Welcome

Dear Parents and Students of St. John Berchmans Catholic School,

On behalf of the staff at SJB School, I am happy to welcome you to the 2019-2020 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We are committed to our students’ growth and progress based on data that will inform our planning and instruction as we work towards student success.

We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child’s education. As partners, we share the responsibility for our children’s success and we want you to know that we will do our very best to carry out our responsibilities.

We ask that you guide and support your child’s learning by ensuring that he/she:

1) Attends school daily and arrives on time, ready for the day’s learning experience
2) Completes all homework assignments given by teachers
3) Reads daily to develop a love for reading and ideas as they improve literacy skills
4) Shares school experiences with you so that you are aware of his/her school life
5) Informs you if he/she needs additional support in any area or subject
6) Knows that you expect him/her to succeed in school and to go on to higher education/college.

We are delighted to have your child at St. John Berchmans Catholic School for the 2019-2020 school year. We look forward to working with you and doing our best to ensure your child starts school on a positive note and works toward learning, growth, and success.

We thank you for choosing St. John Berchmans Catholic School.

Mrs. Nora Lee Garcia
Principal
We reserve the right to revise and update the handbook whenever deemed necessary. Notification of changes will be sent home to the parents through the weekly newsletter or email.
**MISSION STATEMENT**

St. John Berchmans Catholic School enables the student to reach full awareness of their God given talents by building self-confidence, moral, civic and spiritual values in a safe, secure, positive learning environment.

**PHILOSOPHY**

St. John Berchmans School believes in a holistic education that enables all students to discover themselves, their strengths, and weakness. Through methods of role modeling, teachers strive to build student’s self-esteem, self-determination, self-discipline, and responsibility in an atmosphere of optimism and love.

**GOALS OF ST. JOHN BERCHMANS SCHOOL**

St. John Berchmans School affirms that it will:

- Teach the message of Jesus Christ by developing the spiritual, intellectual, physical, social, and emotional needs of each student through prayer.
- Recognize and support parents and guardians as the primary educators of their children, while working as partners with them to enhance the role of the Catholic Family.
- Provide quality academic education beginning in the preschool and primary grades and continue on to a more abstract level of thought in the middle grades.
- Foster moral and spiritual growth through development of honesty, patriotism, charity, service to others, and self-reliance.
- Model a just society in our school by encouraging service, witnessing and promoting hope of advancing the Kingdom of God.
HISTORY OF THE SCHOOL

St. John Berchmans was founded on August 10, 1910 by Miss Stephany Hooghe and a group of Belgian families of farmers.

The original site was at the present St. Stephen’s location. It later moved to Harriman Street and in 1965 it moved to the present site on Cupples Road.

It was first opened in 1949 by Albert De Zaeytd.

Due to a number of circumstances in 1969 the school was closed. The building continued to be used for the Religious Education program. Finally in 1983 the school reopened with grades Kindergarten through Eighth grade.

Presently St. John Berchmans School has students in grades Pre-k 3 through Eighth grade.

Accreditation

As of May 2015, St. John Berchmans School is accredited from pre-kinder through eighth grade by the Texas Catholic Conference of Bishops Education Department and currently follows the TCCB ED Accreditation Guidelines.
St. John Berchmans, Patron of Altar Boys was born in 1599 in Diest, Brabant, in Flanders. As a youth, he declared, "If I do not become a Saint when I am young, I shall never become one."

In 1616 he became a Jesuit novice. As a Jesuit, he practiced perfection in little things; he said, "My penance is to live the common life," and he let himself be ruled "like a baby a day old," as he himself wrote. He served Mass with such total devotion that he sometimes distracted the celebrant.

He walked to Rome to study at the Roman College; at the college his talent, enthusiasm and application to study had rarely been equaled and never surpassed. His biographer says that there was always a smile playing about his mouth.

In 1621 St. John Berchmans fell ill from prolonged study, from the strain of preparation for a public disputation, and from the summer heat. After four days he was asked if he had anything on his conscience; he answered, "Nothing at all." Two days later he died peacefully. Numerous miracles followed his death.
2019-2020 PTC Officers

President: Diane Calderon
Vice President: Veronica Mermea
Treasurer: Mary Lara
Secretary: Vanessa Guerra
Parliamentarian: Cecilia Puga
School Rep: Sarai Moreno

SJB School Advisory Board Members

Principal: Nora L. Garcia
Father Fidel O. Dikete- Pastor
President: Adrian Moralez
Marie A. Sanchez- Secretary
Raquel Moncado- Marketing
John Diaz- Strategic Planner
Dora Duran- Strategic Planner
Richard Sustaita- Strategic Planner

Saint John Berchmans School Parent-Teacher Covenant

Saint John Berchmans School strives to be a faith community. In order to achieve this, parental cooperation and good parent-teacher relations are essential. As a faith community, our first instinct is to assume that each of us—teachers, administrators, parents, guardians and other caregivers—has the child’s best interest at heart.

While we are as a school, excellent in many ways, no one within our school community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, every effort will be made to contact you to clarify the situation. Parents, guardians, and family members who experience problems or are confused with some matter regarding your child’s educational experience are asked to show similar respect by striving first to learn the reasons behind a policy or inquire about the teacher’s or school’s understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way positive resolutions can be reached.

Parents and guardians are required to become familiar with the handbook and to follow the guidelines within. This will benefit both the school and families by providing the most effective means of working together.
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Admission Policies:

Non-Discrimination Statement

St. John Berchmans School admits students of any race, color, national and 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, national or ethnic origin, or gender in the administered programs.

Required Documentation for Grades PK3-8th

The following certificates must be presented at the time of registration for all students in Pre-Kinder 3 (student must be 3 by September 1st) and Pre-Kinder 4 (student must be 4 by September 1st) through 8th grade:

1. Official Birth Certificate
2. Baptismal Certificate (if Catholic)
3. Immunization records
4. Official cumulative records or transcripts
5. Court-certified copy of custody section of any existing divorce/separation decree (if applicable)

Students transferring to St. John Berchmans Catholic School

Prior to a student being admitted to St. John Berchmans School, he/she must attend an interview with the principal. Transfer students must have grades of satisfactory or better in academics and conduct. St. John Berchmans Catholic School may assess the student to determine placement. A nine-week probationary period will be established during which the student’s academic and social performance will be evaluated. If there are any issues that may arise during this time, the parents of the transferring student will be contacted by the Principal and may be asked to withdraw.

Students Transferring from Home School

Parents of students transferring from Home Schooling must provide the following: A copy of the Letter of Assurance that the student is being home schooled, Letter of Assurance that the home-school curriculum is designed to meet basic education goals including: reading, spelling, grammar, mathematics, and a study of good citizenship, Transcript, Curriculum, and samples of student’s work.

Students Transferring from Nonaccredited Schools

Parents of students transferring from Non-Accredited Schools must provide the student’s current Transcript.
Students Transferring within the Archdiocese

Parents of students transferring from within the Archdiocese must provide the student’s current Transcript and Clear of Balance Statement from previous school.

Special Needs Students

St. John Berchmans Catholic School promotes inclusion for all children with different learning needs. Students with special needs shall be given the same consideration as all applicants and will be provided an opportunity for admission. St. John Berchmans Catholic School strives to provide the accommodations and/or modifications within the scope of the school’s resources for students who are identified as having special learning needs.
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**Arrival and Dismissal of School**

**School Hours:**
School Opens at 7:00 AM  
Office hours are 7:30 AM-4:00 PM  
Instructional hours are 7:55 AM-3:00 PM

**Before School Care**

Students arriving between 7:00 AM to 7:45 AM are to report to the cafeteria. St. John Berchmans Catholic School Teachers and/or Staff will be on duty to supervise students prior to homeroom teacher accompanying them to classroom.

**After School Care**

Afterschool care is available from 3:31PM to 6:00PM at an additional cost. Please see Tuition, Fees and Mandatory Fundraisers for pricing.

Students not picked up by 3:15pm will be taken to After School Care. The drop-in rate for After School Care will be billed to the student’s tuition account.

**Attendance:**

Parents/Guardians are asked to make dental and medical appointments before/after school hours whenever possible. If it is necessary to pick up students early because of an appointment, a note MUST accompany the student to school, be presented to the teacher, and then sent to the office. Parents/Guardians are likewise asked to refrain from picking up the students early, unless it is an emergency.

Parents/guardians are notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification will be sent home and filed in the school office.

**Tardiness**

Prompt attendance in each class is expected of all students. Students arriving after 7:55 AM are considered tardy and must report to the office for a tardy slip. Unnecessary or habitual tardiness will NOT be tolerated.

Students who are tardy for the 3rd time in a 9-week period, will be charged a $5.00 fee every day the student is tardy. If there are multiple children in the family, each child is assessed the fee. Parents are required to accompany the student to the office and sign in the student. Tardy fees will be added to FACTS on next payment due or to charge account on file.
Absences

Parents are responsible to monitor their student’s school attendance. Students are required to be in attendance for 90% of the school year to receive credit for the current grade level. The student cannot be absent more than 18 days. If a student is absent the parent or guardian will be contacted. If the absences continue, the student will be placed on probation for attendance.

Elementary school students will submit a note to the teacher when absent. Middle school students must bring a note to the office when they are absent. If a student is out for more than 3 consecutive school days, a physician statement is required. Notes are also required for serious family emergencies (funeral), or in other unforeseeable circumstances, contact the Principal.

Students with excused absences will have two days to make up the work that was missed. Students with unexcused absences will have one day to make up the work that was missed. An absence does not excuse a student from the obligation of preparing for class or missing homework assignments given out during the child’s absence. It is the parent’s and student’s responsibility to find out all assignments missed.

Family vacations and absences without a note are not considered excused absences.

Excessive Absences

Both the child and parent are responsible for unexcused absences.

After 6 unexcused absences, the school is required to notify the parent. A compulsory attendance notification will be sent to the parent if a student has unexcused absences of 10 or more days or parts of days within a six-month period or three days or parts of days during a four-week period. Parts of days means, leaving school before 3:00pm or arriving 15 minutes late in the day.

The compulsory attendance letter gives the parent notice that the student has accumulated too many unexcused absences and gives the parent a chance to correct the child’s attendance record.

A student with excessive absences may also be subject to truancy prevention measures. These measures may include a behavior improvement plan, school-based community service, summer school, or a referral to counseling.

Releasing of Students During School Hours

A valid ID will be required from the individual when they come to pick up the student. This policy is for the safety of your child(ren). The individual to whom the student is being released must come into the school, show identification, and sign the student out.

A student may be released from school during school hours only into the custody of those persons listed on the student’s emergency information card and only after verifying the identification of the person to whom the student is released.
If a student is being picked up by someone other than their parents and not listed on the student’s emergency information card, the student’s parent/guardian granting permission must email the St. John Berchmans Catholic School Office, Homeroom Teacher, and Principal with the person’s full name (as stated on their valid ID) and relationship to the student.

In the event of an emergency, call the St. John Berchmans Catholic School office. Failure to communicate emergency, will result in the student not being released to anyone other than parent/guardian or on the emergency information card.

**Note:** If a student is picked-up before **11:55AM** the student is considered half day absent for afternoon.

**Student release to law enforcement**

The following procedures are observed if students are released to law enforcement:

1. Identification will be verified of law enforcement personnel.  
   **Note:** Law enforcement personnel are not required to present a warrant to speak with a student, however, they will be required to wait until the parents/guardians are notified and given reasonable time to arrive at school.
2. Parents or guardian will be contacted and asked to come to school to be present with the student during the interview.
3. A warrant for the arrest of a student must be presented by law enforcement prior to removing the student from school. Parent/guardian must come to school, however, if they cannot come, the principal or designee must accompany the student to the police station.

Superintendent must be promptly notified upon a student’s arrest or questioning by law enforcement on school property or school event.

**Student Records:**

**Student Emergency Information Cards**

An emergency information card must be on file for each student enrolled. Emergency information cards contain information needed in the case of an accident or illness and individuals who can pick up students for St. John Berchmans Catholic School. It is the parent’s responsibility to update the emergency information each year, and whenever a change occurs in this information. It is imperative that St. John Berchmans Catholic School have the correct and current phone numbers on file.
Permanent Record Cards:

Permanent records are maintained for each student according to a system approved by the Superintendent. The student's official file should contain only these items: academic transcripts, academic testing, and emergency information. Only the contents of the official file will be forwarded by the school when a student transfers or graduates. All materials in the student’s files shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, to the legal guardian/parents and the student after his/her 18th birthday. Additions are made to the permanent records only at the end of each school year, when grades are final.

Publication of Address Release

St. John Berchmans Catholic School will not publish the addresses or phone numbers of any parents/guardians, students, or employees without their written consent. Students’ photographs and interviews may not be taken or used without written parental and administrative permission.

Non-Custodial Parents

St. John Berchmans Catholic School will provide the non-custodial parent/guardian with the same access to the student’s records as a custodial parent/guardian unless a court order is provided. If applicable, it is the responsibility of the custodial parent to provide the school with the most current, official copy of the court order stating any restrictions. Information will not be given over the phone.

Photo Release Waiver

St. John Berchmans Catholic School may publish information on our School Website, Facebook Account, through the Archdiocese Hope for the Future, or other social media with images of our students to promote the school's programs, recruit new students and/or dispense public information. Parents are given the option of a Photo Release granting or denying permission to use images of their student for publications and/or recruitment during enrollment and kept on file throughout the school year.

Transfer of Records

All request will require a signature from a parent or guardian. Permanent Record Cards and Health Records will be transferred from previous schools when a request letter is sent. Records from St. John Berchmans Catholic School will be released to the requesting school when that school applies directly by mail.

All special education or psychological test results, which are to be released to a receiving school, must have a parent/guardian signed release on file.
Conduct and Discipline:

Code of Conduct:

Respect for Others

1. At all times, students, parents, faculty, and staff will be mutually respectful of the rights of others.
2. Fighting with or physically abusing others is not permitted.
3. Bullying, teasing, shaming, or otherwise making fun of other students, faculty, staff, or parents will not be tolerated.
4. Disrespectful, defiant, or other socially unacceptable behavior is not allowed.
5. Parent/Guardians may not reprimand another student not related to you.

   Examples: “Don’t talk to my child” or “Leave my grandson/granddaughter alone”, or “don’t pick on my son/daughter”. If you feel your son/daughter is being mistreated, contact the teacher and steps will be taken to address the issues.

Respect for Property

1. Eating and drinking is permitted only in designated areas.
2. Students are not permitted to chew gum on the school grounds at any time.
3. Defacing walls, furniture, or other school property is strictly prohibited.
   
   Note: If damage occurs, parents/guardians are financially responsible.
4. Taking or breaking the property of others is not permitted.
   
   Note: If damage occurs, parents/guardians are financially responsible.

Classroom Rules

In addition to our campus rules, classroom rules will be established by the teachers to maintain a productive learning environment. Rules will be established in each classroom as part of the teaching/learning process to provide individual students with moral guidelines and leadership skills.

Serious Offenses

A student may be subject to immediate expulsion if he/she:

1. Threatens bodily injury or harm to student, parent or school personnel.
2. Assaults a student, parent or any school personnel.
3. Vandalizes school property or the property of others.
4. Engages in chronic or repeated behavior which disrupts the learning environment.
5. Possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related event.
St. John Berchmans Catholic School Bullying Prevention Policy:

Statement of Prohibition

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment.

The school cannot monitor the activities of students at all times or eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school in its normal operations, it is the school’s intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

Bullying is engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school or the Archdiocese of San Antonio and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s property;  

   OR

2. Is severe, persistent, and/or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct.

   OR

2. Interferes with a student’s education and substantially disrupts the operation of a school.
Harassment

Is physical, verbal, or nonverbal conduct based on the student’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance.
3. Otherwise adversely affects the student’s educational opportunities.
4. This statement includes cyber-bullying which is the misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, or other employee of the school by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or without the use of school district resources.

Reporting Procedure

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school official designated by this policy. A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.
B. St. John Berchmans Catholic School encourages the reporting party or complainant to use the Bullying Harassment Incident Report Form (Addendum A) available from the Counselor or available from the school office, but oral reports shall be considered complaints as well.
C. The Principal is responsible for receiving reports of bullying.
D. A teacher, school administrator, volunteer, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the principal immediately.
E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
F. Submission of a good faith complaint or report of bullying will not affect the complainant’s or reporter’s future employment, grades, or work assignments, or educational or work environment.
G. St. John Berchmans Catholic School will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as
possible, consistent with the school’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

**Procedures for Addressing Bullying**

B. Upon receipt of a complaint or report of bullying, St. John Berchmans Catholic School shall commence or authorize an investigation by school officials.

C. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

D. Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior.

E. The school is not authorized to disclose to a victim private, educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

**Obligation to notify others**

A. Notice to Parents or Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor, and of the procedures for responding to the incident. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation.

B. Notice to Another School: If the reported incident involves students from another Catholic school, the principal or designee first informed of the incident will promptly notify by telephone the principal of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal education and privacy laws and regulation to protect the privacy of minors.

C. Notice to Law Enforcement: At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency and will notify the Superintendent of Catholic Schools of this report.

**Support Services**

St. John Berchmans Catholic School will designate the counselor and at least two (2) faculty members to help establish and maintain a safe and supportive learning environment for students (targets and aggressors) involved in bullying, cyberbullying, or retaliation. This may include increased monitoring, increased counseling support through class activities and
guidance lessons and/or individual sessions, or referrals for additional counseling support services through other resources.

When a report of bullying is made, in addition to following the investigation procedures outlined in the school’s bullying prevention plan, St. John Berchmans Catholic School may also seek the services of the DCS Director or Associate Director of Counseling and Student Services to assist in the intervention process and to provide counseling support to the parties involved.

**Professional Development and Staff Training**

St. John Berchmans Catholic School will provide information and any applicable training to school faculty and staff regarding this policy. The school will provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying. The administration of the school is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying. St. John Berchmans Catholic School has a list of counseling and/or mental and other health services students can be directed to.

**Disciplinary Steps**

1. Conference with students and counselor.
2. Conference with students, principal and parent phone call.
3. Conference with each student, each student’s parent, and the principal.
4. “No Contact Contract”
5. Disciplinary Consequences may be In-School Suspension (ISS) or Out-Of-School Suspension (OSS) from one to ten days for each violation.
6. Referral to Juvenile Justice Authorities or other local law enforcement if necessary.
7. Recommendation for long-term suspension or expulsion.

Each of these steps will be documented and may include these forms of documentation:

- Witness statements filled out by both parties involved (and witnesses of the bullying behaviors)
- Bullying or Harassment referrals filled out by faculty members who reported or observed the bullying
- “No Contact Contracts” filled out and signed by student (and parent)
- The school’s Bullying Prohibition policy
- Transcripts of conferences between student, parent, and administrator
**Grievance Procedure**

As used in this procedure, a “grievance” shall mean a complaint regarding any action taken by a teacher or administrator toward a student in the enforcement of discipline, policies, and/or regulations.

St. John Berchmans Catholic School wishes to provide an opportunity for individuals to be heard. Student grievances will be presented by students in the presence of their parents or legal guardians. The goal is to provide fair notice and a fair hearing of the matter.

If the grievance involves routine procedures such as homework, class assignments, classroom or playground behavior, student to student conflict:

1. Parents are asked to first contact the teacher of the student to resolve a problem and attempt to resolve issues.
   
   To contact your child’s teacher:
   
   a. Call the school and leave a message for the teacher to return your call
   b. Email the teacher, email addresses are available at [www.sjbschool-sa.com](http://www.sjbschool-sa.com)

2. If the situation remains unresolved, or unaddressed within an appropriate period of time, then the situation will be presented to the principal for additional action.

All faculty and staff members at St. John Berchmans Catholic School promise prompt attention to problems, privacy in discussing matters, professional courtesy, respect when problems are presented, and we will make a sincere effort to resolve problems in a Christian manner. We promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically and physically.

Parents and guardians are expected to show the same concern and respect for the faculty and staff of St. John Berchmans Catholic School, as well as the other children and families of our school community. The following behaviors are unacceptable within our school community:

- We will not tolerate assaults or harassment of a faculty or staff member, students or parents. Nor will we tolerate intimidating or verbally abusing any member of our school community—in person or in writing.

Commission of any of the above acts on the part of a faculty or staff member will lead to appropriate disciplinary actions. Likewise, such misconduct on the part of a parent guardian or family member may lead to a warning or one of the following actions:

1. Limiting or refusing permission to enter or use school grounds or facilities.
2. Require someone other than the person exhibiting poor behavior represent the child’s interest on school matter.
3. Refusal to allow the child to re-register, and in extreme cases initiate procedures to ask the family to withdraw the child from school.
St. John Berchmans Catholic School

NO CONTACT “WE” AGREEMENT

It has come to our attention that the following students are not able to communicate effectively with each other after using several interventions to inhibit the inappropriate behaviors that have been witnessed and discussed between these students.

Summary of Situation

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

Students Involved:

1. ___________________________ Grade______
2. ___________________________ Grade______
3. ___________________________ Grade______

We agree to abide by the following conditions until another meeting has been held to discontinue this contract.

1. We WILL HAVE NO PERSONAL CONTACT WITH each other.
2. We WILL NOT Talk to, Touch, Threaten, Harass each other.
3. We WILL NOT Talk or communicate to other students about each other (gossip) or discuss on cell phones, computer or other electrical means.

We understand that if we knowingly violate this No-Contact Order we will be guilty and pay the following consequences:

1. One day ISS (In School Suspension)
2. Next consequence - one day OSS (Out of School Suspension)
3. Next Consequence – one day ISS and one day OSS. Re-entry Meeting with Parents

Teacher __________________________ Student __________________________
Principal ________________________ Student __________________________

Student________________________ Date and time Agreement: / / :___M.
**Discipline**

Effective discipline has been the hallmark of Catholic education since its foundation. This can be achieved through parents/guardians maintaining discipline by cooperating fully with school policies and supporting the administration and faculty. Parents and teachers must work together to achieve effective education of the children.

An important aspect of education is discipline. Self-discipline is the training that helps develop self-control, strong character, and efficiency. It helps in developing good conduct and respect for authority and other students. Cooperative and responsible school behavior will be expected from the students and their parents.

In taking disciplinary action to correct misbehavior of students, teachers will make every effort to react to the misbehavior rather than to the student. At St. John Berchmans Catholic School, our system of discipline is a “proactive and positive one” aimed at eliminating inappropriate behavior and helping the students internalize more acceptable behaviors.

Discipline will be handled in a professional manner, while keeping in mind our Christian approach to education. The Principal will be made aware of any major discipline problems. Disciplinary actions will remain confidential between the student, teacher, parent, and principal.

**Discipline Policy for Early Childhood and Early Elementary Grades PK3 - 2nd Grade**

Parents receive a report of any significant infraction that has occurred during the school day in the child’s Take-Home folder (or by another form of communication, i.e. telephone call, email). Consequences are commensurate according to the infraction/s. Teachers will make every effort to modify and redirect unacceptable behavior in the classroom. However, behavior that is disruptive or that may cause injury or harm to another person in the classroom or school setting is considered serious and may result in a loss of privilege and possible visit to the principal’s office with a Student Offense Report documenting the behavior.

Teachers will make parent contact for each incident as a way of building understanding and support for the student. If a student is physically aggressive, the student will be given time to calm down and then will be counseled as a way of earning his/her way back into the classroom.

- The second Student Offense Report for this continued aggressive behavior will result in a required conference with the parents/guardians, counselor, and teacher to determine an effective Behavior Improvement Plan.
The third Student Offence Report for continued aggressive behavior may result in a parent/guardian conference with Fr. Fidele Dikete and the principal that may lead to the child being withdrawn from school.

Academic progress, conduct, and social behavior are to be noted on the report card.

**Discipline Policy for 3rd – 4th Grades**

Students will receive Notices of Infraction separately for Behavior/Conduct and Lack of Academic Responsibility. Conduct Grades reflected on report cards will only be impacted from Behavior/Conduct signatures and any Student Offense Reports given for these behaviors. Students who receive Signatures for lack of Academic Responsibility, (i.e. missing or incomplete homework, failure to be prepared for class, etc.) will be reflected in the student’s grade according to the specific content area/s. Teachers will make parent contact in regarding these areas of concern for each incident as a way of building understanding and support for the student.

**3rd Grade (per quarter)**

A student earning 3 Notices of Infraction/signatures for either Behavior/Conduct or 3 Notices of Infraction/signatures for Lack of Academic Responsibility will be assigned after school detention for 30 minutes.

Earning 2 additional Notices of Infraction/signatures (totaling 5) for either Behavior/Conduct or 5 Notices of Infraction/signatures for Lack of Academic Responsibility will be assigned after school detention for one hour.

Earning 2 additional Notices of Infraction/signatures (totaling 7) for either Behavior/Conduct or 7 Notices of Infraction/signatures for Lack of Academic Responsibility will result in a parent/teacher/counselor conference.

Any further Notices of Infraction beyond the 7 will result in a parent conference with the principal, teacher/counselor.

Student Offense Reports beyond this for continued aggressive behavior may result in a parent/guardian conference with Fr. Fidele Dikete and the principal that may lead to the child being withdrawn from school.

**4th Grade (per quarter)**

A student earning 3 Notices of Infraction/signatures for either Behavior/Conduct or 3 Notices of Infraction/signatures for Lack of Academic Responsibility will be assigned after school detention for 30 minutes.
Earning 1 additional Notices of Infraction/signatures (totaling 4) for either Behavior/Conduct or 4 Notices of Infraction/signatures for Lack of Academic Responsibility will be assigned after school detention for one hour.

Earning 1 additional Notice of Infraction/signatures (totaling 5) for either Behavior/Conduct or 5 Notices of Infraction/signatures for Lack of Academic Responsibility will result in a parent/teacher/counselor conference.

Any further Notices of Infraction beyond the 5 will result in a parent conference with the principal, teacher/counselor.

Student Offense Reports beyond this for continued aggressive behavior may result in a parent/guardian conference with Fr. Fidele Dikete and the principal that may lead to the child being withdrawn from school.

**Discipline Policy for grades 5th – 8th Grade**

Every student at St. John Berchmans Catholic School has the right to learn in a safe, secure, positive learning environment, and no student has the right to take away the learning opportunity of another student. When a student acts in a manner that disrupts the learning environment, threatens the safety of others, or in any other way does not meet the behavioral expectations established by the school and its teachers, students will be held accountable for their actions. When a student commits an infraction of school rules, they will be issued a Notice of Infraction signed by the teacher administering the notice. The student’s parents or guardians will be contacted when an infraction notice is issued, and a record of the infraction will be kept at the school. For more serious infractions, serious consequences follow such as but not limited to loss of privileges, parent or counselor conference, after school detention, suspension, or expulsion. The consequences for serious infractions are left to the discretion of the Administration.

A Notice of Infraction may be issued for, but not limited to, the following infractions:

- Failure to follow directions of faculty or staff
- Excessive talking in class or Mass
- Inappropriate or disrespectful behavior toward classmates, faculty, or staff
- Uniform violation
- Disruption of classroom
- Failure to follow school policy or procedure
- Inappropriate behavior during a fire drill, lockdown drill, Mass, school assembly, or other school activity
- Defiance of authority
- Public Display of Affection, including but not limited to holding hands or kissing
- Inappropriate language, drawings, or gestures
- Having or using perfume or another aerosol spray
- Physical aggression or horse play
- Theft, vandalism, or damage of a classmate or teacher’s property

The consequences for these behaviors may be more serious than a Notice of Infraction depending on the severity of the behavior and the situation.

Consequences for Notices of Infractions:

- Three Notices will result in after school detention from 3:00-4:00pm.
  
  **Note:** A minimum of a one-day notice will be given to the parent/guardian. Any student missing or late for a detention will earn two additional detentions, one for the original infraction and one for the missing or late detention.

- Four Notices will result in a meeting with the counselor to receive a behavior plan.

- Five Notices will require a meeting with the principal and the parent/guardian to discuss further consequences.

The following are examples of, but are not limited to, behaviors that will not be tolerated and will result in a Notice of Infraction or more serious consequence depending on the discretion of the teachers and principal.

- Physical aggression/horse play – may or may not be malicious physical contact that can result in dangerous behavior and/or injury (pushing, tripping, pinching, tackling, slapping, punching, throwing objects)

- Disrespect – insulting or rude actions, gestures, drawings, attitudes, and/or verbal or written language directed at a student, parent/guardian, faculty, or staff member

- Chronic Disruptive Behavior – words or actions that repeatedly interrupt the flow of instruction or the teacher’s efforts to maintain a positive learning environment

- PDA – any public display of affection including but not limited to kissing, hand holding, sexual, vulgar or profane behavior; possessing, writing, downloading/uploading any material that is sexual, profane, or offensive in nature

- Theft – taking or having any possession that belongs to another person

- Vandalism – damaging, destroying, or misusing school equipment, school property, or a classmate’s property in any way. Parents will be responsible for the cost of repair or replacement of the damaged or destroyed item(s).

**Substance Abuse**

Students are prohibited from possessing, using or attempting to possess, use, or be under the influence of any substances on school property or at a school-related activity, function or event.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student’s use shall not be considered to have violated this policy. Any prescribed medication must be administered by an authorized school personnel. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.
A prohibited substance is defined as:

- Any controlled substance or drug as defined by law, including but not limited to marijuana, narcotics, hallucinogens, stimulants, depressants, amphetamine, or barbiturate.
- Tobacco products including, but not limited to, chewing tobacco, cigarettes, electronic cigarettes, vape pens and e-cigarette or paraphernalia regardless of content.
- Alcohol or any alcoholic beverage.
- Abusable glue, aerosol paint, or any other volatile chemical substance used for inhalation.
- Any intoxicant or drug, legal or illegal that is promoted, commonly believed or used in such a manner as to alter natural states or consciousness, emotions, behavior or alertness.

**Definitions**

- “Use” a student has smoked, ingested, injected, imbibed, inhaled, or otherwise taken internally a prohibited substance that it is detectable by the student’s physical appearance, actions, breath, or speech.
- “Under the influence” a student’s abilities are noticeably impaired; however, the student need not be legally intoxicated.

**Students who violate or are involved in actions that violate this policy shall be subject to disciplinary action up to and including immediate expulsion.**

**Prohibited Items**

The following items are not allowed on the school grounds:

1. Toys to include stuffed animals and dolls
2. Water guns
3. Hard balls
4. Skateboards
5. Radios, CD players, CDs, videos, iPods, mp3 players, or any kind of audio equipment
6. Magazines, hair spray, body spray, and cologne
7. Matches and lighters
8. Laser light pens
9. Electronic devices to include games
10. Permanent or Scented Markers/Pens/Stickers
11. Cough drops
12. Lip Balm
13. Glass Bottles

Any item brought to school will be confiscated. A parent or guardian will be required to pick it up. A fine will be assessed if an item is confiscated again.
Valuable items are not allowed on school grounds. Cash or jewelry may be lost/stolen or easily be broken. St. John Berchmans Catholic School is not responsible for lost/stolen or broken items.

**Dress Code**

We ask parents to help us enforce the uniform/dress requirements.

All students are required to wear a St John Berchmans Catholic School uniform daily. School uniforms are available for purchase at Flynn O’Hara Uniforms. P.E. uniforms are available for purchase from the school office. School shoes are available at School Shoes Unlimited. Optional outerwear is also available for purchase from Flynn O’Hara. Outerwear without a school logo will not be permitted in the classroom.

Flynn O’Hara  
2108 NW Military HWY  
San Antonio, TX 78213  
800.441.4122  
www.flynnohara.com/school/TX028

School Shoes Unlimited  
2019 Vance Jackson  
San Antonio, TX 78213  
210.734.9003  
www.schoolshoesunlimited.com

Mass uniforms are required on Wednesdays.

**Boys: Pre-K to Grade 8**

**Mass Uniform**
Khaki pants (shorts are not permitted for mass) with white short sleeve button-down collar shirt with school logo and navy tie. Black or white crew socks and a black belt.

**Daily Uniform**
Khaki pants or shorts with hunter green polo shirt with school logo, black or white crew socks and a black belt.

**Outerwear**
Dark green uniform sweater/sweatshirt, jacket or hoodie with school logo.

Students may wear jackets or coats without a school logo in the winter months, however, they will not be permitted in the classroom.

**Note:** Shirts must be tucked in at all times and socks must cover ankles. On cold weather days, long sleeved polo shirts may be worn. No t-shirts or turtlenecks may be worn under the uniform polo. If a student is cold he/she must wear the school jacket or the school hoodie with logo.
**Girls: PK3 - Kinder**

**Daily and Mass Uniform**
Green plaid short sleeve dress and black shorts. White or navy knee-hi, crew or opaque tights.

**Outerwear**
Dark green uniform sweater/sweatshirt, jacket or hoodie with school logo. Opaque tights (white or navy) are permitted under dress during winter months.

Students may wear jackets or coats without a school logo in the winter months, however, they will not be permitted in the classroom.

**Girls: 1st – 4th grades**

**Daily and Mass Uniform**
White sailor Middy blouse with plaid jumper, black shorts and navy sailor tie. White or Navy crew or knee-hi socks.

**Outerwear**
Dark green uniform sweater/sweatshirt, jacket or hoodie with school logo. White or navy tights are permitted during winter months.

Students may wear jackets or coats without a school logo in the winter months, however, they will not be permitted in the classroom.

**Girls: 5th - 8th grades**

**Daily and Mass Uniform**
White sailor middy blouse with plaid skirt, black shorts, and navy sailor tie. White or Navy crew or knee-hi socks.

**Outerwear**
Dark green uniform sweater/sweatshirt, jacket or hoodie with school logo. White or navy tights are permitted during winter months.

Students may wear jackets or coats without a school logo in the winter months, however, they will not be permitted in the classroom.

* **Note:** Skirts are required to be knee length. Skirts are not allowed to be rolled up.

**Shoes**

**Pre-K3 – 4th grade girls**
Black Mary Janes (no flats with flowers, bows or glitter will be allowed)
5th - 8th grade girls
Black penny loafers

All grade boys
All black shoes or tennis shoes

All the above shoes may be purchased at School Shoes Unlimited.

P.E. Uniforms (All Grades)
All students will wear the same uniform.
- School PE Shorts with logo
- School PE Shirt with logo
- Sneakers (any style of tennis shoes, except knee length shoes)

Winter P.E. Uniforms – Hunter Green sweat shirt top with the school logo and hunter green with school logo (purchased at Flynn O’hara) may be worn November through February.

P.E. Uniforms (Shorts and T-Shirts) will be purchased at the school office.

Jewelry
All students may wear one simple necklace (e.g. a Cross or Religious Medal), and/or a watch only. Girls may wear one set of post earrings only. No hoops or dangle earrings will be allowed. There will be no body piercing of any kind during the school year for health reasons. No student will be allowed to wear earrings in any part of the body other than the ears lobes during school or at school functions. Boys may NOT wear earrings at any time at school or at any school function.

Dollar Dress Day
Students are permitted to wear regular attire when they have paid $1 on days designated by the school. The purpose of this is to raise funds to provide special events and rewards for the students throughout the school year.

*Students may not wear: sleeveless or spaghetti straps, short shorts or skirts, frayed or worn jeans. Shorts and skirts should be knee length. T-shirts must be tasteful and acceptable for school. Nothing “gang” related in any form will be acceptable. Students may not wear flip flops or sandals. This is a safety issue. Skinny jeans, leggings and jeggings are not permitted.

Birthday Dress
Students may have a free dress day on their birthday.

*Students may not wear: sleeveless or spaghetti straps, short shorts or skirts, frayed or worn jeans. Shorts and skirts should be knee length. T-shirts must be tasteful and acceptable for
school. Nothing “gang” related in any form will be acceptable. Students may not wear flip flops or sandals. This is a safety issue. Skinny jeans, leggings and jeggings are not permitted.

**Spirit Shirt**

Students may wear their spirit shirt and jeans, shorts or appropriate pants on half days.

The second Friday of the month is designated as “Spirit Day”-students may wear the school approved spirit shirt with jeans (no exceptions), if they pay the $1 fee on this day.

**Personal Grooming**

All students, boys and girls will wear their hair in a neat and acceptable fashion. No fad haircuts or styles will be allowed or accepted.

- Boys - Haircuts need to be above the collar and away from face
- Girls - Hair must be away from face, only school color hair bows and hairbands will be permitted, no oversized hair accessories.
- Hair cannot be bleached or dyed.
- At no time during school hours will make-up or nail polish be allowed.
- Girls will not be allowed to wear artificial nails at any time during school or at any school function.
- No facial hair for boys.
- No tattoos (permanent or temporary).

**Uniform Infraction Consequences**

1st infraction: Verbal Reprimand
2nd infraction: Written Reprimand/parent
3rd infraction: Silent Lunch
4th infraction: Administration Consultation

Any question about appropriateness of an item or hairstyle will be left to the discretion of the Principal.

**NOTE:** It is important to have full cooperation from parents. If parents’ actions are detrimental or contrary to school policy, the Administration may ask the family to withdraw.

**Student Use of Electronic Communication**

The use of the Internet and related technologies by all employees, volunteers, and students is set forth below:

The Internet, and electronic communications (e-mail, chatrooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of
Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, St. John Berchmans Catholic School shall take reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors. Students shall take responsibility for their own use of school computers and computer systems to avoid contact with material or information that may be harmful to minors.

Student in grades fifth through eighth will be issued a Gmail email account. Students will be asked to sign a promise of proper use of email or they will forfeit the right to use the email accounts. Parents and students will be provided with a right of use policy letter to be signed and returned to the technology teacher. A copy of the letter will be filed in the Principal’s office.

**Acceptable Technology Use Policy**

1. Acceptable use of the internet and related technologies must be in support of educational research, consistent with the educational objectives of the school. Use of other organizations’ networks or computing resources must comply with the rules appropriate for those networks.
2. Unacceptable use or transmission of any material and violation of any Federal or State regulations is prohibited.
   This includes, but not limited to:
   a. Copyrighted material, threatening, violent, or obscene material, or material protected by trade secret.
   b. Use for commercial activities is not acceptable.
   c. Use for product advertisement, political lobbying, game playing, unauthorized “chat”, or chain letter communication is also prohibited.
   d. Other examples of unacceptable information are pornography, information on bombs, hate or anti racial groups, inappropriate language and communications, flame letter, etc.
   e. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or damage hardware or software. This includes, but is not limited to, the uploading or creation of
computer viruses. Unauthorized use of another’s computer, access accounts, and/or files is prohibited.

3. The educational programs governed by the school make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. Use any information obtained via the Internet and related technologies is at the users’ risk. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Internet and related technologies that is not approved as part of the local budget.

4. Whether occurring within or outside of school, when a student’s use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or depictions through email, text messages, or web site postings, whether they occur through the school’s equipment or connectivity resources or through private communication, which: (1) are of a sexual nature; (2) threaten, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community.

Violations or unethical use will result in privileges being revoked.

**Technology Equipment**

Students will utilize technology class by creating cross-curricular assignments. Working in conjunction with various teachers, the students will be able to complete Internet research assignments.

**Cyberbullying**

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other internet-based communication tool.

**Due Process/Appeals**

**Grievance Procedure for Student Expulsion**

Prior to the initiation of a form grievance, parents who seek redress for their expelled child must first confer directly with the principal (i.e., conference) for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:
1. A written statement of the complaint, including a brief summary of all pertinent conferences, must be prepared and filed with the school council within 3 school days of the conference, or decision resulting there from. The date and time of filing will be recorded on the original of the complaint.

2. The school council within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (LGC), who will review the grievance proceedings.

3. If the aggrieved party is still not satisfied with the decision of the LGC, an appeal may be made to the pastor/authorized agent within three (3) school days of the decision of the LGC.

Counseling Opportunities and Expectations

Counseling services are provided to all students at St. John Berchmans Catholic School by a counselor with a master’s degree in a mental health discipline. Counseling services are available to assist students with emotional, social, academic, or behavioral concerns. Parents/guardians, school personnel, and/or students can request individual or small group counseling services.

The counselor is responsible for providing individual and small group counseling, as well as guidance lessons in the classroom. Classroom guidance is constructed under four domains: spiritual, academic/educational, career/occupational, and personal/social. The counselor will work with the teachers and administration to assist in the planning and weekly delivery of guidance lessons in each of the four domains throughout the course of the school year.

Extra Curricular Activities

Athletic Activities:

“The activities program, including sports is the responsibility of the principal and must be under his/her general supervision. Any activity program held during the school day should meet the needs, interests, and abilities of the students and must not interfere with the normal routine of the school.” Archdiocesan Policy #2.53

St. John Berchmans Catholic School is a member of the Archdiocesan Interscholastic Athletic League (AIAL) recognized by the Superintendent. St. John Berchmans Catholic School abides by all league regulations. Students participating in AIAL must have on file, by August 30th, the following information:

1. Archdiocesan Physical Examination Form signed by a physician.
2. Written consent of parents/guardian
3. Athletic fees are paid in the front office or through FACTS.

If a student is failing a subject when progress reports are handed out, the student will not be eligible to participate in a sports program. The student will remain ineligible until the report card is issued and is passing all classes. Student conduct also may determine eligibility.
Students must have a satisfactory or better grade in conduct at the end of any progress reporting period or regular report card grade period. Students who do not qualify because of grades/conduct will be ineligible to play. The athletic director will notify students, and coaches of individual eligibility for athletic participation. Students are responsible for good care of uniforms issued to them for use during a specific sport season. Failure to return uniforms at the end of the season will result in a fee equal to the cost of the uniform.

All personnel working with students must have a cleared criminal background check from the Archdiocese, Virtus Training Certificate and Sexual Harassment Training Certificate on file.

Athletic League Contest/School Spirit Participation:

Students, teachers, and parents/guardians are encouraged to participate and attend all sporting events. It is an excellent way to encourage the teams to do their best and to build school spirit and unity.

Both participants and spectators, including parents, will abide by the following rules:

1. Decisions of the officials must be respected.
2. Respect must be shown for coaches and players of both teams.
3. Any image or model of a school mascot should be displayed for home fans only. It should not be paraded in front of opposing teams or their spectators.
4. Signs may be displayed for identification or for developing positive school spirit. Display of a derogatory sign at any athletic event is not permitted.

WARNING:

A school may be disciplined for the offensive behavior of its participants. Such an offense could impose a penalty on the entire athletic program at St. John Berchmans Catholic School. Students and parents are asked to solicit the cooperation of the spectators in order to protect the reputation of the school. What you may judge to be a poor call or unsportsmanlike conduct by an opponent is no justification for the St. John Berchmans Catholic School community to exhibit poor sportsmanship.

Poor sportsmanship on the part of a student, parent, or guest will result in expulsion from the playing area. If the school is assessed a fine due to the behavior of a student, parent or guest, it will be the responsibility of that person to pay the fine.

Physical Education:

All students are REQUIRED to participate in P.E. unless a physical condition does not permit participation. Written verification by a physician of this condition must be presented to the coach. Students are required to dress in P.E. uniform and are sold at the school. The shorts
that are sold are of an appropriate length. Shorts that are bought from other sources will not be allowed. Students will be asked to change if the shorts are too short. It is recommended that students bring a towel on days they have P.E. class. Students in grades fourth through eighth may bring roll-on deodorant (no sprays). This promotes good grooming and personal hygiene.

**Religion:**

**Liturgy**

Liturgy is a very important part of the religion program at our school. Students attend Mass or a prayer service on a weekly basis. Parents/Guardians are encouraged to attend church with the children at our weekly Mass, as well as on the weekend at their parish. It is the unique responsibility of the parent/guardian to be the first teacher of the faith for their children. Students will actively participate in religious services. Wednesday Mass is considered a religion class. Student’s will be counted tardy or ½ day absent if not in attendance.

**Sacramental Program**

The sacraments of Reconciliation and First Eucharist are celebrated in the second grade. Prior to the celebration of the sacraments a student must have received at least one complete year of faith formation in a Catholic School or Religious Education program and have been baptized. Students outside of second grade who have not already celebrated these sacraments are invited to attend a preparation program with their parish or St. John Berchmans Catholic Church parish.

Students who have not been baptized are welcome to attend preparation classes with St. John Berchmans Catholic Church parish or at a parish of their choice. Parents/Guardians are expected to be on time for both the preparation meeting and the actual celebration of the sacrament.

**Altar Servers**

The ministry of altar serving is open to any student in 3rd through 8th grades. Training is provided for those who are interested. A child must have received First Eucharist and follow the Gospel values in order to become an altar server

**Stewardship**

The purpose of the stewardship program is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Grades 6th grade through 8th grade will be responsible for stewardship hours. Stewardship hours are defined as service that contributes to the welfare of others in the
community at large and for which no money is received. Students will be given more details as to stewardship during the first week of school.

Grade 6: Five (5) hours  
Grade 7: Ten (10) hours  
Grade 8: Fifteen (15) hours

Half of the required hours are due by the end of the first semester; the remaining balance are due by April 15th.

**Holiday Parties:**

Students will enjoy parties for Halloween and Christmas. Teachers will contact the designated homeroom parent/guardian to help with the arrangements of these parties.

**Snack Gatherings:**

Valentine’s Day and Catholic School Week (student appreciation day) will be designated as snack gathering day. More information will be sent home with the students prior to gathering days.

**Birthday (All grades):**

St. John Berchmans Catholic School permits parents to bring or send a birthday treat, however, parties are not allowed during school hours. The school promotes the use of nutritious snacks for all treats. Cakes and cupcakes are discouraged because of their non-nutritive value. (example of a nutritious snack: Fruit Cups, Baked Chips, Veggie Tray, Fruit Kabobs, Popcorn)

Students will be allowed to have a free dress day on their birthday but must abide by dress code.

Birthday guidelines:

1. **DO NOT SEND BALLOONS, FLOWERS AND GIFTS TO STUDENTS** (if they are sent, they will remain in the office until the end of the school day).
2. **PK-8th:** Treats must be served in the classroom at the end of the day; no earlier than 2:30pm.
3. **PK-8th:** Goodie bags will not be allowed.
**Cell Phones**

Cell phone usage is prohibited on campus at all times.

If a parent/guardian feel that it is absolutely necessary for their child to bring a cell phone to school, it must be turned off and placed in their backpack before entering the school building.

Cell phones are required to be relinquished to their teacher upon entering the classroom in the morning.

If the student participates in extracurricular activities or after school programs, phones will be given to the moderator/coach.

**National Junior Honor Society**

Students in grades seven and eight may be selected by the Faculty Council based on specific criteria set up by the foundation of the National Junior Honor Society. Sixth grade students may be nominated for selection at the end of the school year. Students MUST meet ALL criteria.

**National Junior Honor Society Pillars**

**Scholarship**
The student who achieves scholarship: · Is a seventh or eighth grader who has proven him/herself academically by maintaining a cumulative middle school grade point average of 3.5 or above.

**Leadership**
The student who exercises leadership: · Is resourceful in proposing new problems, applying principles, and making suggestions · Demonstrates leadership in promoting school activities · Exercises influence on peers in upholding school ideals · Contributes ideas that improve the civic life of the school · Is able to delegate responsibilities · Exemplifies a positive attitude · Inspires positive behavior in others · Demonstrates academic initiative · Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding · Demonstrates leadership in the classroom and in school activities · Is thoroughly dependable in any responsibility accepted

**Service**
The student who serves: · Is willing to uphold scholarship and maintain a loyal school attitude. Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties · Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance · Works well with others and is willing to take on difficult or inconspicuous
responsibilities · Cheerfully and enthusiastically renders any requested service to the school ·
Is willing to represent the class or school in inter-class and inter-scholastic competition ·
Does committee and staff work uncomplainingly · Shows courtesy by assisting visitors, teachers,
and students

**Character**

The student of character: · Takes criticism willingly and accepts recommendations graciously ·
Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise,
stability) · Upholds principles of morality and ethics · Cooperates by complying with school
regulations concerning property, programs, office, halls, etc. · Demonstrates the highest
standards of honesty and reliability · Shows courtesy, concern, and respect for others ·
Observes instructions and rules and practices punctuality and faithfulness both inside and
outside of the classroom · Has powers of concentration and sustained attention as shown by
perseverance and application to studies · Manifests truthfulness in acknowledging obedience
to rules, avoiding cheating in written work, and showing unwillingness to profit by the
mistakes of others · Actively helps to rid the school of bad influences

**Citizenship**

The student who demonstrates citizenship: · Understands the importance of civic
involvement · Has a high regard for freedom and justice and respects the American form of
government · Demonstrates mature participation and responsibility through involvement
with such activities as scouting, community organizations, and school clubs

**Health Services**

**Role of Principal**

The principal of the school, as the chief administrator, is responsible for ensuring that qualified
staff is available to ensure compliance with the school's health policies and needs. The principal
shall designate a person or persons to administer medications, if necessary. The principal is
responsible for notifying or designating a person to notify a student's parents of an illness or
injury occurring at school and for ensuring compliance with local, state and federal health
regulations.

**Role of School Health Coordinator**

The Health Coordinator is appointed by the principal and shall schedule required health
screenings according to state regulations by certified screeners. The Health Coordinator
monitors immunizations, maintains health records, completes state and diocesan statistical
reports and performs other health service related duties for which they are trained.

**Role of the Teacher**

The teacher shall refer suspicious symptoms to the health coordinator or principal.
Students who are experiencing or may be experiencing social or emotional difficulties including
but not limited to a mental health crisis shall be referred to the school counselor.
**Role of the Counselor**

A counselor is a professional with a master’s degree in a mental health field. The counselor supports the academic, social, emotional and behavioral needs of all students. The counselor may provide large group, small group, individual or crisis counseling.

Students suspected of experiencing a mental health crisis or concern (e.g., suicidal ideation, abuse or neglect, self-harm, etc.) should be referred immediately to the counselor. If no counselor is available, report immediately to the principal. The Counseling and Guidance Services Department of the Catholic Schools Office is available for consultation.

**Immunization Requirements**

State law and Archdiocesan policy require validated records of immunizations to be on file for all students before they enter school.

*Students with incomplete immunization records or records that are not up to date will be subject to exclusion from class until records are completed according to The Department of Health Services.*

Medical verification of all immunizations is required.

**Medication Administration**

Medication must be brought to the office by the parent/guardian. Students are not allowed to carry medication, including non-prescription medication, at any time. At the direction of the student’s physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector. Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner, or dentist will be administered during school hours.

The Medication Permission Request Form (Form 8201A available in Renweb) must be completed by the parent/guardian and the health care provider for any medication, including "over-the-counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given. Prescription medication must be in its original container and clearly labeled with the following information:

1. Student name
2. Physician/Dentist name
3. Date
4. Name of medication
5. Dosage
6. Directions/Route of administration
7. Duration of administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student’s name. Over-the-counter medications must be the smallest available size to meet the student’s medical needs.

Medication will be dispensed by a designee of the principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year. Forms are available on the school website or in the office.

Child Abuse Laws

The Catholic schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic School will:

1. Require that all Catholic schools comply with the requirements of Texas Statues Family Code Chapter 261-Investigation of Report of Child Abuse or Neglect.
2. Cooperate with the official child protective agencies in identification and reporting of suspected child abuse and neglect.
3. Cooperate with the official child protective agencies if officials seek to interview a child at school.
4. Provide child abuse awareness in-service education, including legal requirements, for school personnel.
5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

Texas Department of Family and Protective Services (DFPS) [http://www.tdprs.state.tx.us](http://www.tdprs.state.tx.us); [https://www.txabusehotline.org/Login/Default.aspx](https://www.txabusehotline.org/Login/Default.aspx)

Insurance

Texas Kids First offers Accident-Only Insurance to students. These plans provide benefits for loss due to a covered injury up to $25,000. The plans are designed to help offset deductibles and co-insurance. They are affordable limited benefit plans that are renewable annually. Please see the main office for more information.
School Wellness Program

St. John Berchmans School Catholic School Wellness Program is in the school office. Office personnel has access to the documentation and will provide the documentation to parents, faculty and staff whenever needed. Please see the office personnel for the information.

Student Health Emergency

Emergency situations may occur, and it is extremely important to have the emergency data cards up to date and on file.

Note: It is the responsibility of the parent/guardian to update annually or when a change is made.

Illness/Communicable Disease

Children are to be free of fever and communicable diseases to attend school. Parents/guardians are required to pick up their children as soon as possible should the child develop a fever at school or exhibit other symptoms of illness, injury, or conditions of a communicable disease (rash, pink eye, head lice).

Tylenol or aspirin cannot be given to children with fever for them to be in school. Children exhibiting symptoms of a communicable disease are to be excluded from school until proper treatment has been administered and the student is no longer contagious.

It is the parent’s responsibility to notify staff personnel when a child is ill, if there is a change in medication, or any other information that has changed throughout the school year.

Health File

St. John Berchmans maintains a health file on each student that includes the student’s Cumulative Health Card (Form 3202A) and a Student Health Form (Form 3202B).

Health records kept in the student’s health file and its contents are treated as confidential; they are available to the principal, school nurse, health coordinator and the professional staff, as necessary.

Student health files are stored in a locked filing cabinet in a secure area of the school, which may be the school clinic or principal’s office.

Nit-Free Policy

School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice are appropriately trained. Students found to have head lice shall be excluded from school immediately. The school nurse or health coordinator is
responsible for notifying the parent(s) or guardian(s) of the student who has lice. A notice will be provided to the student’s classmates to prevent a widespread problem.

Students shall be free of live lice and nits before re-admittance to school. A parent/guardian is required to accompany the student upon returning to school. The student may remain at school only if they are found to be lice and nit free.
Asbestos Statement (DCS policy 5001) Notice of Asbestos Letter

St. John Berchmans School
1147 Cupples Road
San Antonio, Texas 78226

Reference: 2019-2020 Academic School Year

Dear Faculty and Staff:

This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan, which is located in the Principal’s office and available for your review.

In September 2016, we had our three-year re-inspection and in January/February and June/July we have our periodic surveillances. All of these are conducted by ASTEX ENVIRONMENTAL SERVICES. The results of these inspections and surveillances are recorded in the Management Plan. The contact person for ASTEX is Leonora Becknal, License #10-5662. Ms. Becknal can be reached by contacting (210) 828-9800.

Sincerely,

Mrs. Nora Garcia
Principal
St. John Berchmans School
Financial Policies

Tuition, Fees and Mandatory Fundraisers:

St. John Berchmans School utilizes the FACTS Tuition Management Program for all families. The school requires all families to enroll in this automatic debit program and have tuition payments withdrawn monthly.

The following tuition and fees will be billed automatically through the FACTS Tuition Management program:

1. Tuition payments
2. Mandatory fundraiser fees
3. Graduation fee
4. Athletic fee
5. After school care

It is mandatory for all tuition and fees to be placed in the FACTS Tuition Program. Your total tuition amount is reduced by any tuition assistance awarded for the year as well as any payments made directly to the school. The school will notify the FACTS Tuition Program of your actual balance.

Registration Fees

Registration Fees are due with the application paperwork. This initial registration fee is non-refundable:

- $260.00 1st child Early Registration is February 1st - May 31st, 2nd child $210.00
- $310.00 per child Registration after May 31st, 2nd child $250.00

Tuition

2019-2020 Tuition Fees:

One Child $432.86 per month
Two Children $692.57 per month
Three Children $973.93 per month
Four Children $1160.06 per month

Payment options available in FACTS Tuition Program:

Ten or Eleven-month plan of equal payments with first payment in July.
The choice of payment dates of the 5th or 20th monthly.
Payments through FACTS Tuition Program are auto drafted on the date selected (no exceptions).

**After School Care**

One child $125.00 per month  
Two children $155.00 per month  
Three children $185.00 per month  
Four children $215.00 per month

**Drop in Fees:**

Per day, per child $15.00  
Early Dismissal Drop in Fees:  
Per day, per child $20.00

Note, there is a $5.00 per minute fee per child picked-up after 6:00 PM.

**Obligations**

Families are to keep their accounts (tuition, fundraisers, cafeteria, and athletic charges) current.

**Delinquent Accounts**

Families with accounts over 30 days delinquent will not be permitted to return to school until the accounts have been brought current.

- When Tuition is 30 days past due, a letter will be sent to the family requesting that tuition be brought current. A $35 late fee will be charged, and student(s) will not be allowed to participate in school events.
- When Tuition is 45 days past due, a second letter will be sent to the family outlining non-admission policy and a conference with the Principal is required, student may be required to withdraw until tuition is current.

If ALL tuition payments are not current as of December 31st, the student(s) will not be admitted for the spring semester.

If ALL tuition payments are not current by the last day of instruction, student(s) will receive an incomplete in each subject on their report card; this includes not participating in graduating ceremonies for all graduating students.

St. John Berchmans Catholic School is committed to your child(ren)’s education and spiritual growth. In exchange, St. John Berchmans Catholic School requests your commitment to the financial well-being of our school through honoring your tuition agreement.
All financial obligations must be current to be eligible to register for the upcoming school year (Early registration begins in January). The school reserves the right to block enrollment if there is a documented history of non-compliance with the tuition payment policy.

**Fees and Mandatory Fundraisers**

The school conducts two mandatory fundraisers per year, the Fall Raffle commitment of $300 and the Spring Event of $200. Commitments not fulfilled by the deadline will be assessed a $20 late fee and charged to the family’s FACTS Tuition Account.

All checks submitted to the school will require a driver’s license number. Therefore, if parents accept a check as payment for any of the school fundraising obligations, the parent will be required to obtain the driver’s license number from the person writing the check.

There is a thirty-two-dollar ($32.00) charge on all returned checks. A returned check will require future payments in cash or cashier’s check. This applies to all checks made payable to the school.

Any other obligations, such as non-contractual fundraisers, field trips, etc. are to be paid in the school office by the specified deadline.

St. John Berchmans School Catholic School reserves the right to ask any student to leave for justifiable causes for either academic or social reasons. Tuition, fees and registration fees paid are not refundable.

**Extenuating Circumstances**

If a family encounters unusual or extenuating circumstances affecting payment of tuition and fees, they must contact the School Principal.

**Withdrawal Refunds**

Students withdrawing will be charged tuition through the entire month they depart.

Example: If a student withdraws from school on November 6th, student will be charged for four months tuition (Aug-Nov). This will be computed by dividing the published annual tuition by ten (10 months from August-May) and multiplying by the four months owed. Fees will be charges as applicable. In all cases of withdrawal, tuition reductions (scholarships/discounts) from School Scholarships/Hope for Future will be similarly prorated.

Depending on payments made, a student withdrawal may result in either a refund or payment due. Late payment charges to FACTS Tuition must be paid to them to close your account.
**Family Service Hours**

Each family is required to perform 20 hours of service to the school community. This service can be performed at a variety of functions throughout the school year or provide donations of items (healthy snacks, low sugar drinks (sodas not allowed), napkins, utensils, plates, decorations, etc.) Incomplete service hours will be billed to the family’s FACTS account at $25.00 per hour.

**Money**

Money sent to school must be in an envelope marked with the child’s name, grade, date, amount, and purpose of the money. Students should not carry large amounts of money.

**Emergency Procedures**

**School Crisis Response Plan**

St. John Berchmans Catholic School Crisis plan will be attached to the Faculty and Staff Handbook and is also located in the school office. The faculty and staff are aware and trained of the Crisis plan which is updated annually. Please see the secretary for more information.

**Emergency School Closing**

St. John Berchmans Catholic School will follow the Edgewood ISD closure schedule in the event of inclement weather. Official announcements for severe weather conditions will be announced to all radio and TV stations, St. John Berchmans Catholic School website, and St. John Berchmans Catholic School Facebook page.

In the event of an on-campus emergency, parents will be notified by phone. It is the parent/guardian’s responsibility to ensure that all numbers are updated and accurate in Renweb.

**Bomb Threat**

If the school receives a bomb threat, the following procedures are to be observed:

1. Evacuate the school in the manner as for a fire drill.
2. Inform the police immediately. Once the police arrive, accept their decision as to the course of action to be taken.
3. Inform the Pastor and Superintendent immediately.

**Fire Drills**

Fire drills will be conducted on a monthly basis. There will unobstructed and obstructed fire drills. Each teacher will carry their roll book with them and take attendance once outside. The students should be encouraged to walk silently in an orderly single line and exit following
directions posted in the classroom. The students are to stay in their designated spot in silence until signaled to return to the building. Teachers should also be silent during fire drills and not engage in conversations.

**Tornado Drills**

If a warning is in effect in the locality of the school, students should be taken to a safe place. Students should be kept inside, away from windows/glass and preferably in an interior hallway on the lowest floor. Students should be directed to assume the accepted protective position:

- Sit on the floor
- Head between raised knees
- Hands clasped covering the head and neck.

**Lock Down Drills**

When a coded announcement is given, all classroom doors will be closed and locked. Students and teachers are to remain in the classroom until otherwise notified. Do not let any student leave the room. The code phrase for the 2019-2020 school year is “**SJB Pirates**.”

**St. John Berchmans Catholic School is a Weapons Free Zone**

St. John Berchmans must follow the regulations as stated in Texas State law.

It is a crime for any person or student to carry a firearm or any other type of weapon within a thousand feet of school property, on to a school campus or bus at a school sponsored athletic, social, or extracurricular event.

Should an incident occur, the incident will immediately be reported to law enforcement. Possession of knives, handguns, explosives, drugs, alcohol, and related objects of any kind on campus is considered grounds for expulsion.

**Parents and Community Relations**

**Visitors**

Parents and all visitors MUST report to the school office at all times. For the welfare of our students and to ensure a safe environment for their education, we ask that you follow this rule. A pass must be obtained at the sign in desk. If it is necessary to talk to a teacher, parents are asked to make an appointment or leave a note. Only in extraordinary circumstances or on appointed days would parents be permitted in the classrooms during school hours. Parents may escort students in PK and Kinder to their rooms only during the first six weeks (September 28, 2018). Only school personnel will escort the children to their classrooms from the gate after that date.
PTC/Parent Teacher Council:

The purpose of the council is to foster a partnership between the home and school and to aid the principal in providing programs and financial resources for the improvement of the educational programs of the school. Meetings are held four times a year, see school calendar on website for dates.

Requirements for Volunteers

All volunteers MUST:

- Be 18 years of age or older,
- Complete safe environment training (i.e., Virtus Training) available online through the Archdiocese Website (www.archsa.org),
- Clear the Criminal Background check from the Archdiocese, which will be on file in the school office, and
- Read and acknowledge the Archdiocesan sexual misconduct policy. Copies of the policy are available at the school front office.

Room Parents/Assistants/Volunteers

Anyone working with our students in any capacity must have a cleared criminal background check on file in the office. All volunteers must sign the volunteer log and pick up a tag in the office. Duties of Room Parents, Assistants, and Volunteers are at the teacher’s discretion:

1. Organize and encourage the participation of other class parents.
2. Assist with the PTC activities (Festivals, Dances, Raffles, etc.)
3. Organize classroom parties and help with field trips.

Parents who have signed up for the parent volunteer program will be assigned to special tasks according to the needs of the teacher and availability of workers.
CODE OF CONDUCT

For Church Personnel
within the Archdiocese of San Antonio
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Code of Conduct
For Church Personnel

I. Preamble

Church Personnel in our parishes, religious communities/institutes, schools, agencies, and youth serving agencies must exemplify Christian values and appropriate conduct. The Code of Conduct provides a set of standards for conduct in certain situations. Within the pretense or context of a ministry relationship, certain behaviors and situations are unacceptable. To ensure the proper monitoring of activities, especially those pertaining to youth and vulnerable adults, this Code of Conduct intends to establish a balance between encouraging positive and appropriate interactions and hindering inappropriate and/or potentially harmful or unsafe interactions. Establishing standards of conduct with this balance in mind assists in creating and maintaining environments where there is no opportunity for sexual misconduct or other harmful acts.

II. Responsibility

Adherence to the Code of Conduct is mandatory. Responsibility for knowledge of the policies contained in the Code of Conduct and adherence to the Code of Conduct rests with the individual. All persons performing work, ministry, or volunteer service within this organization are expected to follow these guidelines. Clergy, staff, and volunteers who disregard this Code of Conduct or fail to act consistently with the Code of Conduct will be subject to remedial action by the Archdiocese of San Antonio. Violations of these guidelines are a serious matter and will be investigated and resolved in accordance with the organization's policy. Corrective action may take various forms—from a verbal reproof to removal from the ministry based on the specific nature and circumstances of the offense and the extent of the harm or potential harm.

III. Definitions

1. Church Personnel
The following are included in the definition of "Church Personnel"

1.1 Clergy

1.1.1 Bishops, priests and deacons incardinated in the Archdiocese of San Antonio.

1.1.2 Priests and deacons who are members of religious institutes or in other forms of consecrated life, and who are assigned to pastoral work in the Archdiocese or who are otherwise engaged with the Archbishop's consent, in the care of souls, the public exercise of divine worship, or other works of the apostolate in the Archdiocese.

1.1.3 Priests and deacons of other dioceses who the Archbishop assigns to pastoral work in this Archdiocese.

1.1.4 Priests and deacons residing within the boundaries of the Archdiocese, with the consent of the Archbishop, including retired clerics and those engaged in part-time or supply ministry.

1.2 Candidates for Ordination

1.2.1 All men enrolled in the seminary program at Assumption Seminary.

1.2.2 All men enrolled in seminary programs of religious orders and who are temporarily serving in ministry in the Archdiocese.
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1.2.3 All men enrolled in the permanent diaconate formation program of the Archdiocese.

1.3 Lay Church Personnel (Laity)
1.3.1 Paid employees.

1.3.2 Volunteers age 18 or older that serves within the Archdiocese. For those volunteers whose duties include contact with minors and/or vulnerable adults, those volunteers will be required to undergo a Criminal Background Check in accordance with the policy set forth herein.

1.3.3 Independent contractors, including their employees and sub-contractors, with a ministerial role and access to children/youth and/or vulnerable adults.

1.4 Religious
1.4.1 Members of religious institutes, societies of apostolic life, or secular orders and movements, engaged in the care of souls, the public exercise of divine worship, or other works of the apostolate, with the Archbishop’s consent, legitimately operating in the Archdiocese or living in the Archdiocese as retired.

2. Client
2.1 For the purposes of this Code, the terminology of “client” refers to the person receiving the service provided within the ministerial relationship.

3. Minor
3.1 Any person under the age of 18.

4. Vulnerable adult
4.1 While each of us can be vulnerable in any given set of circumstances, the phrase “vulnerable adults” has a particular definition for the purposes of this Code. In the Archdiocese of San Antonio, the terminology to the following:

4.1.1 Persons 18 years of age and older, with physical, mental, emotional or behavioral conditions;

4.1.2 Adults with an illness, or situation that renders an inability to defend, protect or get help when injured or abused;

4.1.3 Individuals whose condition or disability impairs their ability to provide adequately for their own care, including adults who habitually lack the use of reason, along with individuals who have a court-appointed guardian;

4.1.4 The elderly, whose various circumstances might make them susceptible to persons or situations that cause them harm, or individuals who are residents or patients within hospitals, group homes, nursing homes, day service facilities, day activity centers, adult foster-care homes or an adult who receives care services from a licensed home care or personal care service within their own homes.
5. Social Media

5.1 Social Media is defined as any form of electronic communication through which a user creates, utilizes, accesses, retrieves, and/or visits online communities or systems to share information, ideas, personal messages, and other content.

5.2 For the purposes of this Code of Conduct, Social Media is to encompass, but is not limited to, all of the following: email, texting, chat rooms, instant messaging, social networks, video messaging, on-line message boards, gaming systems, landline and mobile telephones, on-line voice communications, etc.

6. Ministerial Relationship

6.1 Any relationship between Church Personnel and a Client within the boundaries of ministerial work on behalf of the Archdiocese of San Antonio.

7. Sexual Misconduct

7.1 Any sexual conduct which is:

7.1.1 Unlawful; or

7.1.2 Sexual harassment; or

7.1.3 a serious breach of the moral teachings, doctrines, or canon law of the Catholic Church.

8. Abuse of a Minor

Includes the following acts or omissions by any person:

8.1 Mental or emotional injury to a child that results in an observable and material impairment in the child’s growth, development, or psychological functioning;

8.2 Causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child’s growth, development, or psychological functioning;

8.3 Physical injury that results in the substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;

8.4 Failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;

8.5 Sexual contact, sexual intercourse, sexual conduct, sexual penetration with a foreign object, incest, sexual assault, or sodomy inflicted on, shown to or intentionally practiced in the presence of a child if the child is present only to arouse or gratify the sexual desires of any person;

8.6 Failure to make a reasonable effort to prevent sexual contact, sexual intercourse, sexual conduct, sexual penetration with a foreign object, incest, sexual assault, or sodomy inflicted on, shown to or intentionally practiced in the presence of a child if the child is present only
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8.6 Failure to make a reasonable effort to prevent sexual contact, sexual intercourse, sexual conduct, sexual penetration with a foreign object, incest, sexual assault, or sodomy inflicted on, shown to or intentionally practiced in the presence of a child if the child is present only...
to arouse or gratify the sexual desires of any person;

8.7 Compelling or encouraging the child to engage in sexual conduct; or

8.8 Causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene or pornographic.

9. Archdiocesan Review Board

9.1 An independent committee developed in adherence to Article 2 of the Charter for the Protection of Children and Young People and Norm 5 in the Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priests or Deacons.

9.2 The Review Board will advise the Archbishop on his assessment of allegations of sexual abuse of minors and in his determination of a cleric’s suitability for ministry.

IV. Pastoral Standards

1. Conduct for Church Personnel

1.1 Church Personnel must respect the rights and advance the welfare of each person.

1.2 Church Personnel must not step beyond their competence in ministerial situations and shall refer clients to other professionals when appropriate.

1.3 Church Personnel providing pastoral counseling must not record audio or video of the sessions or knowingly permit others to make audio or video recordings of the sessions. In the case that professional observation of the counselor is required, the client must sign a written consent form, and, if at all possible, the conversation should be conducted in an environment that allows for anonymous observation (i.e. within an office that includes an observation window or video conferencing capability).

1.4 Church Personnel must never engage in sexual intimacies with the persons to whom they minister. “Sexual intimacy” means physical sexual contact as well as inappropriate conversation, communication or body language of a sexual or perceived sexual nature. This guideline applies to both nonconsensual sexual intimacies and what might be considered consensual sexual contact.

1.4.1 If, at any time, a client indicates an interest in establishing or pursuing an intimate relationship, or any relationship outside of ministry, the supervisor must be immediately notified, with the end goal of working together to decide an appropriate course of action to ensure that no relationship occurs.

1.4.2 Church Personnel must avoid the appearance of inappropriate contact in their behavior, conversation, and other forms of communication.

1.5 Inappropriate physical contact of any kind (i.e., touching, kissing, holding) between Church Personnel and the persons to whom they provide ministry must be avoided. Church Personnel must maintain transparency in all interactions by ensuring that any contact is public, appropriate, and non-sexual (PAN). Behavior conducted by means of electronic methods of communication must also be appropriate and transparent. [See Section V.4]
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1.6 Ministries should be conducted in appropriate settings at appropriate times.

1.6.1 No ministry may be conducted in private living quarters.

1.6.2 Ministry must not be held at places or times (outside of acceptable ministry practices) that could cause confusion about the nature of the relationship for the person being counseled or for others in the environment.

1.6.3 Church Personnel must always promote an atmosphere and attitude of openness and transparency when meeting with clients.

1.7 Church Personnel should strive to maintain an accurate record of the times and places of ministry, especially those events and appointments that are scheduled in advance, in-office appointments, regularly scheduled or recurring meetings and appointments, and, when feasible, impromptu meetings or counseling sessions.

1.8 Church Personnel must inform supervisors and/or other staff on the premises of one-on-one meetings with minors, and invite random visual observation or status checks—even if the meeting is not on the organization’s property. For example, being able to visually observe Church Personnel at all times from outside the room provides assurance that the interactions are appropriate to the relationship without compromising the privacy of the meeting.

1.9 Church Personnel must limit interactions between minors they are serving and other adults affiliated with the programs or agency while the minor is in ministry. Ensure that any contact with affiliated adults is also public, appropriate, and non-sexual (PAN).

1.10 Under no circumstances may a minor be placed in a supervisory role over other minors. It is the responsibility of adults to properly supervise the children in their care.

2. Confidentiality

Information disclosed to Church Personnel during the course of any ministry shall be held in the strictest confidence possible. NOTE: This Code of Conduct is independent of the inviolability of the sacramental seal attached to the Sacrament of Reconciliation. It is absolutely forbidden for a confessor to betray in any way a penitent in words or in any manner and for any reason. Under no circumstances can there be any disclosure—even indirect disclosure—by priests of Information received through the Sacrament of Reconciliation. The distinction between counseling and the Sacrament of Reconciliation must be maintained, therefore, priest-counselors are reminded that the proper place to hear sacramental confession is a church or oratory. Confessions are not to be heard outside a confessional without a just cause. (c. 964)

2.1 If pastoral care involves professional counseling, any Information obtained in the course of a professional counseling session must be confidential, except as required by law.

2.1.1 If there is clear and imminent danger to the client or to others, Church Personnel must disclose only the Information necessary to protect the parties affected and to prevent harm.

2.1.2 Before disclosure is made, if feasible, Church Personnel should inform the person being counseled about the disclosure and the potential consequences.

2.1.3 Church Personnel must keep minimal records of the content of any counseling session.
2.2 Church Personnel must discuss the nature of confidentiality and its limitations with each person in counseling. This includes telling the client from the beginning the circumstances under which confidentiality is considered “waived” (i.e., risk of imminent danger to the client or others, reporting abuse as mandated by law, etc.).

2.3 Knowledge that arises from professional contact may be used in teaching, writing, homilies, or other public presentations only when effective measures are taken to absolutely safeguard both the individual’s identity and the confidentiality of the disclosures.

2.4 **DUTY TO WARN:** If Church Personnel discovers that there is (a) a serious threat of imminent harm to a specific person, or (b) a serious threat to the welfare of a minor client and that communication of confidential information to a parent, legal guardian, person at risk, or law enforcement is essential to the health and well-being of the person at risk, Church Personnel must:

2.4.1 Attempt to secure written consent from the client or adult guardian for the specific disclosure.

2.4.2 If consent is not given, disclose only the information necessary to protect the health and well-being of the client and any other person at risk of harm.

2.5 Discussing confidential information with others. Church Personnel:

i. Will not discuss confidential client information with any unauthorized person (authorized persons include the clients and supervisors and/or any person authorized in writing by the client to receive the information).

ii. Will not talk about confidential client information with anyone, including the client, in public places including elevators, reception areas, hallways, stairwells, and other open areas.

iii. Will not leave messages on cell phones or other answering machines regarding a client’s confidential information or test results.

iv. Will verify an individual’s identity and the ‘need to know’ before disclosing any confidential client information to any person or agency.

2.6 **DUTY TO REPORT:** Church Personnel must report any suspicion of child abuse. [See Section V. 2.5.1]

V. Standards of Appropriate Behavior

1. **Conduct With Minors**

   When interacting with minors, Church Personnel must maintain open, transparent and trustworthy relationship.

1.1 Church Personnel must be aware of their own and others’ vulnerability when working with minors, and should use a team approach to manage youth activities.

1.2 Physical contact with youth may only occur in public, and be appropriate and completely nonsexual (PAN). Physical contact must never occur in private. [For information on contact via electronic communication, See Section V.4]

1.2.1 Except in emergencies, physical contact between adults and minors in professional relationships should be initiated by the minor. Adults must not
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generally initiate physical contact other than an occasional congratulatory pat on the upper back, hand shake, "high five," or other similarly appropriate contact. Church Personnel should be sensitive to whether this type of physical contact is welcomed by the minor and appropriate to their individual characteristics and cultural experience.

1.3 Church Personnel must not possess or use illegal drugs at any time and must not use alcohol when working with minors. The Archdiocese of San Antonio has a "No Tolerance" policy regarding the use or possession of illegal drugs and the use of alcohol when working with minors. Anyone found to be using, or in possession of illegal substances, will be terminated. Anyone using alcohol when working with minors will be subject to disciplinary action including possible termination or removal from ministry service.

1.4 Church Personnel must not provide or allow others to provide shared, private overnight accommodation for an individual minor including, but not limited to, accommodations in any Church owned facility, private residence, hotel room, or any other place when no other adult is present. Church Personnel are not to share a private space with an individual minor in overnight accommodations without another adult present.

2. Sexual Conduct

Church Personnel must not exploit the trust placed in them by the faith community for any purpose, and particularly not for sexual gain or intimacy.

2.1 Clergy, Candidates for Ordination, and Religious who are committed to a celibate lifestyle are called to be an example of celibate chastity in all relationships at all times.

2.2 Church Personnel must never develop intimate relationships with minors, including online relationships. Church Personnel must act in a professional manner and be an example of Christian chastity at all times.

2.3 No Church Personnel may exploit another person for any purpose including a sexual purpose.

2.4 Allegations of sexual misconduct must be taken seriously and must be reported to civil authorities when the situation involves a minor.

2.5 The State of Texas mandates that any adult who suspects or is aware of abuse of a minor must report to Child Protective Services (1-800-252-5400) or to local law enforcement. [See also Section VI]

2.5.1 Per Texas Family Code Sec. 261.101, "A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report to Child Protective Services (1-800-252-5400) or to local law enforcement). ... If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. ... "Professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the
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normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers. ... A person or professional shall make a report ... If the person or professional has cause to believe that an adult was a victim of abuse or neglect as a child and the person or professional determines in good faith that disclosure of the information is necessary to protect the health and safety of: (1) another child; or (2) an elderly person or person with a disability. ... The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, an employee or member of a board that licenses or certifies a professional, and an employee of a clinic or health care facility that provides reproductive services.*

3. Harassment

Church Personnel must not engage in physical, psychological, written, or verbal harassment of Church Personnel, or parishioners and must not tolerate such harassment by other Church Personnel.

3.1 Church Personnel must provide a professional work environment that is free from physical, psychological, written, or verbal intimidation or harassment.

3.2 Harassment encompasses a broad range of physical, written, or verbal behavior, including without limitation the following:

3.2.1 Physical or mental abuse.

3.2.2 Racial insults or discriminatory practices.

3.2.3 Derogatory ethnic slurs.

3.2.4 Disparaging remarks and treatment because of disability.

3.2.5 Provoking bullying and ridicule as a result of illegal disclosure of medical information.

3.2.6 Unwelcome sexual advances or touching, including, but not limited to grabbing, patting, and pinching.

3.2.7 Sexual comments or sexual jokes.

3.2.8 Requests for sexual favors used as:

i. A condition of employment;
ii. A condition for favorable personnel decisions, such as promotion or compensation; or
iii. An agreement to provide or continue professional counseling or pastoral services.

3.2.9 Display of offensive materials including sexually suggestive objects and/or pictures.
3.3 Harassment can be a single severe incident or a persistent pattern of behavior where the purpose or the effect is to create a hostile, offensive, or intimidating work or professional environment.

3.4 Allegations of harassment must be taken seriously. Church Personnel that witness or are reasonably certain that harassment has occurred or is occurring must follow the procedure for reporting in Section VI.2. [See Section VI.2]

4. Electronic Communication

4.1 All information and messages that are created, sent, received or stored using Archdiocese of San Antonio communication assets are the sole property of the Archdiocese of San Antonio, and no user has any ownership interest or expectation of privacy in such communications. The Archdiocese of San Antonio retains the right, in its sole discretion, to review all information or communications sent, received, stored, or posted using Archdiocese of San Antonio communication assets. The Archdiocese of San Antonio retains the right to track Internet site, chat room and newsgroup visits, as well as file downloads that occur through Archdiocesan communication assets. The Archdiocese of San Antonio has the right to conduct such review without prior notice to the employee. The user consents to allow Information Technology and Archdiocese of San Antonio access to, and review of, all materials created, stored, sent or received, by the user through any Archdiocese of San Antonio network or Internet connection. Employees may not intercept or disclose, or assist in intercepting or disclosing, electronic communications.

4.2 Any content posted or communicated online by Church Personnel must reflect Catholic teachings and values. In online communication, Church personnel should not to imply that they speak on behalf of the Archbishop of San Antonio or the Archdiocese of San Antonio except in the specific capacity of their ministry for which they have permission to post.

4.3 Further advancements in technology may require periodic updates and addendums to this section of the Code of Conduct. The universal principles provided for are to be applied prudently and judiciously in the event an update has not occurred.

5. Electronic Communication with Minors

All decisions related to electronic communication with minors must be made by Clergy, or supervisor. No individual Church Personnel may use electronic communication with minors who participate in any of this organization’s activities without written permission from both the organization’s leadership and the minor’s parents or guardians.

5.1 No Church Personnel shall collect email addresses, phone numbers or any other account access information for any medium of online communication, from minors without written permission from parents or guardians.

5.1.1 Parents or guardians must designate, in writing, which form(s) of one on one communication with children may be used and must provide the contact information.
5.1.2 In the case of elementary and middle school age children, parents or guardians should always be contacted directly.

5.1.3 In the event of any direct communication between Church Personnel and minors, parents and/or guardians must be copied on the content of the communication.

5.2 Electronic communication must be brief and on topic using language appropriate for communicating with the minor and his or her parent or guardian. Additionally, all communication must conform to the Archdiocese of San Antonio’s Code of Conduct and Safe Environment policies, practices, and training. Communication that disregards or violates the Code of Conduct standards in any way will not be tolerated regardless of the medium used for conveyance.

5.3 Except in an emergency, all communication (including electronic) between Church Personnel and any program service participant must take place between the hours of 7:00 a.m. and 9:00 p.m. including posting to websites and social networking sites.

5.4 Appropriate behavioral boundaries that apply in face-to-face or verbal communication also apply to any electronic communications with minors.

5.5 The following guidelines apply to specific forms of electronic communication:

5.5.1 Cell phones, texts, Twitter, Instagram and other Messaging services:

   i. Church Personnel will use office lines to conduct conversations with clients unless approved by a supervisor.

   ii. Except in case of an emergency, Church Personnel will not call minors directly (on the minor’s cell phone), and will instead contact parents or call family phones.

   iii. Church Personnel will not share personal cell phone numbers with minors unless approved by parents, guardians, and administrators.

   iv. Church Personnel will not communicate with minors by text or other electronic messaging service (Exception: A one-one-one messaging option on a group page sponsored by the Archdiocese of San Antonio).

5.5.2 Email

   i. Church Personnel must avoid using personal email accounts to contact minors. In situations where an official Archdiocese of San Antonio email account cannot be used, approval from a supervisor must be obtained prior to using a personal email address to contact a minor for Archdiocesan purposes.

   ii. Church Personnel must copy parents or guardians on all email communications. If copying parents or guardians is not possible or not recommended, copy a supervisor or administrator. Church Personnel within a Catholic School may email a student who has a school email address without also contacting a parent/guardian or supervisor.

   iii. Church Personnel must not add any minor to personal email lists.

   iv. When sending emails to a group, Church Personnel must use an approved email distribution application (e.g. Constant Contact) or use the blind copy option (bcc) in order to keep email addresses confidential.
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5.5.3 Social Networking Sites and Apps

i. Church Personnel must not use their personal social networking account, handle, or profile to contact minors. The individual parish or agency can create their own social media page or account strictly for agency-related communications. These accounts must be approved in advance by the appropriate supervisor, registered with the parish or agency, and labeled to reflect their official nature. More than one individual must have oversight over the content and internal messaging, although passwords and administrative authority for such pages should be limited to the pastor, supervisor, or their designees.

ii. No personal contact information may be provided in profiles or the accounts used on behalf of the representative of the Archdiocese of San Antonio.

iii. Only official email addresses, office phone numbers, and job titles may be used.

iv. All accounts must be set to maximize privacy. Parishes and agencies may publicize their presence on social media. However, no effort should be made to exclusively seek out minors as participants on the sites.

v. Church Personnel must ignore “friend requests” from minors that are addressed to the adult’s personal social media account/application.

vi. No pictures may be posted without written permission from all individuals appearing in the photo (for minors, this would be the parent or guardian), and persons may not be tagged or identified in a photo.

vii. Church Personnel shall comment only on services or ministry-related threads from the ministry-related account.

viii. Church Personnel may not use instant messaging programs on social networking sites or messaging applications for professional, ministry-related purposes to communicate with minors, unless the material has prior approval by a supervisor and is recorded and kept on file.

ix. Supervisors and/or their designees must monitor sponsored sites. Inappropriate posts should be promptly removed/deleted.

x. Monitoring responsibility also applies to any unofficial site created by third parties about the program or services that come to the attention of Supervisors and/or their designees. If inappropriate content is present, monitors must report the pages/groups/users to the hosting site and ask that the sites be removed. This includes but is not limited to unauthorized use of logos, bullying, harassment, or defamatory language.

6. Criminal Background Check

6.1 Clergy, Candidates for Ordination, and Employees are required to undergo a criminal background check in accordance with the Norms Governing Criminal Background Checks and is required to be renewed every three (3) years. Additionally, Lay Church Personnel with contact with minors or vulnerable populations are also required to undergo a criminal background check in accordance with the Norms Governing Criminal Background Checks and is required to be renewed every three (3) years.

7. Safe Environment Training

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7.1 Clergy, Candidates for Ordination, and Employees shall participate in Adult Safe Environment Training and learn the behavioral warning signs of potentially risky adults. Additionally, Lay Church Personnel with contact with minors shall participate in Adult Safe Environment Training and learn the behavioral warning signs of potentially risky adults. Employees should receive the training within thirty (30) days of commencing employment and volunteers should receive training prior to participating in a ministry. Training must be renewed every three (3) years.

7.2 Minors enrolled in religious education classes or in Catholic schools must also receive Safe Environment on a yearly basis. The Office of Victim Assistance and Safe Environment (OVASE) will determine the requirements for Safe Environment training mandated in religious education classes. The Department of Catholic Schools will determine the requirements for Safe Environment training mandated in Catholic schools in the Archdiocese of San Antonio.

8. Sexual Harassment Training

8.1 Clergy, Candidates for Ordination, Employees, and Lay Church Personnel must complete Sexual Harassment Training through Virtus. Employees should receive the training within thirty (30) days of commencing employment and volunteers should receive training prior to participating in a ministry. Training must be renewed every three (3) years.

9. Vulnerable Adult Training

9.1 Clergy, Candidates for Ordination, Employees, and Lay Church Personnel who have contact with vulnerable adults must complete Vulnerable Adults Training through Virtus. Employees should receive the training within thirty (30) days of commencing employment and volunteers should receive training prior to participating in a ministry. Training must be renewed every three (3) years.

10. Monitoring Behavior

Church Personnel must monitor their own behavior and the behavior of all others in the agency to prevent, recognize, and respond to risky, inappropriate, and harmful behaviors and to reinforce, acknowledge, and appreciate appropriate behavior.

10.1 Church Personnel must continuously observe interactions between adults and youth and youth and other youth in the agency and/or environment and react appropriately.

10.2 Church Personnel must be clear about the established behavioral standards for the Archdiocese of San Antonio set out in the applicable Code of Conduct and be able to identify any actions in violation of those standards. It shall be the responsibility of all Church Personnel to maintain a "healthy suspicion" of all adults in the environment and to watch for the potentially risky behaviors outlined in this Code of Conduct.

10.3 Church Personnel must report concerns about possible inappropriate behavior or activities according to the procedure in Section VI. [See Section VI].
11. Conflicts of Interest

Church Personnel must avoid situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

11.1 Church Personnel must inform all parties in writing when a real or potential conflict of interest arises. Resolution of the issues must protect the person receiving ministry services.

11.1.1 No Church Personnel must take advantage of anyone to whom they are providing services in order to further their personal, religious, political, or business interests.

11.1.2 Church Personnel must not provide counseling services to anyone with whom they have a business, professional, or social relationship. When this is unavoidable, the client must be protected. Church Personnel must establish and maintain clear, appropriate boundaries.

11.1.3 When pastoral counseling or spiritual direction services are provided to two or more people who have a relationship with each other, Church Personnel must:

- Clarify with all parties the nature of each relationship;
- Anticipate any conflict of interest;
- Take appropriate actions to eliminate the conflict;
- Obtain from all parties written consent to continue services; and
- Provide documentation of these conversations to the program or agency supervisor.

11.2 Conflicts of interest may also arise when Church Personnel’s independent judgment is impaired by (a) prior dealings, (b) becoming personally involved, or (c) becoming an advocate for one (person) against another. In these circumstances, Church Personnel must advise the parties that he or she can no longer provide services and refer them to other Church Personnel or to the agency’s supervisor for reassignment.

12. Administration

Employers and supervisors shall treat Church Personnel justly in the day-to-day administrative operations of their ministries.

12.1 Personnel and other administrative decisions made by Church Personnel shall meet civil and canon law obligations and also reflect Catholic social teachings and this Code of Conduct. Church Personnel should seek information and advice from supervisors or other experts within the Archdiocese of San Antonio.

12.2 Church Personnel must not use his or her position to exercise unreasonable or inappropriate power and authority.

13. Church Personnel Well-being

Church Personnel have the duty to be responsible for their own spiritual, physical, mental, and emotional health.
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13.1 Church Personnel must be aware of warning signs that indicate potential problems with their own spiritual, physical, mental, and/or emotional health.

13.2 Church Personnel must seek help immediately whenever they notice behavioral or emotional warning signs in their own professional and/or personal lives.

13.3 Church Personnel must address their own spiritual needs. Support from a Spiritual Director is highly recommended.

13.4 Inappropriate or illegal use of alcohol and drugs is prohibited.

VI. Reporting

1. Reporting an allegation of Abuse of Minors or Vulnerable Adults

1.1 All allegations of Abuse of Minors or Vulnerable Adults will be taken seriously.

1.2 If the alleged victim is currently a minor or a vulnerable adult:

1.2.1 In accordance with Texas Law, any citizen who has cause to believe a minor or vulnerable adult is being, or may have been abused, is required to report the information to the Texas Department of Family and Protective Services (DFPS) or local law enforcement. DFPS maintains a 24hr hotline at 1-800-252-5400; or a report can be made online at www.babusehotline.org.

1.2.2 Contact the Archdiocesan Misconduct Hotline (AMH) 844-709-1169 or make a report via the internet by following the links at www.archsa.org.

1.2.3 The AMH will create an intake and will notify the Office of Victim Assistance & Safe Environment (OVASE).

1.2.4 OVASE will contact the reporting individual(s) and will offer to provide pastoral care.

1.2.5 For allegations involving clergy:

1.2.5.1 OVASE will notify the Archbishop or his designee, the Office for Clergy, and will verify that local law enforcement is notified.

1.2.5.2 The Archbishop or his designee will notify the Archdiocesan Review Board.

1.2.6 For allegations involving church personnel, OVASE will notify Human Resources and the immediate supervisor of the person being accused.

1.2.7 The investigation of allegations of abuse is the responsibility of local law enforcement. Church Personnel should not conduct any investigation of abuse unless directed to do so by local law enforcement.

1.2.8 The accused should be placed on administrative leave pending the investigation. Administrative leave may be paid or unpaid at the discretion of the supervisor of the accused. In the event the administrative leave is paid, four weeks paid leave is the maximum available. Payment shall not exceed an amount equal to four (4) weeks pay.
1.2.9 For disciplinary outcomes see Section VII.

1.3 If the alleged victim at the time of the report is an adult (not vulnerable)

1.3.1 Contact the Archdiocesan Misconduct Hotline (AMH) 844-709-1169 or make a report via the internet by following the links at www.archsa.org.

1.3.2 The AMH will create an intake and will notify the Office of Victim Assistance & Safe Environment (OVASE).

1.3.3 OVASE will contact the reporting individual(s) and will offer to provide pastoral care.

1.3.4 For cases not involving clergy, OVASE will encourage the alleged victim to contact law enforcement.

i. OVASE will notify the supervisor of the Church Personnel and the Human Resources office.

1.3.5 For cases involving clergy, OVASE will inform the reporting individual(s) of his/her rights to legal counsel, to contact local law enforcement, and to meet with the Archbishop or his designee.

i. OVASE will notify the Archbishop or his designee.

ii. The Archdiocese or the designee will notify the Bexar County District Attorney of the allegation.

iii. The Archbishop or his designee will call upon the Archdiocesan Review Board for assistance in determining the need for an investigation. If needed, the Archdiocesan Review Board will call upon an independent investigator to conduct an investigation.

iv. The Archdiocesan Review Board and the Archbishop will determine the cleric’s suitability for ministry during the investigation process.

v. The allegation will be investigated in accordance with the Essential Norms for Clergy of the Charter for the Protection of Children and Young People, and the Archbishop, in reaching his final decisions, shall be guided by the appropriate norms of canon law.

1.3.6 For disciplinary outcomes see Section VII.

2. Reporting an allegations of Sexual or Non-Sexual Misconduct

2.1 If you are aware of any Church Personnel involved in Misconduct within the Archdiocese of San Antonio, contact the Archdiocesan Misconduct Hotline (AMH) 844-709-1169 or make a report via the internet by following the links at www.archsa.org

2.2 The AMH will create an intake and will notify the appropriate Archdiocesan Office.

2.3 If deemed necessary, an independent investigator will be asked to conduct a
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thorough investigation.

2.4 The investigation will consist of interviews with all parties and any possible witnesses.

2.5 At the time of the investigation, the Archdiocese may:

   2.5.1 Temporarily remove clergy from public ministry;
   2.5.1 Place an employee on administrative leave with or without pay (payment shall not exceed the time period of four (4) week’s pay); and
   2.5.2 Temporarily remove a volunteer from ministry.

2.6 The investigation will be documented and stored in the personnel file of the individual that is the subject of the investigation.

2.7 A determination for suitability for continued employment/ministry will be made based on the investigation.

2.8 For disciplinary outcomes see Section VII.

2.9 The individual(s) who brought forth the complaint may seek counseling through the Office of Victim Assistance & Safe Environment.

3. Retaliation

3.1 The Archdiocese of San Antonio prohibits any act of retaliation against anyone who reports discrimination or harassment or who cooperates in an investigation of a complaint. The Archdiocese will preserve confidentiality to the extent the needs of the investigation permit. Any person found to have engaged in retaliatory conduct against any person reporting a violation of this Code of Conduct or civil law or any Church Personnel who does not fully cooperate with an investigation of a complaint will be subject to discipline, up to and including termination of employment or removal from ministry/service.

VII. Discipline Procedures

The standard of review for decisions regarding discipline following investigations of allegations, incidents or concerns of sexual misconduct or sexual harassment, is held at the absolute discretion of the decider.

1.1 In cases where abuse of a minor is alleged against a cleric, the provisions of universal and particular ecclesiastical law and the Essential Norms for Clergy of the Charter for the Protection of Children and Young People will govern the preliminary investigation and the subsequent actions or processes.

1.2 Procedures for discipline of clergy will be consistent with these policies and the appropriate norms of canon law.

1.3 Church Personnel in any formal disciplinary process are ineligible for transfers within the Archdiocese if their work is with minors or vulnerable adults.

1.4 When the conduct of Church Personnel does not meet the standards of the Code of

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Conduct, it is the responsibility of the pastor, principal, supervisor, Human Resources, or Catholic Schools Office to address the problem(s) in a timely and equitable manner. The discipline procedure may include any of the following options:

1.4.1 Counseling;
1.4.2 Formal warning;
1.4.3 Probation;
1.4.4 Suspension; or
1.4.5 Termination.

1.5 Counseling for sexual misconduct or sexual harassment will be conducted by the Office of Victim Assistance & Safe Environment. Documentation of the counseling will be maintained and kept in the personnel file of the individual who received the counseling.
School Website/Social Media

St. John Berchmans maintains a website and official school social media account that promotes the school and provides information to enrolled families, prospective parents and the wider community. The website is under the authority of the school and the principal. A webmaster is designated by the principal and is responsible for the content.

Content submitted to the site should comply with state, federal, and international copyright law, and must have appropriate permissions as needed.

Communication

Renweb

St. John Berchmans Catholic School uses Renweb online school software as a tool for parents to access student information. Renweb is also used for our lunch and attendance counts, emergency information, communication between teachers and parents, and other information.

URL: https://www.renweb.com/ District Code: SJB-TX

Academic Policies:

CURRICULUM

St. John Berchmans School Catholic School maintains a balanced curriculum including Religion, English, Language Arts, Science, Mathematics, Social Studies, Art, Music, Health, Physical Education, Computer Technology and Character Education. St. John Berchmans Catholic School follows the Archdiocesan Curriculum approved by Texas Catholic Conference of Bishops Education Department Accreditation Program (TCCB ED). Class schedules are planned according to the time allotments specified by TCCB ED.

The Texas Essential Knowledge Skills (TEKS) are followed in subject areas not covered by the Archdiocesan Curriculum Guides.

Progress Reports

1. Progress reports may be sent home or emailed to the parent every 3 weeks in the grading period (see calendar)
2. Progress or lack of progress is reported in all core subjects, including conduct.
3. Progress reports are to be signed by the parent/guardian and returned to the homeroom teacher within one week of issuance.
4. Parents will be notified of significant changes in student performance.

Note: All fees, tuition, and fundraisers must be current and turned in to the secretary/bookkeeper for a student to receive his/her progress report or report card.
**Report Cards**

1. Report cards are issued every nine weeks. Grades are reported in all subjects, including conduct.
2. Report cards for the first grading period will be given out during parent conferences (see calendar).
3. Report cards are to be signed by the parent/guardian and returned to the teacher within one week of issuance.
4. Report cards for the remaining grading periods will be emailed to the parents.

Religion is fundamental to the curriculum of our school. It is both a separate subject to be learned and a principle of faith to be integrated into all subjects. Our Catholic faith permeates the entire program by integrating religious truths and values into the education and everyday life of the students. Every aspect of our school day needs to be based upon this, and our actions as members of the St. John Berchmans Catholic School community will reflect this.

**Core Subjects consist of**

- Religion
- English
- Reading
- Social Studies
- Math
- Science

**Grading Key**

The following key is used for PK3 through 1st grade:

- E=Excellent Progress
- S=Satisfactory
- P=Progress
- NI=Needs Improvement

The following key is used for 2nd-8th grades:

- 94-100 A Exceptionally High Achievement
- 85-93 B High Achievement
- 75-84 C Average Achievement
- 70-74 D Low Achievement
- Below 70 F Failure to master material

Conduct and Electives will be indicated in the following manner:

- O=Outstanding Effort
- I=Improvement Needed
- S=Satisfactory
- U=Unsatisfactory Effort

**Parent Teacher Conferences**

Mandatory Parent-Teacher conferences will be held after the first marking period to discuss the child’s academic progress and personal development. The meetings are professional and
are confined to the subject of the individual student’s well-being. Students are asked to attend these conferences with parents.

Parents desiring any additional conferences with a teacher are asked to make arrangements in advance. Teachers are not available for conferences during school hours unless this has been previously arranged during the teacher’s planning periods by prior appointment. Please do not hold an informal conference with a teacher when dropping off your child in the morning or in the drive up lane after school. This prevents the teacher from attending to their classroom responsibility or student monitoring.

Teachers will initiate conferences with parents/guardians as necessary in an effort to help a child improve his or her academic performance and or behavior. The principal, student, and other teachers on staff involved may be asked to attend this conference.

**Student Support Process**

St. John Berchmans establishes a process with a goal to assist students in preventing academic failure by the use of the schools’ resources and staff by helping the student in their learning needs. The process includes systemic procedures in analyzing and monitoring the student behavioral and/or academic struggles during and after interventions.

**Homework**

The regular assignment of homework serves as a reinforcement of skills that the students learn in class. Students in Grades PK3-PK4 will be assigned homework at least twice a week. Students in Kindergarten through 8th grade will receive homework on a regular and consistent basis. It is an integral element of the teaching and learning process. Each student is expected to do homework when assigned. If work is not done, consequences will be left to the discretion of the teacher. Late homework is not encouraged and may not be accepted. Each student should be held accountable for his or her actions.

**Promotion Policy**

There will be no social promotions at St. John Berchmans Catholic School. Any student receiving grades below 70 in more than two core subjects in the final average will be retained. Two grades below 70 in a subject final average must be made up in summer school. Retention is NOT a punishment. It allows a second opportunity for the student to master the necessary skills at the given grade level.

K – 1: A student must have at least a “P” final average in reading and mathematics.

2 – 8: A student must have at least a “70” final average in all core subjects - Religion, Reading, English, Science, Social Studies and Mathematics. A student who fails more than 2 core subjects will not be promoted.
**Academic Dishonesty:**

**Cheating/Dishonesty**

The giving or receiving any information on any assignment, quiz, test, or project. A grade of zero will be issued on the work of any student who participates in cheating and/or dishonesty. The student/s will then be subject to disciplinary action.

**Plagiarism**

Taking of someone else’s work and claiming it as one’s own, such as: using a person’s exact words, paraphrasing a person’s work, using a photo or illustration without crediting the source, copying and pasting articles from any text or website. A grade of zero will be issued on the work of any student who engages in plagiaristic practices. The student will then be subject to disciplinary action.

**Phone Calls**

Only in the event of an emergency will the child be permitted to use the office phone. Phone calls to the office will be taken by the secretary and relayed to the child. If the need arises after school, children will be allowed to use the office phone.

**Student Council**

Student Council members are students in sixth, seventh, and eighth grade. One representative from the third through fifth grades will be elected to be on the council.

**Archdiocesan Testing Program:**

St. John Berchmans School shall test according to the guidelines established by the Catholic Schools Office. The Archdiocesan Testing Program consists of the following:

1. NWEA assessment test will be given in reading, language usage, math and science. This test helps measure their academic growth.

2. Students in grades 5 and 8 take the NCEA ACRE Religion Exam. The Archdiocesan Testing Program includes standardized tests of general achievement and scholastic ability. This balance should provide local schools and the system with the sufficient data for making realistic decisions about the future goals of the system, its individual schools, and individual students.
Copyright

All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy printed or non-printed materials allowed by:

1. Copyright law
2. Fair use guidelines
3. Specific licenses or contractual agreements
4. Other types of permission

Employees, volunteers and students who willfully disregard copyright laws are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability for those actions.

Student Trips/Field Trips:

The principal must approve any school sponsored student trip. Approval of such trips will be based on these considerations:

1. Field trips are at the discretion of the teacher(s) based on student academic and behavioral achievement.
2. Must be educational in nature.
3. Ability of the parents to pay for the trip, while meeting all other school financial obligations.
4. The field trip is for students in that class only. Siblings will NOT be allowed to attend.
5. Any school sponsored function or event that includes students must be alcohol free. You are representing the school and alcohol consumption is prohibited.

Unless the school specifically approves a trip, the school will not be held liable, nor may the school’s name be used. In case of serious discipline problems, parent(s)/guardian(s) will be notified ahead of time whether the child will or will not attend the field trip. If a student is NOT participating with the class, he/she must report to school and will be assigned work.

School Property:

Textbooks

All textbooks are the property of St John Berchmans Catholic School. Textbooks are issued at the beginning of the school year with the expectations that students care for them properly. All hardbound textbooks must be covered immediately upon issuance and remain covered throughout the school year. Covers may not be taped to the inside of the book. Students are not permitted to write in textbooks or deface them in any way. Any damages to books will be the responsibility of the parent/guardian. Lost books or badly damaged books must be replaced. The parent/guardian will pay the entire replacement cost, including shipping.
charges. Textbooks are very expensive, and we ask your cooperation in taking care of all textbooks.

**Other School Property**

Students are expected to use all equipment, buildings, lavatories, and/or materials in the manner for which they were designed. Students may not deface any equipment, buildings, lavatories, and/or materials. Students and parents/guardians are monetarily responsible for all school property that may be damaged due to their actions.

**Library Policies**

At the end of the school year, the librarian will notify students of any missing books or fines that may be pending. A deadline will be given as to when these missing items/fines will be due. If the deadline has passed, and the items/fines have not been collected, the charges will be submitted to the school office and charged to the family FACTS account. There will be a $5 processing/late fee charged. If a book or other library items are missing, it is at the discretion of the Librarian to accept a replacement item in lieu of its replacement cost.
Cooperation Acknowledgment

We have reviewed the handbook for the 2019-2020 school year and we understand that these are the policies for the school. We will work in cooperation with the school to become familiar with these policies.

Parent Signature__________________________________ Date ________
Parent Signature__________________________________ Date ________
Student Signature _________________________________ Date ________
Student Signature _________________________________ Date ________
Student Signature _________________________________ Date ________
Student Signature _________________________________ Date ________