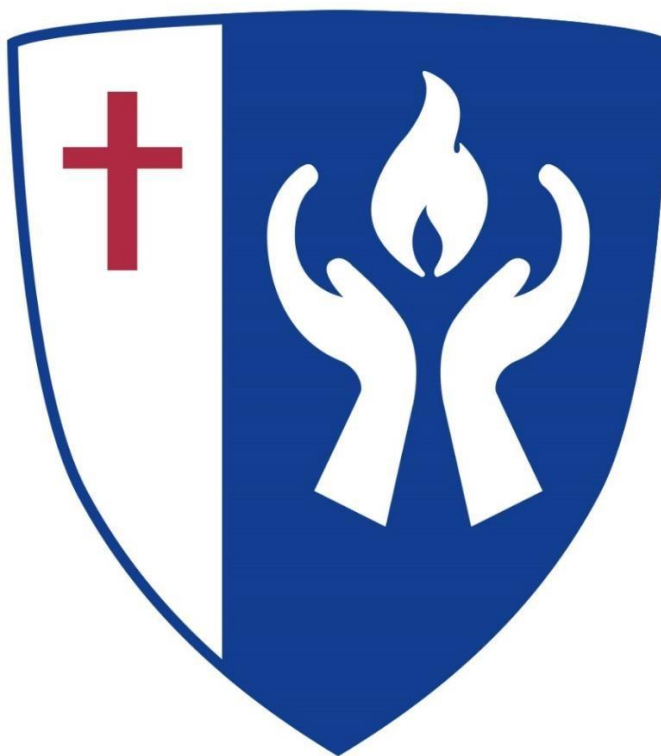


# ST. JOSEPH CATHOLIC SCHOOL



## FAMILY HANDBOOK 2024-2025

St. Joseph Catholic School  
506 E. Marvin Ave.  
Waxahachie, TX 75165  
Phone: 972.937.0956  
Fax: 972.937.1742  
[www.stjswaxtx.org](http://www.stjswaxtx.org)

St. Joseph Catholic School is accredited by the Texas Catholic Conference of Bishops  
Education Department (TCCBED).

August 1, 2024

Dear St. Joseph Catholic School Families,

Welcome to St. Joseph Catholic School - Waxahachie and the 2024-2025 school year. We are excited to begin the school year and are dedicated to providing your children with a holistic education that will continue to assist in their physical, social, emotional and spiritual development.

It is our desire and goal to partner with our SJCS parents in their children's education by providing a safe, Christ-centered environment that challenges students through a rigorous academic program that uses hands-on learning and other methods to engage students and provide visible learning opportunities. Likewise, the development of your children as disciples of Christ is of the utmost importance to us as we strive to prepare them to answer God's calling in their lives.

*"Catholic education aims not only to communicate facts, but also to  
**transmit a coherent, comprehensive vision of life**, in the conviction that  
**the truths contained in that vision liberate students**  
in the most profound meaning of human freedom."  
Pope John Paul II*

This Family Handbook outlines school policies designed to support families in the academic, spiritual, and moral development of their children. It serves as our primary means of communication between the school and home. We understand that a child's success in school is greatly enhanced when there is a strong connection between school and home. Please read this handbook completely and carefully before signing the handbook agreement at the end.

The St. Joseph Catholic School - Waxahachie faculty and staff look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

In Christ,

Mark E. Osborn  
School Principal

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St. Joseph Catholic School (SJCS) is a pre-Kindergarten through 8th grade Catholic elementary and middle school operating under the Diocese of Dallas Catholic Schools Office. The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher.

*"The entire effort of the Catholic teacher is oriented toward an integral formation of each student."*

*- William Cardinal Baum*

## **VISION**

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The vision of St. Joseph Catholic School is to provide inspiring, active learning and a rigorous curriculum so all students share the spirit of Catholic education by modeling reverence, respect, and responsibility through a life of stewardship and prayer.

## **MISSION**

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Faithful to Gospel values and our Catholic tradition, St. Joseph Catholic School's mission is to develop spiritual, intellectual, and morally responsible leaders through academic excellence, social growth, and service to others.

## **PHILOSOPHY**

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As an integral part of the total Catholic parish community, the purpose of St. Joseph School is to reveal the love of God in each other within a nurturing environment, by striving to reach the highest potential of each individual student in all aspects of his/her personal growth, emphasizing self-discipline, attainment of higher knowledge and spiritual awareness, and exemplifying the moral integrity and compassion of Christ.

## **NONDISCRIMINATION POLICY**

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St. Joseph Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at SJCS. We do not discriminate based on gender, race, color, national and ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, athletics, and other school administered programs.

## **SCHOOL HISTORY**

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On August 23, 1992, St. Joseph Catholic School was dedicated and blessed by Bishop Charles Grahmann, Bishop of the Diocese of Dallas. The school became the thirtieth Catholic elementary school in the diocese and the first in Waxahachie, Texas.

During the 1992-1993 school year, SJCS offered classes for 44 students preschool through first grade. Extended day care for preschoolers was offered with after school care for students with working parents. SJCS added a new grade level each year offering classes through the sixth grade by the 1998-1999 school year.

In 2001, SJCS took on a new look under a new administrator. The Principal and parents saw that a junior high was needed for SJCS to continue to thrive. The Pastor and Principal approached the diocese for permission to add a seventh grade with an eighth grade the following year. The request was granted by the diocese, but changes in curriculum were needed for the additional grades. Grants were written for assistance for a science lab and technology lab. Benefit concerts and private donations were given to purchase more instruments for the music department. Art classes were offered by volunteer parents to offer more fine arts for the students. The annual Christmas play became a musical production with all grade levels participating. A fine arts show in the spring was added to the yearly schedule with a musical production and display of the students' artwork. Parents began after school sports programs for soccer and a faculty member added a girls' softball team. Fundraisers that were once small pancake suppers took on a new look. The annual Oktoberfest opened to the whole community, not just the school parents. The



parish family began to take notice of the parish school and participated in its fundraisers and supported its activities.

SJCS has continued to grow and develop programs throughout the years. We are continuously working to increase enrollment and academic rigor. The 2019-2020 school year saw the development of our Resource department which will allow us to greater serve our students and families. We are updating our dyslexia program and developing an enrichment program for students who need an increased challenge. Our Resource lab will also provide a place for students to go who need extra time on tests or classwork. We are also expanding our math program to include extra instructional time and web-based programs to enforce skills as well as propel students toward advanced concepts.

We are excited for the future of St. Joseph Catholic School!

### **Accreditation Agency**

Saint Joseph Catholic School is part of the Catholic School System of the Diocese of Dallas. The Texas Catholic Conference Education Department (TCCED), approved by the Texas Education Agency (TEA), accredits our school.

## **SCHOOL NAME AND LOGO**

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SJCS's name and logo belong to St. Joseph Catholic School. No parent or student is allowed to use SJCS's name for any purpose (including web sites, web pages, advertising, etc.) without written permission from the administration. In the same way, any pictures, videos, movies, etc. made at any school or school-related function may not be published or posted anywhere without the express written permission of SJCS administration.

## **RIGHT TO AMEND**

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St. Joseph Catholic School reserves the right to make changes to policies included in this Handbook. If, during the school year, a situation arises not addressed in the Handbook, the

Principal can implement procedures that support the common good of the school community.

The Principal is also empowered to grant exceptions to any of the requirements, procedures, or policies set forth in this Handbook. Changes or additions will be distributed in the weekly newsletter and will be effective immediately. If a question arises as to the meaning or interpretation of any of the provisions in this Handbook, the Principal shall determine such meaning or interpretation.

## HANDBOOK ORGANIZATION

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This Handbook contains information needed by both students and parents during the academic year. The information is organized alphabetically. The term “parent” refers to the student’s parent or legal guardian. The information in the Handbook reflects the requirements, policies, and procedures that are in effect as of the publishing date.

There are added addenda to this handbook all of which are Diocesan policies: Please read them carefully as SJCS will strictly adhere to them.

Thank you for spending time reading and sharing the contents of this Handbook. Each parent and each student must sign the included Family Handbook Agreement and **return the Agreement to SJCS office.** Enrollment is not complete without the signed agreement and students will not be admitted to class.

## ACADEMIC POLICIES

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### **REPORT CARDS/PROGRESS REPORTS**

Students are evaluated during a grading period that ends every nine weeks. There are four grading periods in an academic year. There is a mandatory Parent/Teacher Conference after the first nine-week Report Card. Progress reports will be emailed to parents and are available for viewing at the end of the 5<sup>th</sup> week of each grading period for Grades K-8. Grades are given for academic achievement, effort, and conduct. Report cards for Grades 1-8 are generated at the end of each nine-week period and will be sent to parents.

Assessment Reports for students in PK3-Kindergarten will be sent home at the end of each semester. At the end of the school year, if a family has an outstanding account balance, report cards may not be released until all financial debts are paid. An examination of the grading system can be found on the report card for each grade level.

**SJCS FOLLOWS THE DIOCESE OF DALLAS GRADING SYSTEM:**

Pre-Kindergarten and Kindergarten report cards inform parents of specific skill areas and concepts mastered and are sent home at the end of each semester.

Students in grades 1-8 receive a percentage grade in all subjects based on the following scale.

**Grades 1-8**

|   |          |
|---|----------|
| A | 94-100   |
| B | 85-93    |
| C | 76-84    |
| D | 70-75    |
| F | Below 70 |

**Conduct/Effort for Grades 1-8**

|   |                   |
|---|-------------------|
| A | Excellent         |
| B | Good              |
| C | Satisfactory      |
| D | Needs Improvement |
| F | Unsatisfactory    |

**LEVELS:**

1=Advanced/Above Grade Level/Honors

2=On Grade Level

3=Modified or Below Grade Level

Parents will be notified via RenWeb for all earned grades that are below 70 and/or all missing assignments.

**TESTING**

Students in grades 1-8 take the Cognitive Abilities Test (CogAT) and the Iowa Test of Basic Skills (ITBS) assessments in the fall of each school year. The results of these tests are made available to parents. Eighth grade students can take the Independent School Entrance Exam (ISEE) at the Catholic high school of their choice in the Spring. Kindergarten students are screened individually in the spring of their kindergarten year. Assessment testing for all new students K-8.

**HOMEWORK**

The purpose of homework is to strengthen mastery

Homework is any work or task planned by the teacher to be completed by the student outside of the regular classroom without immediate and direct teacher interaction.

Homework provides practice, enrichment, and extension opportunities with already taught

skills and concepts. Homework also encourages students to take initiative and responsibility and allows families to provide a supportive role in their child's education.

Homework is assigned:

1. To strengthen mastery of knowledge and skills already learned in class,
2. To strengthen a habit of daily reading and promote edification and literacy,
3. To assist teachers in the mastery of concepts,
4. To cultivate self-reliance,
5. To learn to work independently, and
6. To complete certain projects that require individual effort and creativity.

### **Homework Limitations**

Teachers may assign homework nightly. Generally, homework outside of reading and math practice is not assigned on weekends. Homework will be required of all students at all grade levels. Teachers aim to make homework meaningful and reasonable.

Learning responsibility and organization should be a by-product of homework. To be effective, homework assignments should not place an undue burden on students and families. Please inform the teacher if your child is expressing difficulty. Homework should reinforce classroom learning objectives and be related to individual student needs and abilities.

*What if my child's homework is taking too long? Please let the teacher know right away so that we can help you. We want to help your child maintain a balanced routine.*

*How long is too long for homework? A good rule of thumb is about 10-15 min per grade level per night. A first grader should have about 15 min per night, a sixth grader about 60 min per night.*

|                       |               |
|-----------------------|---------------|
| First -Second Grade:  | 20 minutes    |
| Third-Fourth Grade:   | 45 minutes    |
| Fifth- Sixth Grade:   | 45-60 minutes |
| Seventh-Eighth Grade: | 90 minutes    |

### **Missing Homework Policy (4<sup>th</sup>-8<sup>th</sup> Grades)**

Students are required to complete all assignments. They are expected to turn them in on their due date. Homework turned in the day after it is due may receive a 10% deduction. (These assignments must be turned in to the teacher when requested.) An additional 10% may be deducted for each day late. If a student does not have his/her assignment by the third day, a grade of "0" may be given. More details about homework policies will be given by teachers.

### **Parent Responsibilities**

1. Be positive and provide encouragement
2. Check completion and quality of homework.
3. Recognize that homework time varies based on a student's abilities and work/study habits. Help your child balance extracurricular involvements with school responsibilities.
4. Provide a well-lighted, distraction-free study area for your child to read and write.
5. Help your child budget his/her time.
6. Provide a specific time for daily study.
7. Supervise the homework and make sure your child understands directions and works carefully and neatly.
8. Contact the teacher about any concerns regarding homework.
9. Help find resources and materials needed to complete homework.
10. Encourage your child to develop a sense of responsibility for keeping track of school materials and assignments.

### **Student Responsibilities**

1. Update student assignment planner daily.
2. Listen carefully and follow directions given by the teacher.
3. Use study aids as provided by the teacher and parents (flash cards, etc.)
4. Use time efficiently. plan ahead, do not wait until the last minute.
5. Study in a well-lit, distraction free area.
6. Study at a specific time each day.
7. Discuss homework assignments with parents.
8. Talk with the teacher if you have a problem doing your homework.

9. Be neat, well-organized, and proud of your work.
10. Make your work a reflection of Holiness.

### **HONOR ROLL REQUIREMENTS**

Students in the fourth through eighth grades are eligible for one of three honor roll recognitions.

- Principal's Honor Roll – to qualify, the student must achieve an A in every subject and E or G for all conduct and effort grades.
- First Honor Roll – to qualify, the student must achieve an A in the six major subjects (English, Reading, Math, Science, Social Studies, Religion), and an A or B in all other subjects. In addition, the student must earn an E or G in all conduct and effort grades.
- Second Honor Roll – to qualify, the student must achieve As and Bs in all subjects, and an E or G in all conduct and effort grades.

### **STUDENT RECORDS**

A cumulative record of each student's attendance and academic history at SJCS is kept online on RenWeb. All student records are treated as confidential. Only teachers, administrators, and school staff have access to student records. By law, both parents, whether married, separated or divorced, have access to the records of their children. A parent whose parental rights have been legally terminated will be denied access to the records if SJCS is given a copy of the court order terminating those rights. Unless required by law, no student records are released to anyone without the prior written permission of a parent.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers, and it is not the school's responsibility to enforce court orders. (See #4 in Appendix 1 titled: "Reimbursement for School Costs and Attorney's Fees" for additional information regarding school involvement in family custody disputes.)

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- a) School officials with legitimate educational interest;
- b) Other schools to which a student is transferring;
- c) Specified officials for audit or evaluation purposes;
- d) Appropriate parties in connection with financial aid to a student;
- e) Organizations conducting certain studies for or on behalf of the school;
- f) Accrediting organizations;
- g) To comply with a judicial order or lawfully issued subpoena;
- h) Appropriate officials in cases of health and safety emergencies; and
- i) State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

### **Parental Access to Records**

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

### **RELEASE OF RECORDS**

Any forms or student records requested by a diagnostician or other professional will be sent by the administration directly to the diagnostician or professional upon receipt of a parent's written permission. Additionally, all letters of recommendation written by teachers will be sent from SJCS office. All student work is treated as confidential.

### **PROGRESSION THROUGH GRADES**

Progress through the grades is a matter of achievement in basic skills, maturation, and social, civic, and emotional development. Most students move through the curriculum at a pace of one grade per year. However, a student may have trouble mastering the academic phases of SJCS program and would profit more if retained one grade. Special consultation with the parents is arranged to address any such difficulty and to propose solutions. The decision to retain a student is made following a comprehensive overview of the student's performance. The final decision regarding a student's promotion or class placement rests with the administration. In accordance with Diocesan policy, retention of a student for more than one year is prohibited. Each school will maintain adequate data and will utilize appropriate evaluation instruments when making decisions regarding the progress of each student. Any decision not to promote a student to the next grade level or to take adverse action with respect to a student for academic reasons must be based on consideration of objective academic criteria together with consultation with appropriate staff and parents. The final responsibility for a student's promotion or retention rests with the chief administrator or designee. The dates of advancement and grades or levels indicating the course of student progress must be clearly indicated on each cumulative record.

1. Promotion - Social promotions and skipping grade levels are prohibited in Catholic schools in Texas.
2. Non-Promotion at the Elementary/Middle School Level - Each child should be considered individually. Any decision concerning promotion vs. non-promotion must be made after considering all facts related to the child's development (emotional, physical, social as well as intellectual and academic), collected from a wide range of sources throughout the year.

Written documentation of compliance with the following procedures is to be retained in the confidential file. If the following requirements are not met due to extenuating



circumstances or because, at the discretion of the local team, non-promotion appears to be in the best interest of all involved, the local administration may appeal to the Catholic Schools Office for a waiver of this requirement.

- There is consultation between the academic support team and chief administrator or designated academic administrator as early as possible in the first semester.
  - A conference is held with the parents no later than the beginning of the second semester to advise them of the possibility of retention and to discuss possible remedial actions.
  - Follow-up conferences with the parents are held to evaluate the academic progress of the child.
  - Evaluations and reports to parents must indicate failure to achieve minimum objectives required at the particular grade level.
  - A final decision will be made only when all academic work for the year is considered. Exceptions to this time frame may be made by the principal or chief administrator, in consultation with the Superintendent.
  - A student shall be retained no more than one year at any given grade or level. Ordinarily, a student should not be retained more than once while in elementary school.
3. Record Keeping - The dates of advancement and grades or levels indicating the course of student progress must be clearly indicated on each cumulative record.

#### **ACADEMIC PROBATION AND RETENTION**

Any student in grades 4-8 who receives an “F” in any of the six major subjects (religion, reading, English, math, science, social studies) for any two quarters during a school year or has an “F” average in any of the six major subjects at the end of SJCS year is placed on academic probation.

Any student in grades 4-8 who receives an “F” in two or more of the six major subjects for two or more quarters during a school year or has an “F” average in two or more of the six major subjects at the end of SJCS year will be automatically retained. Students in grades 6-8 will not be readmitted to SJCS because it is not in the best interest of middle school students to remain at the same school where they have been retained.

A student in grades 4-8 who is on academic probation must do one of the following to be removed from probation:

- The student must complete a summer school program in the failed subject(s) and achieve a grade of 70 or above in such subject(s). A certificate of summer school completion must be returned to SJCS at the start of the academic year.
- The student must satisfactorily complete a tutoring program in the failed subject(s). Written confirmation of the objectives covered, and results must be returned to SJCS prior to the start of the academic year.

*All summer school and tutoring programs referred to above must be approved in advance by SJCS administration.*

A student in grades K-4 may be placed on academic probation based upon teacher recommendation, test scores, and/or observation by the teachers or Principal. A student in grades K-4 who is on academic probation must comply with SJCS's recommendations to be removed from academic probation.

If the student in grades 4-8 or K-4 does not satisfy the above requirements, the student will not be promoted to the next grade. In addition, the student may be refused readmission to SJCS.

#### **PARENT/TEACHER CONFERENCES**

A parent/teacher conference is required at the end of the first grading period. These conferences provide parents, students, and teachers the opportunity to plan and work together for the success of the student.

If a parent wishes to schedule a conference with a teacher, they are asked to email the teacher directly. Please note that teachers have been provided with planning periods daily for purposes which include parent conferences. At other times teachers are occupied with teaching, supervising, and ensuring the safety of children. It is the intention of the school to keep in close touch with parents and students alike. The Roman Catholic Church's principal of subsidiarity states that problems should be resolved at the lowest level possible. With this in mind, a person should go directly to the one with whom they are having the problem before going to that person's superior.

**PROCESS FOR COMMUNICATION:**

Student/Teacher  
Parent/ Teacher  
Parent/Teacher/Principal  
Parent/Teacher/Principal/Pastor  
Parent/Teacher/Principal/Pastor/Superintendent

SJCS requests that parents refrain from seeking impromptu conferences with a teacher. The most important responsibility of the entire school staff is the direct supervision of students. It is not possible for teachers to directly supervise students while conferencing.

**ARRIVAL AND DISMISSAL**

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School is in session from 7:50 AM to 3:10 PM. The main school doors open at 7:00 AM.

Morning drop off takes place near the main entrance. Students are monitored in the school cafeteria until the 7:40 am bell dismisses them to classrooms. Students who arrive at or after the 7:50 am bell must obtain a tardy pass from the front office before going to class. All parents must leave students with their class and exit the building by 7:50 am.

Understanding and support of all carpool policies are essential to ensure the safety of **ALL** students. Drivers on campus must maintain a speed of 10 MPH or less. Drivers must also always be watchful for students while in the vicinity of campus. Student drivers (those with permits) may not drive on campus. Cars should never cut through parked cars. **Use of cell phones during drop off and/or pick up is strictly prohibited.**

If your child needs assistance getting out of the car or you must get out of the car for any reason, **YOU** need to park in the **park and walk** section of the parking lot and escort them to the front doors.

**ARRIVAL PROCEDURES**

Supervision of students begins at 7:00 am. Students may not arrive prior to 7:00 am as there is no staff supervision and the school will be locked. As students arrive, they are to go immediately to the cafeteria until 7:40 am at which time they will be dismissed by the bell and proceed to their classrooms.

***Dropping Off:*** All traffic must enter from Marvin Avenue into the drive next to the chapel. Cars will proceed to the first traffic cone, turn left, then proceed to the school and drop off at the curb. Exit by driving around the HFH and onto Marvin by the church.

***Park and Walk:*** Parents walking their child up to the school will enter the drive by the chapel and continue straight to park in the last two rows of the parking lot. Parents will cross the traffic accompanying their children with the help of the crossing guard and/or crossing cones. **Use the sidewalk from the HFH into the school building – DO NOT walk through the car line.** Parents who park must walk student(s) to the front doors of the school building; there is no drop off in the parking area – please use the drop off procedures detailed above if you want to drop off a student.

**The parking area directly behind the chapel and rectory is not allowed to be used during morning drop off.**

In addition to Safe Environment standards, students are preparing for their day while teachers are supervising and preparing as well. It is important that students are allowed to prepare for their day without parental assistance; this provides a great opportunity for students to practice independence and build that self-confidence. Impromptu meetings with the teachers distract from their supervision of students and delay the start of the school day. Email is a better choice for communication as there are fewer distractions and teachers can focus their concentration on the question or concern.

**Note: Parents with PreK3 and PreK4 students will be able to walk their children to their classroom, after 7:40 am, for the first two weeks of the school year ONLY! If you arrive prior to 7:40 am, you and your child will need to go to the cafeteria. Parents of K-8 students must follow the drop off procedure listed above.**

Students who arrive after 7:50 am must be walked to SJCS door by a parent and signed in as tardy.

### **DISMISSAL PROCEDURES**

Dismissals run from 3:10 pm- 3:25 pm. Parents should drive through the car line with their car tag visible to school staff members. Your child's teacher will send your child to

the car line. Staff members will help students to their cars. If your child/children take a while to come to the car line, you may be asked to pull aside to keep the line flowing.

**For the safety and security of all students and staff, all students must now be picked up through the car line.** You may not walk up to the school for dismissal.

For pick-up, parents will enter at the drive between to the Big Church and the rectory. Please follow the path around the HFH and right up to the sidewalk. The pick-up line in the afternoon is essentially the reverse of the drop offline in the morning.

Rainy Day Drop Off and Pick Up: Parents will drop off and pick up students at the front door.

**Make sure your family placard is visible, only persons designated by parents will be allowed to pick up students.** If you have multiple family members picking up your student, please arrange for multiple placards through the office. If the placard is not available, the adult will need to walk into the school office to verify they are on the official pick-up list.

Students participating in any after school activity will be walked to the cafeteria at the end of the club/activity and may be picked up in the cafeteria. Please ring the bell and use the cafeteria door to gain access to the cafeteria. Students who are not picked up promptly after the club/activity will be signed into after care and all associated fees will then apply.

## SCHOOL HOURS

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### REGULAR SCHOOL DAY HOURS

School begins promptly at 7:50am and is dismissed at 3:10 pm. Early dismissal is at 12:00 pm unless otherwise noted. Prompt, daily attendance is important for the logical and sequential development of subject matter. Please help students arrive at school on time each morning so that they have time to prepare and ready themselves for the day.

### **EARLY RELEASE DAYS**

After Care is not provided on Early Release Days. Please make plans to pick up students promptly at noon on Early Release Days. Students not picked up by 12:15pm will incur a charge of \$1/minute/child which will be billed automatically through FACTS without exception.

### **USE OF SCHOOL GROUNDS**

The school building during the school day is for the sole use of the children and faculty/staff. The school building acts as a community center after 6:00 pm each day for various church organizations and community groups. Permission for the use of the school building after hours must be obtained in advance of the usage from the church office and placed on the official calendar.

## **SCHOOL OFFICE HOURS**

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SJCS office is open from 7:30 AM until 4:00 PM on school days. The office will close at 12:30 PM on an early release day. Students and parents are allowed entry to the classrooms or lockers after 3:10 PM or on weekends **only** with permission of the administration.

## **ACCIDENTS**

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All student accidents and injuries on school premises and at SJCS sponsored events should be reported to the SJCS office immediately.

### **STUDENT ACCIDENT INSURANCE**

As a part of tuition, St. Joseph Catholic School provides each student with student accident insurance. This coverage is secondary insurance. This insurance covers accidental injuries to students during school hours and at all school-sponsored functions including sports, both on and off campus. This coverage is not health insurance. Insurance claim forms are available in SJCS Office. When an accident occurs, SJCS will complete the top portion of the Student Accident Claim Form and provide this to the parent(s). The parent(s) will then complete the remainder of the form and mail it, along with all required

attachments, to the insurance carrier directly at the address indicated on the form. All claims under Student Accident Insurance are handled directly by the insurance carrier with the Parent Guardian. If there are any issues that arise during the claim, please contact SJCS directly. Coverage is provided in accordance with the plan documents and specific coverage terms and conditions.

## **ADMISSION AND REGISTRATION POLICY**

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Each parochial elementary school and diocesan governed school and private school shall use standard diocesan enrollment agreement. Schools may also prepare a school-specific addendum to the enrollment agreement if it does not conflict with or vary the terms of the diocesan enrollment agreement found in Appendix 1. Each student's enrollment agreement must be signed by the student's parents or other adult(s) with the legal right to enroll the student in school.

### **ADMISSION POLICY**

As openings become available, the following priorities will be used to accept students to St. Joseph Catholic School:

1. Members of St. Joseph
2. Members of other parishes
3. Non-Catholic students

State of Texas Minimum Age Requirements:

- PreK3—Students must be three years old on or before September 1<sup>st</sup> of that year.
- PreK4—Students must be four years old on or before September 1<sup>st</sup> of that year.
- Kindergarten—Students must be five years old on or before September 1<sup>st</sup> of that year.
- 1<sup>st</sup> grade—Students must be six years old on or before September 1<sup>st</sup> of that year.

Parents must present the following required documents to SJCS for registration to be complete:

- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)

- Immunization Records (Parents must ensure that a child entering SJCS has received the series of immunizations required by law and the Dallas Diocesan School Office)
- Health Records
- Report Cards/Academic records from previous school, if applicable
- Standardized Test Results, if applicable
- Record of Individualized Education Plan (IEP), if applicable
- Disciplinary Record—including alternative education placement, if applicable
- Custody Agreement, if applicable
- Home Language Survey
- Income Survey
- Signed Handbook Agreement

### **PLACEMENT TEST**

All students applying to St. Joseph Catholic School, transferring from another school, or who previously have been home-schooled are required to take a placement test. Grade assignments will be determined based on this test as well as information from prior schools and standardized tests. The decision of the Principal is final.

### **CONDITIONAL ADMISSION**

All students new to St. Joseph Catholic School are admitted on probationary status. Their status will be reviewed at the end of the first quarter following their acceptance to SJCS and the administration will decide at that time. This probationary status does not prevent the child from participating in extra-curricular activities.

### **RE-REGISTRATION OF EXISTING STUDENTS**

Re-registration of existing students for the following academic year begins in late January of the current school year. Each family must pay a non-refundable registration fee. Families who desire to re-register children must be in good standing. If a family is not in good standing at the time of re-registration, the family will have two weeks to achieve good standing status and re-register. If such re-registration has not occurred within the two-week period, the student's space may be offered to another student who does meet the registration and admission requirements of SJCS.



## ADVISORY COUNCIL

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The School Advisory Council is an active body of members advising the Pastor on the betterment of the school. Beginning school year 2023-2024, members of the School Advisory Council will meet quarterly and shall have 7 members consisting of the Principal, Member of Finance Council, Member of PTA, and four individuals. With the exception of the principal, all members are appointed by the pastor and serve a term of 2 years. The four individuals are appointed by the pastor upon his receiving nominations (or self-nominations) from the school family.

## ASBESTOS POLICY

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In 1986, Congress passed the Asbestos Hazard Emergency Response Act. This law requires all schools to be inspected to identify any asbestos-containing building materials. The law further requires the development of a management plan, based upon the findings of the inspection, which outlines the school's intent to control the potential for exposure to asbestos fibers. The school's asbestos management plan and the steps that were taken to assure the school's compliance are on file in the school office.

## ATTENDANCE AND ABSENCES

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### ABSENCE

**When a student is absent from school, parents are requested to call the office by 8:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Joseph Catholic School students.

**Students must be symptom free for 24 hours before returning to school.** Students who are sent home during the academic day with fever, vomiting, or diarrhea will not be allowed to return the next day for the protection of the entire school community.

Students who are absent due to illness have one day for each day of absence to make up for the missed assignments, quizzes, or tests. For example, a student who was absent for three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may email their student's teacher(s) for homework assignments. Homework assignments may be picked up at SJCS office between 3:10pm – 3:30pm.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Students should talk with teachers upon return and make arrangements to make up for the missed information.

**No assignment will be given in anticipation of a vacation.**

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Students who arrive at school after 10 AM are counted as ½ day absent. **Excessive absence (18) days or the equivalent of 18 days**, can be cause for a student to be retained in the current grade for another year. Parents will be notified at the 9<sup>th</sup> day midpoint.

#### **ABSENCE DURING A SCHOOL DAY**

Medical appointments during school hours require a written note from a parent. Parents are required to sign out their child. If the child returns to SJCS during the same day, he/she must be signed back into school in the office.

**Students are dismissed at 3:10 PM. Parents may not check a student out of school early unless it has been previously communicated in writing the morning of. It is a disruption to the learning environment of all students and can strain school security when a student is dismissed early. Excessive early withdrawals are not permitted.**

## BIRTHDAYS

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**Students may have a FREE DRESS DAY on their birthday.** Students who celebrate their birthday when school is not in session should decide with their teacher on a date for free dress. Students who celebrate their birthday on a day that includes Mass, may not wear free dress to school that day. They may choose an alternate day if they prefer. Students may celebrate their birthday with their class at the end of the day, prior to dismissal, provided they bring cupcakes or cookies for their **entire class only**. Birthday treats are limited to only ONE treat per child. Extra items such as tablecloths, decorations, and goodie bags are not permitted. **They may not distribute food to students in other classes (this includes siblings, cousins, and friends of the birthday child).** Students may enjoy a fast food/restaurant lunch on their birthday provided the parent drops off the lunch. We will not accept food from a delivery service.

## CHILD ABUSE LAWS

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St. Joseph Catholic School abides by the Child Abuse laws of the State of Texas. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

## COMMUNICATION

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### CHANGE OF INFORMATION

It is the parents' responsibility to provide SJCS with a current phone number, email address, and street address. SJCS must be able to reach a parent or emergency contact within two hours. SJCS must have accurate information in order to be able to notify parents. In addition, Progress Reports will only be sent via email; no paper copies will be sent home. You must have a current, correct email address on file in order to receive these reports. All emails received from parents will be answered within one business day (24 hours). Emails received in the evening, on weekends or over holidays will be answered on the next business day.

## **TUESDAY**

SJCS sends home all newsletters, calendars, and lunch menus on Tuesday via RenWeb. Any information that needs to be sent home via paper will be sent home in the Tuesday folder with the youngest child in the family unless otherwise specified. The Knightly News Weekly School Newsletters are emailed to parents each Tuesday.

## **RENWEB**

RenWeb is used to communicate grades, missing assignments, positive and negative behavior notices, Progress Reports, and email. To receive this information, parents need to keep email addresses current.

All communication between teachers, staff, and administration is to remain professional and courteous. Email etiquette should be as follows: Contact via email to set appointments or ask a question. If something is more serious or a concern and warrants a conversation, please use email to set up a telephone or in-person conference. In addition, emails will be answered as soon as possible. Teachers are away from their desk for much of the day and will respond as quickly as they can. Please give all staff and faculty 24 hours to respond to emails. Teachers should be the first line of communication for all classroom and grade related issues. If the issue is not resolved after speaking with the homeroom or specials teacher, please contact the office to schedule an appointment with Administration.

## **PARISH BULLETIN**

All communication sent to the broader community through the parish bulletin must have prior approval of the Principal.

## **CALENDAR**

Notice of school events is given in SJCS calendar distributed at the beginning of the academic year. Notification of changes to the calendar is made in the weekly Knightly Newsletter. The school's up-to-date on-line Google calendar may be accessed through the school website. It contains the most current information.

## **OTHER COMMUNICATIONS**

Other groups or individuals who wish to send communications home must have prior approval of the Principal.

## CELL PHONE POLICY

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**Students are not allowed to have cell phones or smart watches at school or on field trips.**

A smart watch is defined as wearable computer in the form of a watch; modern smartwatches provide a local touchscreen interface and can receive and make calls/messages/email, give notifications, manage media, stores apps, and can take photos.

Some watches have other capabilities and uses such as fitness tracking, tracking steps. Discretion is given to the principal who will evaluate these case by case as technology is constantly being developed and frequently updates and becomes more advanced. The objective is to keep students safe, protect privacy, and to guard against distractions. **If a student must bring their phone/smart watch to have it with them for afterschool needs, the student must bring it to the office on their way into school and pick it up at dismissal.**

Students who violate this policy will have their cell phone/smart watch confiscated and the parents will be notified. If a phone is confiscated a second time, parents will be notified and asked to pick up the phone in the office. A \$25 fine will be issued.

## CONDUCT AND DISCIPLINE

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As a member of a Catholic community, SJCS expects every student to observe a code of conduct compatible with Gospel values. This allows teachers and students to work together in a positive academic and spiritual atmosphere. SJCS's goals of discipline are:

- to provide the best possible teaching and learning atmosphere,
- to help each student achieve self-discipline by developing a sense of responsibility for their own behavior,
- to ensure respect for each member of SJCS community.

SJCS partners with parents in their children's education. SJCS will notify parents of concerns about student life or behavior, even when off campus.

### **CODE OF CONDUCT**

The following standards of conduct are expected from students to help them develop as responsible, civic-minded, Christians:

1. Exercise self-control.
  - Use courteous language.
  - Resolve conflicts in a mature manner.
  - Be appropriately dressed and groomed, and otherwise comply with SJCS's uniform and dress code policies.
  - Be honest.
  - Make choices that are ethically and morally responsible.
2. Demonstrate a positive attitude.
  - Take a leadership role (i.e., this means doing the right thing regardless of what others are doing).
  - Be polite.
  - Be cooperative.
3. Respect the rights and feelings of others.
  - Behave in a manner that does not disrupt others.
  - Treat others with courtesy and respect (i.e., put oneself in the place of the other person, whether that person is another student, teacher, parent, community person, administrator, lunchroom or custodial worker, or any other person on campus).
4. Take responsibility for school property.
  - Respect SJCS's buildings, grounds, and property (including curriculum materials).
  - Keep the campus free from trash and graffiti.
5. Support the learning process.
  - Attend all classes regularly and on time.
  - Be prepared for class (i.e., bring assignments, books, and supplies).
  - Complete schoolwork and tests on one's own.
  - Participate in class activities.
  - Obey classroom policies.

### **DISCIPLINARY GUIDELINES**

Disciplinary action is designed to encourage and motivate students to become responsible, Christian citizens of SJCS community. The teachers and administrators use their professional judgment to determine appropriate disciplinary action based on the following:

- seriousness of the offense.
- student's age.
- grade level.
- ability and functioning level.
- frequency of misconduct.
- student's attitude.
- effect of misconduct on SJCS environment.

The judgment of the administration will be the final determiner on any disciplinary action.

For misconduct, possible consequences include, but are not limited to, one or more of the following disciplinary measures:

- Withdrawal of Privileges—a time apart from classmates for a portion of a day.
- Walking or sitting during recess.
- Conference—a discussion with the student, the student's parents, and the teacher and/or Principal.
- Grading Penalty
  - Any student who cheats on a test by copying another student's work or sharing his/her work with another student will be given a new test, scheduled by the teacher, on the same material and receive a maximum grade of a 70% on the test or assignment.
  - Students who cheat will take all tests in the Principal's office until the Principal determines that cheating is no longer a threat.
  - Parents are notified of all incidents of cheating or suspected cheating.
- Detention—may be issued for a breach of classroom and/or school rules. Students, who receive two or more detentions during a quarter, will not be allowed to participate in extracurricular activities for a period of four weeks from the date of the second detention.

- Saturday School – Students will attend detention on Saturday (8:00 am – 11:00am). **Parents of students who are given an In-School Suspension will be assessed a \$50 fee to pay a monitor’s salary.**
- In-School Suspension (ISS)—a period of time in school, but away from the classroom and other students for a day or more. **The student may not attend any school sponsored activities during the suspension. In addition, the student is prohibited from participating in any extracurricular activities for a period of four weeks after the suspension. Parents of students who are given an In-School Suspension, will be assessed a \$75 fee to pay a substitute teacher’s salary.** During an In-School Suspension the student must take all assigned exams and tests. The student must turn in all school assignments before the student is readmitted to class.
- Out of School Suspension (OSS)—a serious disciplinary measure that requires a student to remain apart from school for a period of one or more days. Out of School Suspension demonstrates that the student, because of his/her behavior, must be separated from SJCS community. During the Suspension, the student is prohibited from attending any school-sponsored activities. The student must take all assigned exams and tests and turn in all school assignments before being readmitted to school. **A student who receives an Out of School Suspension is rendered ineligible for all extracurricular activities for the remainder of SJCS year.**
- Expulsion—the gravest disciplinary measure that requires the student to be dismissed from SJCS. Prior to the decision of Expulsion, there must be a three-day Out of School Suspension to allow the Principal reasonable time to make the decision. Written notification of any Expulsion must be sent by SJCS to the Superintendent of Catholic Schools of the Diocese of Dallas.

### **Discipline Policy**

Each student is responsible for his or her conduct while attending St. Joseph Catholic School. Should classroom behaviors occur that warrant discipline, teachers will attempt many in-class corrective actions such as redirection, verbal corrections, and time away from the situation either in the classroom or in another classroom. If behaviors continue, a Detention will be assigned to the student.



In-School Suspensions and/or Out of School Suspensions will be issued as necessary if negative behaviors continue. Parent(s)/guardian(s) will need to meet with the principal before the student will be allowed to return to school.

The following is a **partial list** of offenses which may result in Detention:

1. Disrespectful or inappropriate language
2. Not following directives from faculty or staff
3. Talking back to a faculty or staff member
4. Disrespectful behavior
5. Not following school, playground, or lunchroom rules (see handbook)
6. Destroying classroom supplies
7. Inappropriate behavior in church
8. Going to locker or leaving the classroom without permission

A student will earn an automatic Detention for the following offenses:

1. Bullying
2. Fighting
3. Extremely inappropriate language (curse words)
4. Cheating
5. Destruction of school property
6. Violating another student's or teacher's personal property
7. Behavior which violates or demeans another person.
8. Public displays of affection

Depending on the severity of the incident, any of the above listed offenses may receive a more severe penalty. Detentions may be assigned for other incidents at the discretion of St. Joseph faculty or staff.

## **ANTI-BULLYING AND SOCIAL MEDIA POLICY**

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Based on our philosophy that Catholic schools have been established to provide an environment of faith, which brings all of life together within the grace of love of God, we

have established the anti-bullying policy set forth. St. Joseph Catholic School views bullying as unchristian behavior and it will not be tolerated. We define bullying as an act which:

1. Persistently hurts another individual either.
  - Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
  - Verbally (such as teasing, name-calling, using sarcasm, threatening, spreading rumors), etc.
  - Indirectly (such as intimidating, excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments including notes and unflattering pictures, intentionally damaging another student's property), etc.
  - Through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained.
3. Is intended to isolate, hurt, or humiliate another individual, or to increase social standing at someone else's expense.
4. Is unprovoked.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic for example the color of hair or skin, dress, demeanor, wearing glasses, etc.

Bullying can take many forms including: isolation, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. Bullying is an intentional act, and it will be treated as such. No one forces a person to be a bully.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or

bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling and corrective discipline by the principal, and/or referral to law enforcement, when necessary, will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The anti-bullying policy of St. Joseph Catholic School has as its goal to ensure that all students experience a safe Catholic Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

- Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
- Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
- In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
- The principal or teacher in charge should be aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of incident, parents may be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class.
- If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.

- The consequences for bullying will vary depending on the situation, but may include, but not limited to writing apology letters, after school detention, in school and /or out of school suspension, expulsion, community service, and referral to law enforcement.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Teachers at St. Joseph Catholic School are expected to:
  - Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and ways to report bullying.
  - Give their students opportunities to role play and practice the strategies taught to avoid bullying and to report incidents.
  - Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.
  - Have a designated area (box or e-mail) method for students to report bullying and to leave messages discreetly and anonymously for the teacher's attention.
  - Teachers will take every incident reported by the students. Student reports will not be dismissed as tattling. Every incident will be taken seriously. The teacher will determine if the report is unfounded or if further action should be taken.
2. Parents of St. Joseph Catholic School students are expected to:
  - Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in grievance procedures of the school handbook.
  - Understand and support the school's anti-bullying policy and actively encourage their child to avoid bully behavior. This includes encouraging their child (after an incident) to respond to the situation by using non-bullying behavior.
  - Obtain anti-bullying information from teachers and /or principal if desired.
3. Students at St. Joseph Catholic School should:
  - Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.

- Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
- Treat others with the respect and dignity that is expected of any Catholic school student.
- Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending St. Joseph Catholic School.

## **SOCIAL MEDIA AND CYBER BULLYING**

### **SOCIAL MEDIA**

Engagement in on-line social media may result in disciplinary actions if the content of the student's account includes defamatory comments regarding the school, the faculty, other students, or the parish.

### **BULLYING AND CYBER BULLYING**

Saint Joseph Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest or online) may face detention, suspension, and/or expulsion.

### **SOCIAL MEDIA GUIDELINES**

With the rise of social media outlets available to students, it is imperative that both parents and students are aware of the responsibility associated with using these tools. Being able to post information, videos, and pictures allows students to open their worlds beyond the classroom. Students can share knowledge with others and collaborate to increase understanding. However, every time a student posts something online, it contributes to their digital footprint. It is important to remember that once something is posted online, it can be there forever. Stay safe online and think before you post. When posting on social media, never give out any personal information, including, but not limited to phone numbers, addresses, last names, passwords, etc. If you run across something inappropriate or something that makes you feel uncomfortable, report it immediately to a teacher or an adult. Remember, when posting on social media, you are representing Saint Joseph Catholic School. Always abide by the code of conduct. Students

who do not adhere to these expectations may lose their privilege of access to technology at Saint Joseph Catholic School.

### **EXPULSION FOR DISCIPLINARY REASONS**

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other Revised July 1, 2024, 103 than a student (including parents, guardians or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents, guardians or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the chief administrator determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the chief administrator of a school.

### **Procedure for Expulsion**

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

- When practical, the pastor of a parochial elementary school and the chief administrator of a diocesan school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented;
- When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.

- The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In diocesan schools, the chief administrator should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.
- The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted. In diocesan schools, the chief administrator should be consulted.

### **General Grounds for Expulsion**

Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of such severe misconduct include but are not limited to:

- a) Actions gravely detrimental to the moral and spiritual welfare of other students;
- b) Incurable or disruptive behavior which impedes the progress of the rest of the class;
- c) Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;
- d) Habitual or persistent violation of school regulations;
- e) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;
- f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;

- g) Use or possession of firearms or other potentially harmful objects or weapons;
- h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
- i) Theft, extortion, arson;
- j) Habitual truancy; (See Policy 5123)
- k) Malicious damage or destruction of real or personal property at school;
- l) Hazing;
- m) Serious bullying and/or harassment;
- n) Conduct which may damage the reputation of the school or parish;
- o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
- p) Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

#### **Grounds for Expulsion Related to Alcohol and Drug Abuse**

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:

- a) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.



- b) Notwithstanding section 5177.3(a) above, when the school's chief administrator, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the chief administrator or appropriate school personnel should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs.

### **Tuition and Fees**

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment

### **SEXUAL HARASSMENT**

SJCS believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment from another student, a school employee, volunteer, or visitor. SJCS treats sexual harassment seriously and considers the full range of disciplinary options up to and including Expulsion, according to the nature of the offense. All students are expected to avoid behaviors that are offensive and to stop behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student, school employee, volunteer, or visitor.

A student who believes that he/she has been subjected to sexual harassment must bring the matter to the attention of the principal. If the Principal is the subject of the complaint, the student must bring the matter to the attention of the Pastor. The student must put the complaint in writing, including the date and the circumstances of the harassment. Students may receive assistance from their parents in writing their complaint. Notice of

the alleged harassment is not official unless it is put in writing and delivered to the appropriate party for investigation.

Once a written complaint is received by the Principal or Pastor, it is investigated immediately. In determining whether the alleged conduct constitutes harassment, the totality of the circumstances and the context of the alleged incidents are taken into consideration. In addition, the alleged harasser and his/her parents are called for a conference regarding the alleged activity. A prompt determination is rendered by the investigating authority and corrective action or disciplinary measures, if warranted, is imposed promptly. If the complaining student is not satisfied with the findings, then appeal may be made to the Office of Catholic Schools of the Diocese of Dallas. Retaliation against the complaining student is not allowed. A student's complaint and the ensuing investigation remain confidential.

## **CURRICULUM**

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### **PHILOSOPHY**

Within a Catholic school environment, SJCS strives to provide the guidance, instruction, and opportunities that help all children acquire fundamental skills, basic understanding, wholesome attitudes, and habits. In addition, a variety of instructional programs and methods provide students with learning experiences and opportunities to develop their potential. All students are taught problem-solving and critical thinking skills. Students are challenged to become creative thinkers.

### **CURRICULUM STANDARDS**

SJCS's curriculum is adopted by the Office of Catholic Schools of the Diocese of Dallas and is set forth in the Diocesan Curriculum Standards. St. Joseph Catholic School adheres strictly to these standards. The curriculum standards may be accessed on the Diocese of Dallas Catholic Schools Office website: <https://csodallas.org/curriculum-guides/>.

### **INSTRUCTIONAL SUPPORT**

If a teacher believes that a student is not mastering the basic curriculum in any area, the teacher may recommend that the student undergo educational testing to determine

whether the student needs instructional support. Parents are notified if SJCS recommends educational testing. All school recommendations, reports, grades, or teacher surveys will be mailed directly to the testing facility; parents must include the address of the assessor or the facility on the request form. In order for SJCS to consider giving instructional support to any student, the above guidelines must be followed and a complete diagnostic report, including complete test scores, must be submitted to SJCS office. SJCS will then evaluate the test results to determine what, if any, instructional support it is able to provide the student.

Examples of instructional support include, but are not limited to:

- allowing the student to leave the classroom to go to the resource classroom to take tests.
- instructional accommodations.
- participating in the Take Flight Program.

If instructional support is recommended by the diagnostic report, the student's parents must grant permission before the student is given the recommended support. The student is still expected to fulfill the same requirements as the other students in the grade.

## **CUSTODY**

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St. Joseph Catholic School adheres to the Family Education Rights and Privacy Act in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in the student's cumulative folder and shared only with those who need access to the information. In the absence of any court document, SJCS will view each parent as having full legal custody of their child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. SJCS reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

All divorced and never-married parents, even those with amicable relationships, must provide custody documents for the student's file. Parents must promptly notify SJCS if a change occurs.

## **EMERGENCIES**

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SJCS follows the Diocesan Crisis Emergency Plan. First aid is administered only in cases of minor injury. Parents are called in all cases where outside medical treatment is required. If parents cannot be reached, the Emergency Contact Form is used to contact the parent's designee. When time is an important factor, the student may be sent to the hospital before parents are notified. Parents are required to notify school of any allergies and provide properly documented medicine (i.e., EpiPens, inhalers, etc.)

### **EMERGENCY SCHOOL CLOSINGS**

In case of an Emergency School Closing, parents and emergency contacts will be notified via RenWeb email and students will need to be picked up from school immediately. It is imperative for emails and telephone numbers to be current.

### **INCLEMENT WEATHER**

Unless otherwise determined by the Principal, in consultation with the Diocese of Dallas Catholic School Office, SJCS follows the decision of the Waxahachie Independent School District (WISD) with regard to closing due to inclement weather. Parents are asked to watch social media and email this information. If the Principal declines to follow the decision of the WISD, the parents will be notified through email.

## **EXTENDED CARE**

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SJCS offers an Extended Care program before and after school hours. Early Morning Care is offered in the cafeteria from 7:00 AM until 7:40 AM. Please enter through the school's front entrance.

The after school extended day program includes a snack, a brief rest time, homework supervision, and play time. There is a \$15 registration fee per family for those who use

Extended Care. Extended Care ends at 6:00 PM. The fee is \$8.50/hour/child. The late fee for pickup after 6:00 PM. is \$1 per minute per child. Students whose parents pick them up late three times will not be allowed to participate in extended care. Families will not be allowed to use the Extended Care program if payments are not kept current. Only St. Joseph Catholic School students are allowed to participate in Extended Care.

Extended Care is not currently offered on early dismissal days. Students should be picked up promptly at noon dismissal. Students who are not picked up in a timely manner will be assessed a fine of \$1.00 per minute.

## **EXTRACURRICULAR ACTIVITIES**

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St. Joseph Catholic School students participate in a variety of extracurricular activities. The following general rules and procedures must be followed for all extracurricular activities:

- All students are required to obey SJCS's code of conduct in all extracurricular activities.
- Students must always remain with the activity sponsor.
- Students must follow the guidelines set forth by their sponsor.
- Parents must supervise non-participating children in all extracurricular activities and practices.
- Parents are to accompany participants at extracurricular activities/practices and to pick up participants promptly afterwards.
- Students may not be dropped off at extracurricular activities and left unsupervised; students must be supervised by their guardian.
- If students participate in extracurricular activities in such cases where they are allowed to be dropped off (extended-day field trips, school dances, etc.), parents must pick up their students promptly on time. Parents will be assessed \$1 per minute per child for students not picked up on time.
- All students are required to dress with Christian modesty in mind at all school functions. SJCS has the discretion to discipline any student that does not abide by this dress code. Disciplinary action will include excluding the student from the function.

### **TRANSPORTATION**

Transportation to and from extracurricular activities is generally provided by school parents. **School employees may not transport students.** The parents who provide such transportation must have a current Driver Form on file with the office and are responsible for having adequate automobile liability insurance and for requiring all students in their care to buckle their seat belts. Safety for such transportation is the responsibility of the driver. **Parents MUST have current Safe Environment clearance and wear their badge during the entirety of the trip.**

### **ELIGIBILITY**

St. Joseph Catholic School is first and foremost an educational institution founded to provide excellence in academic and spiritual development for our students. Educational excellence requires a resolve by all members of SJCS community—students, parents, and teachers—that students must complete their primary task of education at an acceptable level before diverting time and energy to other activities. All members of SJCS community are expected to support SJCS's eligibility rules for the benefit of all students.

Students must be in good standing in both academics and conduct as determined by the principal. Progress Reports will be emailed to parents via FACTS SIS, and Report Cards will be available for parental review on FACTS SIS. Students not meeting academic and conduct requirements as stated above at Progress Report and Report Card dates will be placed on a 2-week probation.

To encourage students to comply with academic and conduct standards, eligibility for students who participate in school sports or extra-curricular activities and are placed on probation may regain eligibility at the two-week grade check. It is the administrative team's responsibility to notify the teachers, parents, students and sponsors of extracurricular activities. During the athletic probation period, it will be the responsibility of the athletic director and/or principal to communicate with affected students, parents, and their coaches.

Teachers have the responsibility to input grades into FACTS SIS in a timely manner and need to provide the probationary student the opportunity to succeed in improving their grades. Parents have the responsibility of utilizing FACTS SIS frequently to check their

student's grades, and students have the responsibility to seek help and work to improve their grades.

Meeting eligibility requirements at the two-week checkpoints will lift probation. Students who regain eligibility will be given written documentation on paper and/or email form. Students not meeting academic and/or conduct requirements as stated above at the progress or report card dates will be placed on probation. Ineligibility will begin on the date of distribution of the progress report or the report card. Students may practice but not play during the initial probationary period. Probationary students may regain eligibility at the two-week check, if all grade(s) meet the minimum requirements. If the grades do not meet the minimum requirements, the student will continue probation with the stipulation that the student may not practice or participate in the sport (or event) until the next progress report or report card. If the affected grade(s) still do not meet the requirements, the student will be removed from that activity / sport.

Fifth through eighth grade students who participate in extracurricular activities are subject to the eligibility rules set forth below:

- All students who begin SJCS year are eligible to participate.
- Academic eligibility is reported at the times when progress reports are issued and at the end of the first three quarters. Students must achieve a passing grade in all subjects; any grade below 70% on a report card renders a student ineligible for all extracurricular activities until the next grading period. The grade point average is calculated by averaging the grades from the six major subjects: English, reading, math, science, social studies, religion.
- Behavior ineligibility occurs if a student receives two or more detentions during a quarter or a grade of "U" or "N" in conduct. Two detentions will render a student ineligible for a period of four weeks. A grade of "U" or "N" in conduct renders a student ineligible for all extracurricular activities for the following quarter.
- A student who receives an In-School Suspension is rendered ineligible for all extracurricular activities for a period of four weeks after the suspension.
- A student who receives an Out of School Suspension is rendered ineligible for all extracurricular activities for the remainder of SJCS year.

- A student who is ineligible for two review periods during the year is dropped from all extracurricular sports teams for which the student is playing at the time the second eligibility notice is issued.
- A student who has been absent for **any** reason is not allowed to participate in any extracurricular activity on the day of the absence. A student who goes home ill during SJCS day will not be allowed to participate in any activity on the day he/she went home ill. Students who are absent on a Friday will not be allowed to participate that weekend.

Parents of students who are ineligible receive an email from the Principal or club sponsor. SJCS's Athletic Director will notify the student's coach, and the Principal will notify the sponsor of the student's other extracurricular activities. An ineligible status prohibits the student from practicing with the team and playing in games. An ineligible student may not suit out or sit with the team. Any student who violates the condition of eligibility may be rendered, at the discretion of the Principal, ineligible for the activity for the remainder of SJCS year.

### ATHLETICS

The goal of the extracurricular athletic program at SJCS is to promote teamwork, enjoyment of sports, physical fitness, and knowledge of the rules of the game. The overriding philosophy of athletics at SJCS is that "any student who wants to play may play." The Athletic Director, in consultation with the Coaches and Principal, and in accordance with the Dallas Parochial League (DPL) rules, will determine at which level students may play. The following is a general list of athletic policies:

- All practice times and places are issued by the coach at the first practice.
- **Fees assessed for each sport must be paid in full and the Parental Release and the Dallas Parochial League Physician's and Parents' Certificate for Athletics must be turned in before the first practice or the student is not allowed to participate.**
- Upon receipt of a sports uniform, students and their parents must sign a uniform contract. Uniforms must be returned, washed and clean, at the end of the season. Uniforms that are lost, damaged, or not returned must be replaced at the student's expense.

The extracurricular sports offered by St. Joseph are sponsored by the DPL for grades 5-8.



The roster of sports is as follows:

- Soccer
- Futsal
- Basketball
- Softball
- Baseball
- Cross Country
- Track
- Volleyball
- Football

**Coaches**— Extracurricular sports teams at SJCS are coached by volunteers, generally parents. Prospective coaches must apply and undergo a routine investigation of their background, including a criminal history check, Safe Environment clearance, and Play Like a Champion training before being allowed to coach. Volunteer coaches are under the supervision of the Principal of SJCS.

Volunteer coaches must agree to abide by the following code of conduct:

- Model good sportsmanship.
- Encourage, to the best of their ability, sportsmanlike conduct from their team's spectators.
- Make fair play and good sportsmanship the primary objectives of all competition.
- Allow every child who regularly attend practices, abides by team rules, and displays a sportsmanlike attitude to play in every game.
- Uphold SJCS's eligibility rules.
- Abide by and uphold the rules and regulations governing the athletic contest as established by the DPL.
- Recite a prayer at the beginning of the competition.
- At the end of each competition, lead the team by shaking hands with each member of the opposing team and coaching staff.

### **STUDENT AMBASSADORS**

Students in grades 4-8 may be eligible to serve as Student Ambassadors. These students promote SJCS during School Open Houses and other events. Students may apply for these

positions in May for the following school year. Notification that the application is available will be made in SJCS newsletter.

### STUDENT COUNCIL

Student Council is a service organization that upholds the traditions and philosophy of St. Joseph Catholic School in areas of faith, school spirit, environment, and safety. The council's duties include development of qualities of leadership and awareness of service to SJCS, parish, and community. The council is composed of three eighth grade officers elected by the students in grades 4-8. In addition, each class in grades 4-8 elects two representatives from their respective classrooms.

## FIELD TRIPS

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Field trips are part of the curriculum and are planned to enrich students' educational and cultural experiences. Teachers may schedule one local and one out of town field trip each year. A field trip is on a school day, and all students are expected to participate. Parents must consent in writing to the field trip by signing SJCS's permission form. Students may not attend without this form. Students are not allowed to opt-out of field trips. Should a parent wish that their student NOT attend a field trip will be required to keep the student home that day and the student will be marked absent. Transportation is typically provided by parents unless otherwise noted.

Field trips would not be possible without the generous help of parent volunteers who act as chaperones. **A field trip is not intended to be a special bonding time for parent and child.** It is an educational experience for the class. The children of parents who attend the field trip are required to follow the same directions and requirements as students whose parents do not attend. Therefore, they may not receive special privileges. **School aged siblings of students may not attend a field trip.** The duty of a chaperone begins as soon as the class leaves campus and concludes when students are returned to class and the homeroom teacher at the end of the field trip. Chaperones are not allowed to use tobacco or e-cigarettes while on field trips. **For the safety of students, parents are not allowed to share photographs of students.**

***Parents who wish to chaperone field trips must have current Safe Environment clearance and wear their badge during the entirety of the trip.*** Parents are cautioned to apply for clearance at least two weeks in advance as it takes time to have diocesan background checks and reference checks completed. The Safe Environment program is required by the Diocese of Dallas and no alternatives will be accepted.

Students who attend overnight field trips or retreats (The Pines Catholic Camp) are expected to stay the entire time. Only students who are ill will be allowed to leave early.

## **FINANCIAL OBLIGATIONS**

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Each parochial elementary school and diocesan governed school shall establish a basic tuition rate per student which realistically reflects the actual cost of instruction and is in accordance with the guidelines listed below.

### **FINANCIAL AID**

**Families must apply through FACTS to be considered for any financial aid.** Financial aid is available for qualifying families from the Diocese of Dallas. Student behavior, attendance, and academic performance are considered before financial aid is awarded. SJCS also has very limited financial assistance. The amount of financial aid is limited therefore the families that apply first tend to receive the largest awards. Families are encouraged to apply early and pay attention to deadlines. Financial assistance forms are available on-line at <https://online.factsmgt.com/signin/44LMS>. Contact SJCS office for assistance.

### **TUITION**

Tuition for 2024-2025 is \$7,750/PK-5<sup>th</sup> grade, 6<sup>th</sup> grade \$7,500, 7<sup>th</sup> and 8<sup>th</sup> grade is \$7,250 and is paid through FACTS Management. All tuition is due by the 20<sup>th</sup> of each month. If the 20<sup>th</sup> falls on a weekend, tuition will be due the Friday before. A late fee of \$25.00 will be added automatically through FACTS. Any families who leave the school during the school year will be responsible for tuition up to and including the last day of the month of attendance and all other accrued fees.

### **TUITION PAYMENT OPTIONS**

*All families must register with FACTS Tuition Management to be fully registered in the school. Students will not be allowed to attend classes until families are fully registered.*

- Pay in full by August 15, 2022.
- Pay ½ of the annual tuition by the Friday before the first day of school and the remainder before the first day of the second semester.
- 10 monthly payments – August through May.

### **Delinquent Tuition Policy**

Students of families who are 30 days in arrears of tuition or fees, must have a tuition plan in writing with the school. Failure to have a plan can result in an interruption of service until all fees (including current fees) are paid. Students will be allowed to complete assignments at home but will not be allowed to take tests until after they return to class. Students who have been removed from class will be considered absent.

Tuition management plans can supersede the above; if there is no tuition management plan, families will have an interruption of service at the following natural breaks within the school year: fall break, Thanksgiving, Christmas Break, Spring Break, and Easter. Students will be allowed to return when previous balances are paid.

No family can reenroll if they carry a previous balance. Dismissal of previous balances must be provided in writing if they are to occur and should only happen in conjunction with the pastor and in extenuating circumstances. All fees must be paid to SJCS before a student will receive their diploma, report card and/or subsequent transcripts.

### **REGISTRATION FEES**

The non-refundable Registration Fee is \$250.00 for the first child and \$200.00 for each additional child. Registration Fees are due upon completion of registration.

### **TECHNOLOGY/TEXTBOOK FEES**

The technology/textbook fee is \$250 per student and is billed through FACTS at the time of registration. Technology/Textbook fees will be drafted on July 2<sup>nd</sup>.

### **INCIDENTAL FEES**

Incidental fees include but are not limited to purchasing school supplies, Aftercare, and the Catholic Life Raffle. These fees are due in exchange for the service being provided. These fees will be billed through FACTS and drafted automatically ten days after the bill date.

## **GIFTS AND PARTY INVITATIONS**

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Party invitations and thank you notes may be distributed at school only if everyone in the class is invited/included. Thank you notes may not be distributed at school unless the entire class is included.

## **GRADUATION**

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All requirements set forth in the accreditation handbook for the Texas Catholic Accreditation Commission must be fulfilled by each student before the formal status of graduation is conferred. The requirements are consistent with the State of Texas standards. Upon fulfillment of those requirements, diplomas and various awards are distributed to graduating students during a Graduation Mass of Thanksgiving each May. All fees must be paid to SJCS before a student receives their diploma and subsequent transcripts.

## **HEALTH POLICIES**

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SJCS Health Coordinator is responsible for the following:

- Monitoring the health of students by evaluating complaints of illness and administering first aid for minor injuries.
- Coordinating vision, hearing and spinal screening as required by law.
- Maintaining health files on each student, including health history, proof of immunization and health screening.

- Acting as the community health resource person for parents and teachers in matters of health and health education.

All medical information forms must be completed in full and turned in to SJCS compliance coordinator prior to the first day of school. Appropriate medication for a child's medical condition must be provided to SJCS compliance coordinator if there is a chance that this medication will be needed at school, i.e., EpiPens for allergic reactions.

The medical information form is critical for the administration of emergency care in case of accident or medical emergency. The form requires the designation of at least two names and emergency phone numbers, in addition to the parents, for SJCS's records. These designees are the only parties that may pick up a sick child from school in the event that a parent is unable to do so unless SJCS receives a written notice from a parent that designates another party to pick up the child. SJCS requires that this form be updated throughout SJCS year if any of the information changes.

#### **AUTHORIZATION OF CONSENT TO TREAT MINOR**

I/We, the Parents/Guardians listed below, are the \_\_\_ parent(s) / \_\_\_ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

**In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and Revised July 1, 2024 Appendix 1 employees, (collectively, “Indemnitees”) and hold each Indemnatee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES**

**ASTHMA, ALLERGIES, AND SJCS ENVIRONMENT**

St. Joseph Catholic School recognizes that an allergy is an important condition affecting many children and positively welcomes all students with allergies.

Asthma—Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that SJCS is provided with a labeled spare reliever inhaler.

Allergies—SJCS recognizes that life threatening food allergies are an important condition affecting many students. In order to minimize the incidence of life-threatening allergic reactions, St. Joseph Catholic School maintains an Emergency Action Plan for any student whose parent/guardian has provided SJCS with a written physician’s statement that the student has a potentially life-threatening allergy.

School Environment—SJCS strives to ensure that its environment is favorable to those with asthma or allergies. It does not use chemicals or scents that are potential triggers for students or staff.

### **HEARING, VISION, AND SPINAL SCREENING**

State law mandates vision, hearing, and spinal screening. Screenings are done unless parents provide documentation from a physician that testing has been done and a written statement from the parents that they do not want it to be done again.

### **ILLNESS**

SJCS office notifies a parent when a student has any of the following: a fever of 100 degrees or above, severe nausea or stomachache, diarrhea, vomiting, injury requiring a doctor's care and/or care at home, a communicable disease (such as chicken pox, head lice, rashes, skin lesions or conjunctivitis), or any injury received to the head.

**IF A STUDENT IS SENT HOME DUE TO ANY OF THE ABOVE, THE STUDENT MUST BE SYMPTOM-FREE FOR AT LEAST TWENTY-FOUR HOURS BEFORE RETURNING TO SCHOOL** (i.e., a child that is sent home with a fever at 1:00 PM must stay home the next school day). Parents are asked to be sensitive to the fact that there are certain times in SJCS year when extra time is needed for a student to build up strength and resistance after an illness to meet the demands of a busy school day. Flu and cold season are such a time. If a student is sent home because of illness for more than three days, a doctor's note will be required to readmit the student to school. Children absent from school can NOT attend after school activities or programs.

**Note:** Students may bring a fully closeable (flip top lid) water bottle/thermos. No cups with straws.

### **IMMUNIZATIONS**

Texas law requires that everyone under 18 be immunized. No student may attend school without providing SJCS with immunization records that demonstrate that the student is immunized in accordance with state law. All new students must provide their immunization records from their physician at the time of registration. These records must contain the month, day, and year of each immunization. The records must also be signed by a physician. Students will not be admitted to class until SJCS has proof of immunization.



### **MEDICATIONS**

If a child requires medication during school hours the following procedures must be followed:

1. A parent must bring the medication to school (prescription and nonprescription or over the counter). No medicine, except inhalers, may be carried by the student on SJCS campus.
2. The medication must be in a pharmacy-labeled container that shows the student's name, prescription number, dosage, and doctor's name. At the time the medication is presented to SJCS Health Coordinator, the parent must complete a permission form allowing the medication to be dispensed at school.
3. The student is to be instructed by the parent as to the dosage and time of administration, and report to the office for the dosage.
4. Students may not bring nonprescription medication to school. This includes over-the-counter pain medication and cough drops. A parent must bring the medication directly to the school office.
5. The use of crutches requires a doctor's note.

### **HEALTH POLICIES EXCLUSION FROM PHYSICAL EXERCISE**

Only a physician's note officially excuses a student from required P.E. classes. The physician's directive must indicate the exact nature of the student's condition. Directives must be renewed by the parent or physician weekly unless the student's condition is chronic. Parents' request for a child to be excused must state the exact nature of the child's problem. The office will contact parents if clarification is needed.

### **ENFORCEMENT AND CONSEQUENCES OF VIOLATING THE POLICY**

The school will enforce this policy and monitor compliance with this policy regularly and consistently. The school will use various methods and tools to enforce and monitor compliance with this policy, such as:

- Requiring acknowledgement and acceptance of this policy annually or as needed
- Providing training and education on this policy and its expectations to users
- Reviewing and updating this policy and its expectations periodically or as needed
- Using filtering and monitoring software to block or restrict access to inappropriate or harmful online content

- Using filtering and monitoring software to monitor and review online activity and content of users
- Conducting audits and inspections of the school's network, devices, and online resources
- Investigating and responding to any reports or incidents of policy violations

The school will apply appropriate consequences to any user who violates this policy, in accordance with the school's policies and procedures. The consequences will depend on the nature, severity, and frequency of the violation, and may include:

- Warning or reprimand
- Loss or restriction of online access or privileges
- Confiscation or suspension of device or account
- Restitution or compensation for damages or losses
- Detention or suspension
- Expulsion or dismissal
- Legal action or prosecution

## HOLIDAYS AND CLASS PARTIES

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SJCS holds class parties two times a year: Christmas and an end of the year party. The homeroom parents are responsible for organizing a simple party with a small treat and activity. Parties are to be held on the same day and time. Parents should be Safe Environment cleared at least two weeks prior to assisting at class parties. **Siblings of students may attend class parties only if the child is not of school age (below the age of kindergarten) and does not attend SJCS. Older siblings should not attend class parties as we must follow the proper safe environment protocols.**

## INTERNET SCHOOL SAFETY POLICY

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## **INTRODUCTION**

The internet is a powerful tool for learning, communication, and collaboration. It also poses some risks and challenges for the safety, privacy, and well-being of students, staff, and parents. This document outlines the Internet Safety Policy of our school, which aims to meet the regulatory requirements of the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA).

The Internet Safety Policy applies to all users of the school's network, devices, and online resources, whether on or off campus. The policy covers the following topics:

- Acceptable and responsible use of the internet
- Filtering and monitoring of online content
- Protection of personal information and data
- Educating and empowering students to be safe and responsible digital citizens
- Reporting and responding to cyberbullying, harassment, and inappropriate online behavior
- Enforcement and consequences of violating the policy

## **ACCEPTABLE AND RESPONSIBLE USE OF THE INTERNET**

The school provides access to the internet for educational purposes only. Users are expected to use the internet in a manner that is consistent with the school's mission, values, and policies. Users are also expected to respect the rights and property of others, and to follow the laws and regulations that govern the use of the internet.

Some examples of acceptable and responsible use of the internet are:

- Using the internet to access, create, and share educational content and resources
- Using the internet to communicate and collaborate with teachers, classmates, and other learners
- Using the internet to research and explore topics related to the curriculum and personal interest
- Using the internet to develop and practice digital skills and literacy
- Using the internet to access and participate in online learning platforms and programs approved by the school

Some examples of unacceptable and irresponsible use of the internet are:

- Using the internet to access, create, or share content that is illegal, harmful, offensive, or inappropriate
- Using the internet to engage in cyberbullying, harassment, or discrimination
- Using the internet to cheat, plagiarize, or violate academic integrity
- Using the internet to disrupt, interfere, or damage the school's network, devices, or online resources
- Using the internet to download, install, or run unauthorized software, programs, or files
- Using the internet to access or participate in online platforms, programs, or activities that are not approved by the school
- Using the internet to access others' accounts

#### **FILTERING AND MONITORING OF ONLINE CONTENT**

The school uses filtering and monitoring software to block or restrict access to online content that is deemed inappropriate, harmful, or illegal for students. The filtering and monitoring software is designed to comply with the requirements of CIPA, which mandates that schools prevent access to visual depictions of obscenity, child pornography, or material that is harmful to minors. The filtering and monitoring software is not infallible and may not block all inappropriate or harmful content. Users are responsible for their own online behavior and choices, and should report any content that is inappropriate, harmful, or illegal to a teacher or administrator. Users should also avoid accessing or sharing any content that violates the Acceptable and Responsible Use of the Internet section of this policy. The school reserves the right to monitor and review any online activity or content that is accessed, created, or shared by users on the school's network, devices, or online resources. The school may also monitor and review any online activity or content that is accessed, created, or shared by users on their own devices, if they are connected to the school's network or using the school's online resources. The school may use the monitoring and review data to ensure compliance with this policy, to investigate potential violations or incidents, or to provide feedback and guidance to users.

### **PROTECTION OF PERSONAL INFORMATION AND DATA**

The school is committed to protecting the personal information and data of users and complying with the requirements of COPPA. It protects the privacy of children under 13 years of age online.

The school collects, stores, and uses personal information and data of users for educational purposes only. The school does not disclose or share personal information and data of users with third parties, unless required by law or authorized by the user or their parent or guardian. The school also does not sell or rent personal information and data of users to third parties for any reason.

The school uses encryption, passwords, and other security measures to safeguard the personal information and data of users from unauthorized access, use, or disclosure. However, the school cannot guarantee the absolute security of personal information and data of users, and users are responsible for protecting their own personal information and data online.

Some examples of personal information and data that users should protect online are:

- Name, address, phone number, email address, or other contact information
- Birth date, age, gender, or other demographic information
- Social security number, student ID number, or other identification information
- Grades, test scores, transcripts, or other academic information
- Medical records, health conditions, or other health information
- Photos, videos, or other media that can identify the user or others
- Passwords, usernames, or other login information

Some examples of how users can protect their personal information and data online are:

- Using strong and unique passwords, and changing them regularly
- Not sharing passwords, usernames, or other login information with anyone
- Not using the same password, username, or other login information for multiple accounts or platforms
- Logging out of accounts or platforms when not in use
- Not clicking on links or opening attachments from unknown or suspicious sources

- Not responding to requests for personal information or data from unknown or suspicious sources and reporting to an adult when such request is made
- Not posting or sharing personal information or data on public or unsecured platforms or networks
- Checking the privacy settings and policies of platforms or networks before using or joining them
- Asking for permission from parents, guardians, teachers, or administrators before providing or sharing personal information or data online

#### **EDUCATING AND EMPOWERING STUDENTS TO BE SAFE AND RESPONSIBLE DIGITAL CITIZENS**

The school recognizes that educating and empowering students to be safe and responsible digital citizens is essential for their success and well-being in the digital age. The school provides opportunities for students to learn and practice digital skills and literacy, such as:

- Searching, evaluating, and using online information effectively and ethically
- Creating, publishing, and sharing online content respectfully and responsibly
- Communicating and collaborating online appropriately and productively
- Managing and balancing online time and activities healthily and wisely
- Protecting and respecting online privacy and security
- Understanding and following online rules and norms
- Recognizing and reporting online risks and threats
- Resolving and preventing online conflicts and issues
- Cyberbullying awareness

The school also encourages parents and guardians to be involved and supportive of their children's online learning and activities. The school provides resources and guidance for parents and guardians to help them:

- Monitor and supervise their children's online access and use
- Discuss and establish rules and expectations for their children's online behavior and choices
- Teach and model safe and responsible online habits and practices
- Support and assist their children with online learning and challenges
- Communicate and collaborate with the school on online safety and education issues

**REPORTING AND RESPONDING TO CYBERBULLYING, HARASSMENT, AND INAPPROPRIATE ONLINE BEHAVIOR**

The school does not tolerate any form of cyberbullying, harassment, or inappropriate online behavior on or off campus. Cyberbullying, harassment, and inappropriate online behavior are defined as any online actions or communications that are intended to harm, threaten, intimidate, humiliate, or harass another person or group, or that create a hostile or offensive online environment.

Some examples of cyberbullying, harassment, and inappropriate online behavior are:

- Sending or posting mean, rude, or hateful messages or comments
- Spreading rumors, lies, or gossip online
- Sharing or posting embarrassing, private, or false information or images of another person or group
- Excluding, isolating, or discriminating against another person or group online
- Impersonating, hacking, or stealing another person's online identity or account
- Stalking, threatening, or blackmailing another person or group online
- Encouraging or inciting violence, self-harm, or illegal activities online

The school expects all users to report any cyberbullying, harassment, or inappropriate online behavior that they witness or experience to a teacher or administrator as soon as possible. The school also expects all users to cooperate and assist with any investigation or intervention of cyberbullying, harassment, or inappropriate online behavior.

The school will respond to any reports of cyberbullying, harassment, or inappropriate online behavior promptly and appropriately, in accordance with the school's policies and procedures. The school will take appropriate actions to stop, prevent, and address any cyberbullying, harassment, or inappropriate online behavior, such as:

- Removing or blocking access to the online content or platform involved
- Contacting and notifying the parents or guardians of the users involved
- Providing support and counseling to the users involved
- Applying disciplinary or legal consequences to the users involved
- Referring and/or reporting on the users involved to external agencies or authorities, especially as required by law

## **LIBRARY**

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### **LIBRARY HOURS**

All classes are scheduled to visit the library at least once each week. Classroom teachers may schedule additional time as needed. Parents and other adult family members must be Safe Environment cleared and must sign-in at the school office before going to the library.

### **CHECK-OUT PROCEDURES**

- Each class has an assigned number of books they are allowed to check out at one time.
- All books checked out must be brought back the following week during the student's library class. The books can either be returned or re-checked out at that time.
- If books are not returned or re-checked out, there will be a \$0.25 fine per book for each school day the books are late up to a maximum of the replacement cost of the book.
- All books must be returned, or fines paid before a student is allowed to check out another book.
- All books must be returned, or fines paid before a student is able to receive their report card.
- Students have their own personal library barcode located in their weekly planner. Students must bring their planner to the library with them every week in order to check out books.
- If a student loses or damages a book, they are responsible for the replacement cost of the book.
- No books are to leave the library without being checked out.

## **LOCKERS**

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Lockers are available for use by students in grades 2-8. Lockers remain the property of SJCS. SJCS reserves the right to open student lockers at any time without probable or reasonable cause. Students must keep their own lockers clean and orderly. Locks are not



allowed on lockers. Students must clean and wipe out lockers at the end of the school year.

## **LOST AND FOUND**

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A lost and found box is located in the copy room and can be accessed during regular school hours. At the end each semester, all unclaimed items are donated to charity. It is the responsibility of the family to label jackets with their student's name. Students are responsible for their belongings and checking the lost and found.

## **LUNCH**

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Students may bring their lunch daily or purchase it at school. If a student forgets their lunch and notifies the office early enough in the day, we will call home. If the student does not realize they forgot their lunch until lunchtime, they will need to purchase a lunch. There are no microwaves available for students to heat up their lunch or for parents to heat up their student's lunch. Students who habitually forget their lunch or have an outstanding balance with the cafeteria service, will receive a ham or peanut butter and jelly sandwich.

The lunch service is provided by ESAU Catering. All ordering, billing and financial transactions will be conducted FACTS. No payments will be received in SJCS's office. If you have any issues or questions, please contact the SJCS office.

### **LUNCHROOM RULES AND PROCEDURES**

- The lunch period is a time for socializing. Students are expected to conduct themselves in a courteous and respectful manner.
- Students may not eat lunch in their classrooms with the teacher.
- No carbonated drinks or energy drinks are allowed in the cafeteria.
- Students must eat their lunch inside the cafeteria

## **OUTDOOR PLAY**

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Weather permitting, all students are expected to go outside with their class. Students will go outside if the temperature, including wind chill, is 33 degrees or above. Students will stay inside if the temperature, with heat index, rises above 100 degrees, all students will have indoor recess (either in the homeroom classroom or HFH (Holy Family Hall), depending on schedules). SJCS follows the guidelines of Air Quality Advisories in determining if it is safe for students to go outside. Students should be dressed appropriately for the weather every day. If there is any doubt about the weather, please send a coat, jacket, or sweatshirt with the student. Students must wear tennis shoes to school each day. Sandals, boots, Uggs, are not permitted and make it hard for students to play safely on the playground.

## **PARENTAL COOPERATION**

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In keeping with the Christian nature of SJCS, the very highest standards of conduct and courtesy are always expected, not only of the students, but also of the parents. Parents are expected to treat all school employees and volunteers with courtesy and respect, to support the authority of SJCS employees and volunteers and to cooperate in good faith with the implementation and enforcement of all policies and procedures set forth in this Handbook. Failure by a parent to meet these standards may result in the parent being required by the Principal to withdraw their child(ren) from SJCS.

## **PARENTAL INVOLVEMENT**

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### **PARENT TEACHER ALLIANCE**

The Parent Teacher Alliance includes all school families. Through its efforts, support is given for initiation and continuation of numerous valuable school events and projects. General meetings are held twice a year and attendance is encouraged. The PTA posts volunteer opportunities via Sign-Up Genius on our school website.

PTA Board meetings are typically held on the first Tuesday of each month, September – May. Parents are welcome and encouraged to ask questions and offer feedback throughout the year by contacting any member of the PTA Board or the Principal. Should you wish to address the Board as a whole, please submit your request to the PTA President at least one week before the Board meeting to be added to the agenda.

### **DADS' CLUB**

The mission of the Dads' Club is to support our school and promote our children's education through example, service, and fundraising. Every Dad is automatically a member of this group regardless of attendance. Granddads, stepdads, uncles, etc. are encouraged to participate as well. Meetings are held on the last Tuesday of the month.

### **PHONE MESSAGES**

Phone messages are delivered to students at the end of the day unless they are of a critical nature. SJCS phone may be used by students in emergency situations or with teacher permission only. The phone may not be used to arrange social gatherings after school, contact parents to bring forgotten items to school (except for medicine or glasses), or announce a change of plans at the end of the day.

## **PLAYGROUND SAFETY**

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### **RECESS**

Recess time is an opportunity for a release of energy, a time when students can exercise more independent choices and a time for free play. Recess time is not a time for rough play, aggressive, or unchristian-like behavior or use of inappropriate language.

### **PLAYGROUND SUPERVISION**

The playground is for the exclusive use of enrolled students during school hours. These hours are from 7:00 AM until 6:00 PM. Students who are not enrolled in extended care, may not use the playground during this time. Additionally, students and other children are not allowed to use the playground equipment unless supervised by a parent or other adult.

Parents are asked not to engage the teachers in conversation during recess or other playground times as this distracts them from their primary duty of supervision.

## **PROBLEM SOLVING (GRIEVANCE)**

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### **PERSONNEL COMPLAINT REVIEW PROCEDURES**

#### **a) Parent Concerns or Complaints**

The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's Revised July 1, 2024 3 supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information. In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final. In diocesan governed schools and private schools, the decision of the chief administrator as to resolution of the concern or complaint shall be final.

#### **b) Employee Concerns or Complaints**

The Diocese also supports a collaborative approach to resolving disputes between employees, when appropriate and subject to 1214(c) below. Except for concerns or complaints addressed in 1214(c), a school employee with a concern or complaint about another employee should generally first attempt to resolve such concern or complaint with the affected employee with a witness, preferably the Chief Administrator. If doing so is not possible or appropriate under the circumstances, the complaining employee should present his or her concerns to his or her supervisor, who should then escalate the concern to the affected employee's supervisor if appropriate. The Diocese and each school assures that all employees who make a complaint in good faith can do so without fear of retaliation or reprisal. Informal discussions between an employee and an immediate

supervisor when an issue first develops can enable many problems to be cleared up without delay. Information concerning an employee problem, concern or suggestion will be received in strict confidence and will generally only be discussed with those involved in resolving the grievance. Some misunderstandings are inevitable, and every real or imagined cause of an employee's personal dissatisfaction may not be removed by informal discussions with the immediate supervisor. In such circumstances, the following procedures will be used in resolving an employee's concern:

1. Initiate a discussion with immediate supervisor to see if a resolution can be found to the problem or concern.
2. If the above step is not appropriate or fails to resolve the matter, visit with the local Human Resources/Business Manager/Pastor to see what additional solutions can be developed to obtain a satisfactory resolution.

If the process fails after the above steps have been taken, you may request further review by the appropriate Diocesan Human Resources Representative at the Pastoral Center who in turn will consult with the appropriate authority.

**c) Alleged Harassment, Discrimination, or Safe Environment Violations**

As an exception to the general rules above, any concern or complaint regarding a known or suspected violation of an applicable Safe Environment, anti-harassment, or anti-discrimination policy, or any conduct that may present a danger to the health, safety, or well-being of any person should be reported directly to the chief administrator of the school and the HR department at the diocese.

If the chief administrator is the subject of the concern or complaint, the concern or complaint should be reported directly to the Superintendent and the HR department at the diocese

## **RELEASE OF STUDENTS**

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Students will only be released to persons who parents have previously designated. If the parent wishes for the student to be released to someone not on this list, the parent must call SJCS to add the person to the designated list. SJCS will require identification before the student is released.

SJCS reserves the right to refuse to release children into the care of any parent, guardian, or other designated person if, in the opinion of the administrator or supervising teacher or staff member, the adult is impaired by alcohol or drugs, including prescription drugs. Another designated person will be called to pick up the child.

## **SCHOOL GOVERNANCE**

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The Principal, with the cooperation of the Pastor, is the chief administrator of the school. Programs and decisions about matters pertaining to teachers and students, to scholastic and extracurricular programs, fundraisers, and the day-to-day operation of SJCS rest with the Principal. The Advisory Council is an advisory board to the Pastor and Principal.

## **SEARCHES**

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SJCS reserves the right to inspect desks and lockers at any time. In addition, SJCS may inspect the personal possessions of students at any time, including backpacks, gym bags and purses, electronic devices, and may require students to empty their pockets and provide passwords upon request.

## **SMOKING ORDINANCE**

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Smoking is prohibited on campus, during field trips and during any and all extracurricular activities.

## **SOCIAL FUNCTIONS OUTSIDE OF SCHOOL HOURS**

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There are several opportunities for family participation on SJCS property outside of school hours. Parents are responsible for their child/ren's supervision during these activities unless the activity or event is for students only, for example, a school dance, service project, or similar activity.

## **SPIRITUAL LIFE**

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SJCS aims to provide the guidance, instruction and opportunities that help all children acquire Christian values. The total atmosphere of SJCS reflects Christian life and learning.

### **RELIGIOUS FORMATION**

Religious formation and education are provided on a daily basis. This includes religious instruction, prayers at the beginning and end of each day, at lunchtime, and integrated value formation throughout the curriculum.

### **SCHOOL MASSES**

Students attend Mass on Fridays at 8:00am unless otherwise specified. Parents and family members are always invited to attend. Students will sit with their class during Mass as it is part of the Religion curriculum, unless otherwise noted. Student participation during Mass and the frequent reception of the Eucharist are encouraged. Participation includes reading, gift bearing, altar serving, and singing. In addition, students take an active part in planning a liturgy during SJCS year.

### **SACRAMENTAL PREPARATION**

Sacramental preparation is coordinated with the parish Faith Formation Office. Students in the second grade receive First Reconciliation and First Eucharist in the spring.

Confirmation for students in the eighth grade takes place during the spring semester. Parents of students who are involved in the sacramental program are required to attend. Parent Catechesis meetings and Family Sacramental Preparation Meetings as part of the Sacramental Preparation program. Please notify your student's teacher as soon as possible if your student is in a grade other than second and studying to receive First Reconciliation and/or First Eucharist so that proper preparations may be made.

## **TECHNOLOGY**

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The use of the Internet and electronic networks provide rich sources that enhance the quality of education. It is SJCS's intention to provide a safe, appropriate, and engaging

internet environment for every child. In addition, teachers work with students on grade level appropriate projects assisting students with critical skills such as searching, evaluating, crediting, and synthesizing a variety of quality digital sources, collaborating on curriculum projects, and giving an authentic voice to their work.

At the beginning of each school year, the classroom teacher reviews the appropriate use of technology including the use of the internet. SJCS's Acceptable Use Policy and Internet Code of Conduct will be reviewed, and students will be expected to follow the rules established by those guidelines. Students will also review computer use procedures and safety guidelines when using computers in SJCS.

Because the internet is an integral part of our school, society, and learning, all students are granted access.

St. Joseph Catholic School strives to teach appropriate internet skills, courtesy, and safety, and looks to parents as partners in the effort to use the internet ethically, responsibly and in accordance with the guidelines outlined by the Acceptable Use Policy. Access to the Internet carries personal responsibility. Signing the parent/student handbook agreement indicates compliance with this policy.

## **ACCEPTABLE USE AND INTERNET SAFETY AGREEMENT**

### **PERSONAL RESPONSIBILITY**

St. Joseph Catholic School offers students access to the internet. The advantages afforded by the rich, digital resources available today through the internet outweigh the disadvantages. However, access carries responsibilities for all involved. Misuse means any violation of this agreement or any other use that is not included in the agreement but has the effect of harming another or his or her property.

### **TERMS OF THE AGREEMENT**

1. Acceptable and Unacceptable Uses. SJCS provides access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, consult with the teacher to help you decide.
2. Privacy. Network and Internet access is provided as a tool for your child's education. SJCS reserves the right to monitor, inspect, copy, review, and store, at any time and



without prior notice, any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of SJCS and no user shall have any expectation of privacy regarding such materials.

#### **FAILURE TO FOLLOW THE AGREEMENT**

A user who violates this agreement shall, at a minimum, have his or her access to the internet terminated. SJCS may also take other disciplinary actions. Unacceptable

Uses of the Network may include but are not limited to:

- a) Uses that cause harm to others, damage to their property, or harm or damage to the hardware and software. For example, engaging in defamation (harming another's reputation by lies); using another's password or some other user identifier that misleads message recipients into believing that someone else is communicating or otherwise using his/her access to the network or the internet; uploading a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism; and participating in hacking activities or any form of unauthorized access to other computers, networks, or information systems.
- b) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, disclosing or sharing a password with others; impersonating another user.
- c) Uses that are commercial transactions. Students may not use the St. Joseph Catholic School network to sell or buy anything over the Internet.
- d) Giving others private information about self or others.

#### **STUDENT PHOTOS**

Using student pictures on the St. Joseph Catholic School website/Social Media promotes learning and collaboration and provides an opportunity to share the achievements of students. However, the safety of students is a priority. SJCS website/social media will follow all procedures for content, copyright, and appropriateness. Images of PK3-8 students may be included on SJCS website or in publications without identifying captions or names. Parents may opt out of any use of image/student work by indicating their wishes on the Internet Safety and Acceptable Use Denial Form.

### INTERNET SAFETY

- Parents and Users—Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the internet and avoid these sites.
- Personal Safety—Users should not reveal personal information such as home addresses or telephone numbers. Users should never arrange a face-to-face meeting with someone “met” on the internet without a parent’s permission.
- “Hacking” and Other Illegal Activities— It is a violation of this agreement to use the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- Confidentiality of Student Information—Personally, identifiable information concerning students may not be disclosed or used in any way on the internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the internet. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects or activities.
- Active Restriction Measures. The school will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The school will also monitor the online activities of students, through direct observation and/or technological means.

### Parent Facebook Page

The parent Facebook page is a closed group. It is used for sharing pictures and positive posts regarding school. It is not for airing complaints. **If there is a problem or concern, please contact the Administration directly. Administrators are here to serve the school community and are a direct line when a problem arises.** Any parent(s) that uses inappropriate language or posts derogatory comments about the school or others will be deleted from the Parent Facebook Page.

Additionally, as part of the Diocesan agreement and for the safety of our students, individuals are restricted from posting pictures of students not in their immediate family on their personal Facebook page. Please read the diocesan policy closely for specifics.

### USE OF INTERNET TOOLS

Online communication is critical to our students' learning and tools such as blogs, podcasts, wikis, Discovery Education, and Skype offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blog, student protected e-mail, podcast projects, or other Web interactive use must follow all established Internet safety.

All users must abide by rules of network etiquette, which include the following:

- Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- Avoid language and/or graphic representations which may be offensive to other users. Do not use network or Internet access to make, distribute, or redistribute jokes, stories, song lyrics, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

St. Joseph Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest online**) face detention, suspension, and/or expulsion.

Parents are strongly encouraged to curtail or actively monitor their student's use of technology and social media ***on a daily basis***.

## TEXTBOOKS, ELECTRONIC DEVICES, AND SUPPLIES

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SJCS issues textbooks to the students. Textbooks are the property of SJCS. All hardbound books are to be covered at all times. Students may not write in the textbooks or abuse them in any way. Students are charged for the current price of lost or defaced materials.

Students are responsible for the care of the electronic devices they use. A student who damages a device will be responsible for the cost of its repair or replacement.

Students are responsible for having their own supplies. School supplies are purchased through the school for all students. School supplies are billed through FACTS on May 1<sup>st</sup> and will be drafted ten days after the bill date. Supplies may need to be replenished throughout the school year. No permanent markers, super glue, or white-out correction fluid are allowed on campus.

## UNIFORMS

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### UNIFORMS AND PERSONAL APPEARANCE

The dress code is designed to ensure an atmosphere of simplicity and uniformity among the students. Students must be in school uniform each day, unless otherwise provided in this Handbook or by the Principal. Students are to come to school looking clean, neat, and well-groomed. Anything designed to attract attention to the individual or to disrupt the orderly conduct of the classroom will not be permitted. **If something is not expressly allowed in this handbook, it is forbidden.**

### ENFORCEMENT

There will be a uniform check at the end of Morning Prayer and announcements. Students who are in violation will be told of the infraction so they can correct it next time and it will be communicated to parents via RenWeb. If the violation is severe, the student will be required to call parents to bring their required uniform.

### GENERAL

- Students may not wear cologne/perfume to school or bring cologne/perfume to school.

- Students may not change or alter their uniforms before leaving school property.
- Uniforms may not show excessive wear and tear. They must be in good repair, neat, cleaned, pressed and without stains or tears. When uniform pieces become ripped or soiled beyond cleaning, they are to be replaced.
- Uniforms are to be worn with Christian modesty in mind. **Skirts must touch the knee at the beginning of SJCS year and be no shorter than 2 inches above the knee at the end of SJCS year.** Sufficient material should be available in the hem to permit lengthening of skirts as needed throughout the year. In addition, all buttons of the shirt must be buttoned except the top button.
- Shirts and blouses must have all buttons sewn in place and be buttoned, including the cuffs. The top button of the shirt may be unbuttoned. Shirts and blouses must be long enough to remain tucked in throughout the day whenever the students are on school property. They must be tucked into the waistband of a uniform skirt or pants.
- If undershirts or undergarments are worn under the blouse or shirt, **they must be solid white.**
- No sweater may be worn tied around the neck, shoulder, or waist.
- Pants should be hemmed to touch the top of the shoes.
- Shoes must be worn with laces and must have laces tied. Students may wear shoes that are close with Velcro.
- All clothing, including outerwear, must be clearly and permanently marked with the student's name.
- Clothing must fit the student. Oversized or undersized clothing may not be worn.
- Pants and belts must be worn above the hipbone.
- Students who need a haircut or skirt lengthening will be given one week to conform to the uniform requirements. If still out of compliance after one week, the student will be sent home until their appearance conforms to the requirements.

**UNIFORM IS AS FOLLOWS (SEE GUIDE NEXT 4 PAGES):**

**2024-2025 Uniform Guide (purchased from Flynn O'Hara)**

*"The dress of the body should not discredit the good of the soul."*

*- Saint Cyprian of Carthage*

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| <b>BOYS</b><br><b>Daily Uniform Guide</b> | <b>GIRLS</b><br><b>Daily Uniform Guide</b> |
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| <p><b>Pants or Shorts:</b> Navy</p> <p><b>Collared Shirt:</b> Performance wicking or knit with the SJCS crest<br/>- Green only</p> <p><b>Fleece zip-up Jacket:</b> With SJCS Crest - Navy</p> <p><b>Button up:</b> Cardigan with SJCS Crest - Navy</p> <p><b>Belts are required for all boys in 1<sup>st</sup>- 8<sup>th</sup> grades.</b></p> <p><b>Belt colors:</b> Navy, Brown, or Black.</p> <p><b>Belts must be plain</b> – no designs, studs, or rhinestones.</p> <p><b>Socks:</b> White, Navy, or Black<br/><b>No no-show socks</b></p> <p><b>Shoe Choices:</b><br/>Solid black shoes OR Solid white shoes</p> <p>Shoes with solid black upper and a white sole - black or white brand logo is okay.</p> <ul style="list-style-type: none"> <li>- ALL laces must be black or white</li> <li>- NO Colorful laces or designs</li> <li>- NO high tops</li> <li>- NO Converse</li> <li>- NO Boots</li> <li>- NO Vans (for grades PK3-5)</li> </ul> <p><b>Middle school shoe options include everything listed above. In addition, middle school students have the option to wear:</b></p> | <p><b>Plaid Skort or Skirt:</b> any Flynn O'Hara style</p> <p><b>Plaid Jumper (PK3-3)</b></p> <p><b>Pants or walking shorts:</b> Navy</p> <p><b>Collared Shirt:</b> Performance wicking or knit with the SJCS crest – Green only</p> <p><b>Fleece zip-up Jacket:</b> With SJCS Crest – Navy</p> <p><b>Button up:</b> Cardigan with SJCS Crest - Navy</p> <p><b>Belts are required for girls when they wear pants or shorts in grades 1<sup>st</sup> – 8<sup>th</sup> grades.</b></p> <p><b>Belt colors:</b> Navy, Brown, or Black.</p> <p><b>Belts must be plain:</b> no designs, studs, or rhinestones.</p> <p><b>Socks:</b> White, navy, or black - Crew or knee high</p> <p><b>Tights:</b> White, Black, or Navy; Leggings are allowed, but must be tucked into socks – no skin showing.</p> <p><b>Shoe choices:</b><br/>Solid black shoes or Solid white shoes</p> <p>Shoes with solid black upper and a white sole - black or white brand logo is okay.</p> <ul style="list-style-type: none"> <li>- ALL laces must be black or white</li> <li>- NO Colorful laces or designs</li> <li>- NO high tops</li> <li>- NO Converse</li> </ul> |
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| Polished black dress shoes<br>Sperry – white, tan, black, navy<br>Vans- <b>solid</b> black or <b>solid</b> white | - NO Boots<br>- NO Vans (for grades PK3-5)<br><br>Middle school shoe options include everything listed above. In addition, middle school students have the option to wear:<br>Polished black dress shoes<br>Sperry – white, tan, black, navy<br>Vans- solid black or solid white |
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| <b>BOYS<br/>Mass Uniform</b>   | <b>Girls<br/>Mass Uniform</b>   |
|--|---|
| <b>Shorts are not permitted in Mass</b><br><br><b>Pants:</b> Navy (PreK3-5) and Grey (6-8)<br><br><b>Shirt:</b> Blue Oxford Button Down (long or short sleeve)<br><br><b>Necktie</b> – All boys 4 <sup>th</sup> -8 <sup>th</sup> grades*<br>*Choices: traditional necktie or clip-on<br><br><b>Belt</b> – All boys 1 <sup>st</sup> -8 <sup>th</sup> grades | <b>Shorts are not permitted in Mass</b><br><br><b>Plaid Jumper or Plaid Skort:</b> Any Flynn O'Hara style (PK3-3)<br><br><b>Plaid Skirt:</b> Any Flynn O'Hara style (4-8)<br><br><b>Shirt:</b> White Oxford button down or Peter Pan Collar (long or short sleeve)<br><br><b>Cross tie:</b> All girls 4 <sup>th</sup> -8 <sup>th</sup> grades |
| <b>PE Attire:</b><br>**No additional clothing for PE required.   | <b>PE Attire:</b><br>**No additional clothing for PE required.  |

**Hats:** Hats are not allowed.

**Jackets:** Only official SJCS uniform outerwear may be worn in the classroom. Jackets and coats may be worn to school and then stored in the locker or with the backpack throughout the school day.

**Hair:** Hair should be kept clean. Unusual or distracting haircuts, dying, or coloring are prohibited. Designs cut in hair are not allowed. Hair should be cut so that it is out of the eyes. Boy's hair should not extend below the eyebrows, collar, or the top of the ear. Girls may wear hair accessories (White, Navy or Green) that are simple and not distracting AND are the same colors that match the uniform (spirit colors on spirit days only). Hair pieces are not allowed.

**Jewelry:** Girls are permitted to wear one stud earring in each ear only. Boys are not permitted to wear earrings or studs anywhere on their bodies. Girls and Boys may wear a cross, religious medal, or a single gold or silver chain, one watch, one religious bracelet and one ring. Jewelry should not be a distraction. SJCS is not responsible for lost jewelry.

**Nail Polish and Make Up:** Girls may wear clear nail polish only. Boys are not permitted to wear nail polish. No fake nails of any kind. Temporary or permanent markings are not allowed on any part of the body. Make-up is prohibited.

**Uniforms are always worn on Mass days. No Free Dress on Mass days.**

**Good Rule: if you think you should not wear it, do not wear it to school!**

### **SPIRIT DAY DRESS**

Spirit Days are typically on Thursdays except for the first Thursday of the month which is a Free Dress Day. On Spirit Days, students may wear a St. Joseph Spirit Shirt with their typical uniform bottoms. All Spirit Days are optional; students may always wear their regular school uniforms.

### **FREE DRESS DAY**

Free Dress Day attire may be worn on the student's birthday and other days designated as Free Dress Days. On these days, students may wear jeans, athletic pants, shorts (no shorter than 3" above the knee), capri pants for girls, skirts/dresses of appropriate length, school spirit shirt, t-shirt with logos appropriate for a Catholic school, sweatshirts, and tennis shoes (suitable for recess and PE).



Student may **NOT** wear flip flop sandals, boots or Uggs, sleeveless tops, tight pants, yoga pants/leggings/jeggings, pajama pants, low-cut tops, hats, clothing that is too tight or too loose, jewelry (if not school approved), or fingernail polish.

### **JEAN DAY**

Jean Days are published on the school calendar. On Jean Day, students are required to bring a minimum of \$1 donation to participate. This money is used to support programs throughout the school, like End of Year awards. Students may wear jean pants, shorts, capris, or skirts (girls) with their school uniform shirt. All Jean Days are optional; students may always wear their regular school uniform.

### **FIELD DAY**

Field Day is held on a designated date toward the end of the school year. Students may wear shorts, including gym shorts, no shorter than 3" above the knee and the current Field Day t-shirt. Students not in dress code will not be allowed to participate in Field Day until parents bring appropriate clothing.

Students that are not in compliance with the above guidelines may be asked to call their parents to bring them proper clothing. Students who violate Non-Uniform Dress Guidelines may not be allowed to participate on future non-uniform days.

## **VISITORS**

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In order to protect the security of our students and staff and the learning environment at our schools, visitors must adhere to the following guidelines:

The school reserves the right to determine who may be allowed as a visitor on campus.

A request for a parent and/or others to visit a classroom must be approved by the teacher and the principal. If a visitor is found roaming the campus and is not where they are supposed to be, they will be asked to leave with the possibility of losing the privilege to visit during school hours.

Visitors must sign in during school days, 7:50 - 3:10 p.m., and other days and times as determined by the school at the Main office.

Visitors will sign-in for high-volume functions, such as Grandparents Day, assemblies, and ceremonies.

All visitors must wear a visitors' badge while on campus. Anyone without a campus visitor badge with the current date displayed will be escorted to the Main Office.

Visitors who fail to comply with any of these guidelines and/or Diocesan policies may be prohibited from visiting the school and other Diocesan Facilities.

St. Joseph Catholic School reserves the right to accept or reject other forms of government-issued identification. Visitors refusing to produce ID will be asked to leave the campus until their identity can be verified.

## **VOLUNTEER/SERVICE HOURS**

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Volunteer hours are those things that go above and beyond the normal responsibilities of being a school parent. Most school parents gladly contribute more than the required minimum 35 hours, as they know that their contributions enrich the learning experience and the sense of community at our school. THANK YOU for volunteering your time, energy, and talents for your child and the children of St. Joseph's. Your involvement in your child's classroom and school really makes an impact. All jobs are important, and the students are proud to know that their parents are working for SJCS. All volunteers are expected to dress appropriately. Clothing should be modest and neat. All volunteers are expected to turn off their cell phones when volunteering and refrain from using their phones while supervising students.

All volunteer hours, except for the following, must be pre-approved by the Principal. All required and approved volunteer hours must be entered into RenWeb no more than two weeks following completion to be valid.

- Room Coordinators – organize class silent auction item and activities; coordinate classroom parties; communicate information with classroom parents; work with teacher to coordinate classroom activities; etc.
- Catholic Life Raffle – each family will earn fifteen hours for successful participation in the annual raffle. This is the largest fundraiser of the year and is important to fill

the gap between tuition and the actual cost to educate. Each family is required to sell tickets as follows: first student in the family = 150 tickets (\$750); second student in the family = 100 tickets (\$500); third and subsequent students in the family = 50 tickets (\$250). This fundraiser runs from September through January. **If families choose to pay for the tickets themselves (without selling), payments may be made in five equal monthly installments payable September – January. All tickets must be paid for by January 31<sup>st</sup>.**

- Casino Night – each family is required to work five hours for this fundraiser, with one hour being at the event. Making donations in lieu of actual hours worked will be an option detailed closer to the time of Casino Night.
- Volunteer Opportunities – all hours must be pre-approved by Principal.
- Field Trips – parent drivers/chaperones **must drive and chaperone three or more students to earn two volunteer hours.** A maximum of two hours per family may be earned on a Field Trip regardless of how many adults from the family attend. Out-of-town or overnight trips will be assessed on an individual-trip basis.
- Field Day – hours can be earned by working a station (not by attendance alone)
- Classroom/Teacher helper – document what was done, and hours worked.
- Scholastic Book Fairs – document hours worked setting up or taking down.
- Grandparents Day – hours can be earned by helping to decorate, serve treats, assist with silent auction, assist with pictures.
- Tip Top Santa Shop – hours can be earned by setting up or taking down shop, helping students shop for items, working the cash register, wrapping gifts.
- Other volunteer opportunities as detailed on the PTM Sign-Up Genius page on our school website.
- Daddy – Daughter Dance does NOT count towards total volunteer hours as this is a Knights of Columbus sponsored event.

There are plenty of opportunities throughout the year to earn the required volunteer hours including after-hour opportunities for volunteering as well. The volunteer year runs from June 1 – May 31. Please contact the office if you are struggling to complete service hours so that we can match you up with current volunteer opportunities. **A fee of \$50/hour will be assessed for each hour not completed toward the 35-hour minimum.**

Any hours earned in excess of the thirty-five may not be applied to the next school year.

**Keeping the best interests of the students in mind, all parents must undergo a routine investigation of their background, including a criminal history check, and completion of the Diocese of Dallas Safe Environment Training Program.**

## **YEARBOOK**

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SJCS publishes a School Yearbook annually. All students are included in the Yearbook in individual pictures, class pictures, and pictures of various events throughout the school year.

## **WITHDRAWAL AND TRANSCRIPT RELEASE**

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Parents are required to notify the Principal in writing prior to withdrawing a student from SJCS. If written notice has been given on the proper form and all financial and other responsibilities of the student and the student's parents to SJCS have been fulfilled, transcripts and other necessary information will be sent to the new school. Transcripts will not be released until the diocesan withdrawal form has been completed and returned to the Principal and all fees paid in full. SJCS may require that a student withdraw if SJCS administration, in its sole discretion, feels that it is in the best interest of the student or SJCS.

## **THE ROMAN CATHOLIC DIOCESE OF DALLAS SCHOOL POLICIES HANDBOOK ADDENDUM**

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### **OVERVIEW**

Catholic schools within The Roman Catholic Diocese of Dallas (the "Diocese") are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the

Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

### **1. CUSTODY AND FAMILY LAW ISSUES**

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

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

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant, original, or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

**Attorneys representing parents in custody disputes should not contact school personnel directly, including requesting the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a**

**custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards enrollment documents, etc....) with a supporting business records affidavit to both parents and their attorneys free of charge.**

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is Revised July 1, 2022, Appendix 1 necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

## **2. REPORTS AND COOPERATION WITH LAW ENFORCEMENT**

### **A. REPORTS TO LAW ENFORCEMENT**

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes are listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity and must also be provided to each employee of the school who has regular conduct with a student whose conduct is the subject of the

notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

#### **B. COOPERATION WITH LAW ENFORCEMENT AND CHILD ABUSE INVESTIGATIONS**

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. The Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.

### **3. TERMINATION OF ENROLLMENT DUE TO PARENTAL BEHAVIOR**

All members of the school community, including parents, guardians and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly

administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the chief administrator's sole discretion, the failure of a student's parents, guardians, or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student. Except in cases of severe misconduct which may jeopardize the safety or security of another member of the school community, the chief administrator should provide one written warning to the parent involved before suspending or expelling a student for parental misconduct.

#### **4. REIMBURSEMENT FOR SCHOOL COST AND ATTORNEY'S FEES**

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy: From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

**Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic**



**Diocese of Dallas, and their respective officers, employees, agents, and representatives (“Indemnitees”) on demand from and for any and all attorney’s fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.**

#### **5. AUTHORIZATION OF CONSENT TO TREAT MINOR**

I/We, the Parents/Guardians listed below, are the \_\_\_ parent(s) / \_\_\_ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, “School”) to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care, which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

**In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively,**

“Indemnitees”) and hold each Indemnatee harmless **from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, Revised July 1, 2022, Appendix 1 treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE CONCURRENT OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.**

## **6. ENROLLMENT**

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student’s best interest. I/we understand that School is a Roman Catholic School and that Student’s education and the expectations for Student’s behavior and the conduct of Student’s family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School’s student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally binding contract. As a result, I/we understand that Student’s continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student’s family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School’s sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student’s enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student,

communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals' information regarding Student's education, behavior, and/or medical conditions as needed. I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

## **7. PARENT CONSENT AND RELEASE FORM**

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best served when parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

STUDENT NAME ("STUDENT"):

Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre- and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.

Parent(s) initials: Yes: No:

Transportation to/from Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Parent(s) initials: Yes: No:

**Extra-curricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below,** I/we consent to Student's participation in School sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School sponsored activity, whether academic, extracurricular, or otherwise.

**Parent(s) initials: Yes: No:**

**Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

**Parent(s) initials: Yes: No:**

**Video/Image Release: Subject to the Release and Consideration and Indemnification terms below**, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

**Parent(s) initials: Yes: No:**

**Student: If age 18 or over, initial appropriate box to the right:**

**Yes: No:**

## **8. RELEASE AND INDEMNIFICATION**

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever

arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

## **9. PASS-THROUGH COPPA PARENT WAIVER**

Dear Parents,

Our school uses certain web-based tools and other applications that assist your child in learning. For your child under age 13 to use those tools and applications, federal law requires that you provide your consent. A list of the applications and web-based services our school uses, or may choose to use, has been enclosed with this parental consent form. For your child to use these programs and services, your child must provide certain personally identifying information. Generally, this information is limited to first and last name, a username, and email address.

Privacy policies for the programs can be found on the websites of the developers of these applications. If you have questions about a particular policy or would like further information about these privacy policies, please review the applicable website or contact your child's teacher.

Under the federal Children's Online Privacy Protection Act, the operators of these educational applications and services must notify you, as your child's parent, and obtain your consent before collecting limited personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all their students. This form, when completed below and on file with us, will authorize our school to provide consent for your child to provide personal identifying information, consisting of first and last name, a username, and a school email address, to the operators of applications identified on the enclosed list.

If you consent to your child providing personal identifying information to use the applications and web services, check the OPT-IN box below. By checking the OPT-IN box, you expressly authorize St. Joseph Catholic School to provide your child's first

name, last name, username, and school email address to the operators of one or more of the applications identified on the enclosed list. You also agree to release and indemnify our school from and against any claims arising out of our providing such information to the operators of the applications and services listed on the enclosed list.

If you do not want our school to provide this information, select the OPT-OUT box below. Note that checking the OPT-OUT box will prevent your child from participating in certain educational activities, including the use of the applications on the enclosed list. While our school will generally make reasonable attempts to provide alternative assignments to your child, we reserve the right to determine that a student's consistent inability to participate in the assigned curriculum may impair the student's academic progress at our school and require that you and we explore other options.

## **APPENDIX A – YOUTH PERMISSION AND TRAVEL FORM**

-----  
School/Parish name ("School/Parish")

Youth's Name ("Student") \_\_\_\_\_ Date of Birth \_\_\_\_\_  
\_\_\_\_\_ Gender M or F

Home Address

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City \_\_\_\_\_ State \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_  
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Parent E-mail Address \_\_\_\_\_ Current  
Grade in School \_\_\_\_\_

### **PERMISSION TO TRAVEL**

A brief description of the activity follows:

Description of event

("Event"): \_\_\_\_\_

Date of event:

-----Destination of event:

-----  
Estimated time of departure and return:

-----  
Mode of transportation to and from event:

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#### **CONSENT TO PARTICIPATE AND LIABILITY RELEASE**

In consideration for allowing Student to participate in this activity, I / We, the **parent(s)/guardian(s)/conservator(s) of Student grant permission for Student to travel to and participate in the Event described above. I/we assume all risks and hazards incidental to Student's participation in the Event, including transportation to and from the Event. In consideration for allowing Student to participate in the event listed above, and on behalf of myself/ourselves, Student, and Student's parents, legal guardians, siblings, heirs, assigns, and personal representatives, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School/Parish, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnatee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to Student's participation in the field trip, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES (to the maximum extent allowed by law). In the event any legal action is taken by either party against the other party to enforce any of the terms and conditions of this release, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all reasonable court costs, attorneys' fees, and expenses incurred by the prevailing party.**

#### **AUTHORIZATION OF CONSENT TO TREAT MINOR**

I/We do hereby authorize School/Parish, its youth ministry leaders, employees, contractors, and volunteers as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location. It is understood that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment, or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective throughout the specific Event dates listed above. **In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and**



unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, “Indemnitees”) and hold each Indemnatee harmless from and against any and all costs, expenses, attorney’s fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

-----  
-----  
Name of Parent or Guardian

Phone Number

-----  
-----  
Address  
Number

Mobile or Add'l Phone

-----  
-----  
Name of Additional Emergency Contact

Phone Number

-----  
-----  
Signature of Parent/Guardian

Date Signed

## **APPENDIX B – SJCS COPPA PARENT WAIVER/ HANDBOOK AGREEMENT**

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### COPPA Parent Waiver

Check one: OPT IN\_\_\_\_\_ or OPT OUT\_\_\_\_\_ Date:

Parent/Guardian name (PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

### **ACKNOWLEDGEMENT AND AGREEMENT**

By my signature below, I agree that I will comply and will require the student listed below to comply with the school’s policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student’s continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student’s continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and

agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name (print): \_\_\_\_\_

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

School year: \_\_\_\_\_

Date: \_\_\_\_\_

Disclaimer: Parents and students are to understand that this handbook is to be considered complete and valid despite any typographical errors or possible errors in information. Errors will be corrected as soon as possible, and parents will be alerted about changes in a timely manner.

## **APPENDIX C – SJCS SUGGESTIONS FOR CHANGES TO THE HANDBOOK**

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This form is to be used by parents and students to alert the St. Joseph Catholic School administration about possible mistakes, typographical errors, or suggestions for the handbook for the next school year. It is the goal of the administration and staff for this handbook to be the most effective document possible. It is important that families provide us with feedback for the book so that it is clear and correct.

It is important to remember that the notes that come in on this form will be used to make changes for the next school year. If a recommendation is made, there is no guarantee that the book will reflect that change. The handbook committee composed of the principal and faculty members evaluate any proposed change and determine if it is appropriate before it is added to the handbook.

When a mistake is found or a change is recommended, the form must be turned in to the office and it will be delivered to the principal who will add it to the compilation of forms.

Please write down the page number that you are commenting on and make any comments in the space provided below.

List of page numbers and comments:

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