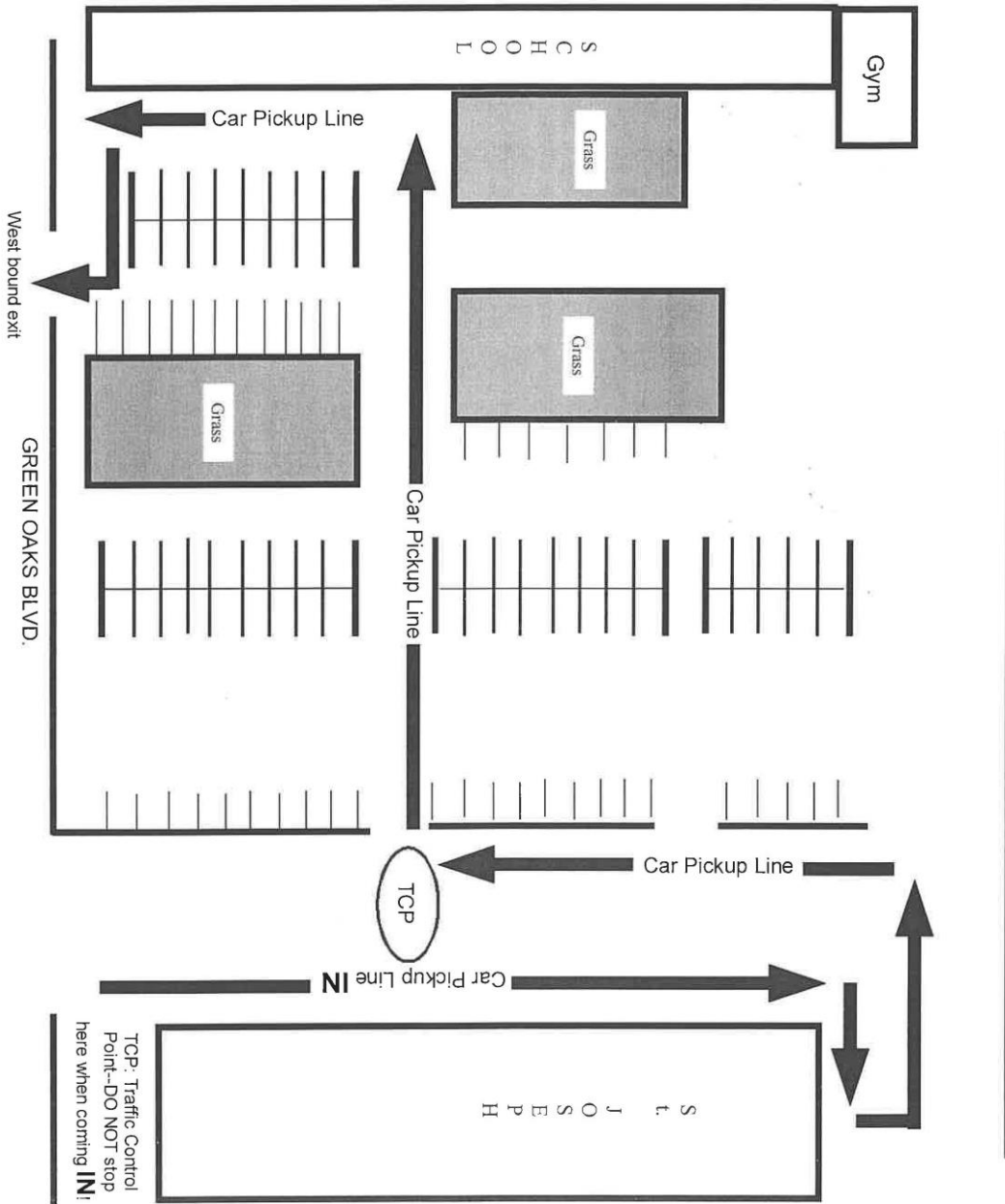
HANDBOOK CONCLUSION

Acceptance at St. Joseph Catholic School each year is neither guaranteed nor automatic. Each year the faculty and administration evaluates all students. The principal reserves the right to ask any student to withdraw or to refuse admission if a student does not appear to be profiting from attendance at St. Joseph Catholic School or if other family members cause disruption to the school community.

Teachers have individual practices and procedures in their classrooms that may not be covered in this handbook.

Adjustments to procedures in this handbook due to the pandemic of COVID-19 may occur to better maintain the safety of our students.

The administration retains the right to amend the handbook. Parents and students will be given prompt notification if changes are made. In all cases the interpretation of the handbook remains with the administration.



Principal's Regulation
MARIAN CENTER SCHEDULING
St. Joseph Catholic School

1

13 OCTOBER 2000

Purpose: To publish the policy for scheduling the Marian Center.

Applicability: This procedure applies to all athletic teams sponsored by the school who play in the Fort Worth Diocesan sports league.

Procedure: This policy is being implemented because the school is responsible to some extent for injuries and property damage incurred while our facilities are being used. Therefore, the administration reserves the right to insure that only groups that have received approval are using the facilities.

The Marian Center is reserved for school use from 8:00 am to 6:00 pm on school days. All school groups desiring to use this facility at other times must obtain the written approval of the school administration prior to use. After approval, the activity will be listed on the facility schedule, which is maintained by the school office. Subsequently, keys will be provided and implementing instructions will be given.

Scheduling priority will be in accordance with existing school policy that has been adopted by the Advisory Council. No part of this procedure will supersede school or diocesan policy.

Forms to request permission to use the Marian Center are available in the school office.

Principal's Regulation
OBLIGATING SCHOOL MONEY
St. Joseph Catholic School

#2

16 OCTOBER 2000

Purpose: To specify the policy for expending school funds.

Applicability: This policy applies to all activities (Advisory Council, Home and School, Spiritual Life, Technology, and so on) and all individuals associated with the school in some manner who purchase materials or services for the school.

Definition: Obligate – to approve the expenditure of school funds. Once the obligation is approved, this money is not available for other purposes even though the resulting invoice has not yet been paid.

Policy: Only the principal has the authority to obligate school funds.

Procedure: All school activities and individuals who plan to be reimbursed by the school for materials or services that you paid for with your money, must have written approval from the administration prior to buying the materials or services. The school office has the approval form.

St. Joseph is a tax-exempt organization. Obtain a tax exemption form from the office prior to purchasing anything. You will not be reimbursed for sales tax expenses.

When presenting your receipt to the school for reimbursement, you must attach the form showing that the purchase was approved by the administration. If you did not obtain prior written approval from the administration to buy something for the school, the school may not reimburse you. In other words, you may pay the bill yourself.

Principal's Regulation
SAFE ENVIRONMENT TRAINING #3
St. Joseph Catholic School

5 MAY 2014

Purpose: To implement the diocesan policy on Safe Environment Training at St. Joseph Catholic School.

Applicability: This policy applies to all volunteers who are assisting in the school's mission achievement.

Policy: All volunteers are required to attend the Safe Environment Training sponsored by any Fort Worth Diocese entity. A favorably completed background report from the diocese must be on file before any service can be performed. A training session is valid for 2 years. All volunteers must obtain re-certification every 2 years.

Principal's Regulation
SOLICITATION FOR THE SCHOOL # 4
St. Joseph Catholic School

Revised: 16 April 2009

Purpose: To publish the policy for school solicitation.

Applicability: This policy applies to all St. Joseph activities that may solicit goods, services or funds for the school.

Background: We have many groups working simultaneously for the benefit of the school. It is important that we control which donors are contacted, who makes the contact, when they are contacted and what they are asked to give. The school's reputation is at stake each time a donor is contacted and asked to contribute to our school. We must plan and coordinate each contact.

This policy is being implemented to ensure that major donors that support our school in any manner and are contacted individually are asked to support only our primary events. We do not want to over use our primary donors. We do want to use them with discretion and ask them to support our most important events.

Policy: Only the event chairs for our primary fundraisers may solicit major donors. All other activities or events requiring support will make a general solicitation of all potential donors.

Procedure: Event chairs will approve and monitor all solicitations made by that event. Questions or concerns about who to solicit and appropriate methods of solicitation should be addressed to the Director of School Development. General solicitations are normally accomplished by using the Thursday folder, sending e-mails to all families and similar methods.

**Principal's Regulation
RESERVING FACILITIES
St. Joseph Catholic School**

#5

4 SEPTEMBER 2001

Purpose: To specify the policy for reserving school facilities.

Applicability: This policy applies to anyone who wants to reserve school facilities.

Policy: The following administrative procedures will be followed when scheduling facilities. Scheduling priorities will be in accordance with Official Policy #11, *St. Joseph Facility Use*. The administration reserves the right to reject any request.

Procedure: Activities that are not sponsored by St. Joseph or the Diocese of Fort Worth must provide proof of insurance before the request will receive final approval.

- If a rental fee is assessed, it must be paid prior to use.

Principal's Regulation
E-MAIL USE POLICY
St. Joseph Catholic School

#6

19 OCTOBER 2001

Purpose: To establish the policy for sending e-mail from and to the St. Joseph Catholic School faculty and staff.

Applicability: This policy applies to SJCS faculty, staff, students, and parents who are responsive to the *Parent – Student Handbook* or the *Teacher Handbook*.

Policy: E-mail services that are provided by SJCS for use by our faculty/staff, parents, and students will be used primarily to provide general information, coordinate activities, and plan. This capability **will not** be used in place of dialogue about discipline problems or poor academic performance. These and other similar questions will be addressed only in a conference where a complete and thorough discussion can be conducted.

Procedure:

- In the event that an inappropriate e-mail is received from a parent, teacher, or student, it will be forwarded to the administration for resolution.
- Teachers are required to check their e-mail once a day on school days only. They will respond in three school days if they feel a response is warranted. Teachers are not required to respond to every e-mail and they will not provide recurring progress reports.

This policy will be maintained with the *Parent-Student Handbook* and the *Teacher Handbook*.

Principal's Regulation
SPIRIT ITEM PROCEDURES
St. Joseph Catholic School

#7

9 OCTOBER 2001

Purpose: To establish the policy for ordering, storing, and selling spirit items at SJCS.

Applicability: This policy applies to SJCS faculty, staff, students, and parents who are responsive to the *Parent – Student Handbook* or the *Teacher Handbook*.

Policy: All Spirit Items and funds associated with Spirit Items will be maintained on the campus. Spirit Items will never be shipped to or stored at a private residence.

Procedures:

- Orders for Spirit items will be presented to the principal in writing for approval prior to ordering.
- Careful consideration will be given to the amount of items ordered so that the inventory is either exhausted or nearly exhausted by the end of school.
- All orders for Spirit Items will list St. Joseph as the address to where the items will be shipped/delivered.
- All Spirit Items will be stored on school property in a location directed by the principal.
- Money will be accounted for using school approved forms and procedures. Money will be stored in the safe until deposited by the Administration.

This policy will be maintained with the *Parent-Student Handbook* and the *Teacher Handbook*.

Principal’s Regulation
ATTENDANCE
St. Joseph Catholic School

#8

Following is the attendance policy and procedures for St. Joseph Catholic School.

Average daily attendance is based on a 7-hour day from 8:00 am – 3:00 pm.

A student must be present in class for two consecutive hours in the morning and two consecutive hours in the afternoon to receive attendance credit for the entire day. If a student is not here for at least two hours between 8:00 am and 11:30 am, s/he is absent for half of a day. The same is true in the afternoon: the student must be at school for at least two hours between 11:30 am and 3:00 pm, or s/he is absent for half a day. Report cards must reflect half-day absences.

Morning tardies are to be documented on the report card also. If a student arrives anytime between 8:00 am and 9:30 am, they would be tardy. Arriving after 9:30 am constitutes a half-day absence.

Afternoon tardies are to be documented in the Attendance Register, but not put on the report card.

Make sure the student has checked in or out through the office in order for it to be reflected in the attendance notebook. The office is the official source of tardies and absences. When the student checks into or out of the office, the appropriate records are annotated with a tardy or absence as required.

Attendance Schedule

8:00 – 9:30	Tardy (document on report card)
8:00 – 11:30	Student absent ½ day if not in class for 2 hours
11:30 – 3:00	Student absent ½ day if not in class for 2 hours
1:30 – 3:00	Afternoon tardy if student is signed out during this time. (For teacher’s record keeping purposes only)

Principal's Regulation
TUITION PAYMENT
St. Joseph Catholic School

#9

Following is the procedure that St. Joseph Catholic School follows when assessing tuition for new students that enter after the start of school.

1. A full tuition will be assessed for all students accepted into St. Joseph between the first day of school and the date that the first progress report is scheduled to be sent home.
2. A per diem tuition rate will be assessed for all students that are accepted into St. Joseph after the date of the first progress report but before the end of the year.

Progress report dates are listed on the school calendar and it will be used to determine the date of the first progress report. Students are accepted into St. Joseph after successfully completing the screening process.

Students may start attending class on the date of acceptance or later as coordinated between the family and the administration. Tuition charges start on the date the student is accepted.

Principal's Regulation
DONATION ACKNOWLEDGEMENT
St. Joseph Catholic School

#10

Purpose: To establish the policy for the proper recognition and acknowledgement of gifts and donations received through fundraising efforts held in the name of St. Joseph Catholic School.

Applicability: This policy applies to all Fundraising Event Chairpersons, Co-Chairpersons, Committee Chairpersons, etc.

Policy: An event database must be maintained containing critical information of donor(s) of cash or goods valued at \$250.00 or more. The complete information will be given to the Development Director no later than 10 days following the conclusion of the event. The Office of Development will then send the proper and required donation acknowledgement as required by IRS statutes. If an excel spreadsheet is not available to the volunteer, a handwritten form will be acceptable in its place.

Procedure:

- Any and all **sponsors** of a fundraising event should be included in the database regardless of amount donated.
- Donors of goods valued in excess of \$250.00 must be included in the database.
- The following information should be gathered and provided to the Office of Development:
 - Company Name
 - Contact or Owner's Name
 - Address
 - City, State Zip
 - Email address
 - Phone Number
 - Amount of donation/gift
 - Date gift received
 - Check number or complete description of donation

Principal's Regulation
POLICY/PROCEDURES FOR VISITORS TO CAMPUS #11
St. Joseph Catholic School

August 12, 2020

**Due to COVID-19 concerns, visitors will be limited to essential operations of the school until further notice. Families may call ahead and set a time to drop-off and pick-up an item, but must do so outside the school building.
This notice supersedes the information below.**

13 AUGUST 2018

Purpose: To place into writing the policy and procedures for visitors to the school.

Applicability: The policy and procedures below are applicable to every adult, minor or student from other schools.

Policy: Visitors to the school are to be buzzed through the interior doors, once they have communicated the purpose for their visit via the AI Phone device in the front foyer. Once inside, visitors must report to the front office and check-in using the Ident-A-Kid service.

Procedure:

1. A volunteer/visitor/vendor upon entering the building must enter the office and sign in on a computer to obtain a name tag.
2. The Ident-a-kid program is available for this requirement. A person clicks on the appropriate icon with the mouse.

3. A scanner is used to scan the back of their Driver's License or valid state ID. Note: If the visitor is too young to have an ID, they will be manually issued a visitor badge by the front office.
4. The system brings up the person's name and birthdate.
5. The person clicks on the "ok" button if all the information on the screen is correct.
6. Two questions are answered: where they will be in the building and what function they will perform. A drop-down list of answers is available.
7. The "check in" button is selected and this takes a picture of the person and prints it on a name tag.
8. The person will then be allowed to enter the interior of the school by office staff buzzing them in.
9. The person must return to the front office before they leave the building to check out.
10. They select the "Check Out" icon and highlight their name from the list. They click "check out" and "yes" to depart the building.

IMPORTANT - Please Note:

The purpose of the Ident-A-Kid system is to catch known predators or felons, and to keep them from entering our campus. If the visitor has a record, Ident-A-Kid will note this with an unpleasantly loud sound emitted over the intercom system, once the Driver's License or state ID is scanned.

The office staff has been instructed to not allow the individual to leave the office area. An administrator must come to the front office to verify the identity of the individual before they are allowed to proceed.

**Principal's Regulation
NO REFUND FOR
REMOTE INSTRUCTION/DISTANCE LEARNING #12
St. Joseph Catholic School**

While we plan to offer instruction face to face, due to COVID-19, some or all instruction for all or part of Academic Year 20-21 may be delivered remotely. Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event instruction occurs remotely for any part of the Academic Year

COVID-19 Daily Home Screening for Students

Parents: Please complete this short check each morning. If none of these apply to your child, report your child's information at carline to a member of the school staff upon arrival.

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

1. Cough
2. Chills
3. Shortness of breath
4. Muscle pain
5. Loss of taste or smell
6. Shaking or exaggerated shivering
7. Headache
8. Sore throat
9. Diarrhea
10. Vomiting
11. Fever greater than 100 degrees or feverish

SECTION 2: Close Contact/Potential Exposure

1. Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19

COVID-19 PARENTAL/GUARDIAN ACKNOWLEDGEMENT

The virus that causes COVID-19 can infect people of all ages. While relatively few children with COVID-19 develop severe symptoms or require hospitalization, some may develop a severe illness.

Even a young person with a mild or even asymptomatic case of COVID-19 can spread the infection to others, including to those who may be more vulnerable.

Reasonable precautions and mitigation measures will be taken based on available guidance. However, some of the protective measures that may be practical for adults are, for a variety of reasons, simply not possible with a wide range of students.

COVID-19 may be spread from person to person by coughing, sneezing, speaking, and even breathing. Some students are likely to occasionally disregard social-distancing guidelines and other mitigation practices, notwithstanding supervision and appropriate sanctions.

Parents and Guardians should monitor the health of their child(ren). **DO NOT SEND ANY CHILD TO SCHOOL IF THEY ARE DISPLAYING ANY SYMPTOMS OF COVID-19.**

As parent and/or legal guardian of the child, I acknowledge that I am aware of the COVID-19 virus and the risks it poses, and I acknowledge that my child may be exposed to the virus while attending the School. I agree I will not take my child to the School if my child displays any symptoms of COVID-19 or has been exposed to anyone with COVID-19. I will notify the School immediately if my child is exposed or develops symptoms. I agree to comply with rules and directives of the School, and I will actively encourage my child to do the same.

The School has shared with me its Return to Campus processes and operations, which outlines the steps the school will undertake to help mitigate the exposure to and spread of the COVID-19 virus. I have read the Return to Campus plan, and I agree to abide by the plan as it pertains to me or my child(ren).

Contact Us

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