

# St. John the Apostle Catholic School

# Parent/Student Handbook

## 2023-2024



### **Our Mission:**

St. John the Apostle Catholic School, established in 1965, follows the traditions of the Roman Catholic Church, providing students a challenging education that encourages the success of each student.



St. John the Apostle Catholic School is a two time, Nationally Recognized Blue Ribbon School by the U.S. Department of Education.

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2023-2024  
ST. JOHN THE APOSTLE CATHOLIC SCHOOL

## Catholic Education in the Classical Tradition

### "Preparing Minds for a Lifetime and Souls for Eternal Life"

St. John the Apostle Catholic School is a fully accredited parochial school with programs for children from four years of age through eighth grade. The curriculum presents a holistic view of education, providing an environment where children can grow intellectually, spiritually, socially, and culturally.

**Catholic Diocese of Fort Worth schools admit students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.**

ST. JOHN THE APOSTLE CATHOLIC SCHOOL  
7421 GLENVIEW DRIVE  
NORTH RICHLAND HILLS, TEXAS 76180

(817) 284-2228  
Fax# (817) 284-1800  
DIOCESE OF FORT WORTH  
[www.stjs.org](http://www.stjs.org)

School Office Hours  
Monday- Friday 7:30 AM - 4:00 PM  
(Office may close earlier on early release days)

Principal: Mrs. Amy Felton

St. John the Apostle Catholic Church  
7341 Glenview Drive  
North Richland Hills, TX 76180  
817-284-4811  
[www.sjtanrh.com](http://www.sjtanrh.com)

Pastor: Rev. Jack McKone

Diocese of Fort Worth  
800 West Loop 820 South  
Fort Worth, TX 76108

Superintendent of Catholic Schools: Brinton Smith Chief  
Operations Officer of Schools: Melissa Kasmeier

*The Administration reserves the right to make amendments to the Parent/Student Handbook when issues warrant such action.*

# INTRODUCTION

The aim of St. John the Apostle Catholic School is to provide a Christ-centered atmosphere in which each child can be challenged to strive for the highest possible level of formation, both spiritual and academic. The administration, faculty, and staff strive to instill a love for truth and a love for learning in each student. If effective learning is to take place, an atmosphere of study and Christian conduct must exist. All students are expected to practice self-control and good order at all times for the common good of the school. St. John the Apostle Catholic School looks to the home for support and cooperation in the implementation of these directives. Your attendance at St. John the Apostle Catholic School indicates your willingness to comply with the school's policies, procedures, and regulations.

## 5284 GENDER DYSPHORIA (TRANSGENDERISM)

Everyone, man and woman, should acknowledge and accept his sexual *identity*. (CCC, #2333)

By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity. (CCC, #2393)

All students are expected to conduct themselves at school, at all school functions, and while representing the school at outside functions in a manner consistent with their biological sex as given to them by God. All students are to avoid behaviors associated with the attempt to redefine their God-given sex. Schools shall consider the gender of all students as being consistent with their God-given biological sex for all purposes, including, but not limited to, the following: eligibility for and participation in school athletics and single-sex curricular and extracurricular activities; school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms; titles, names, and pronouns; and official school documents. If a student's expression of gender, sexual identity, or sexuality should be in conflict with the teachings of the Catholic faith, cause confusion or disruption at the school, mislead others, cause scandal, or have the potential for causing scandal, then the matter will first be discussed with the student and a parent or guardian of the student. If the issue is not resolved to the satisfaction of the school, whose primary goal must always be to uphold and to teach Catholic truths, principles, and doctrine, then the student may be dismissed from the school, after the parent/guardian is first given the opportunity to withdraw the student from the school. If a student is dismissed from the school under this policy, then the school will refund the unused portion of prepaid tuition on a pro rata basis.

## 5285 ATHLETICS & OTHER EXTRA CURRICULARS

Eligibility for athletics and single-sex curricular/extracurricular activities is based upon the God-given biological sex of the student.

## 5286 FACILITIES USE

Utilization by faculty, staff, students, or any visitors of school facilities, including but not limited to locker rooms, showers, restrooms, and overnight accommodations, will align with the person's God-given biological sex. School facilities are dedicated to the mission of Catholic education and may not be used by any member of the school community or any external organization or individual for any purpose or cause that is contrary to Catholic teaching or otherwise opposed to the Catholic Church.

## **5287 FORMAL TITLES AND NAMES**

School personnel will address students by the name listed on the official school registration (or its common derivative) and the pronouns correlating to their God-given biological sex.

## **5288 MISSION INTEGRITY**

Schools are to exercise their responsibility to teach Catholic faith and morals in the fullness of truth and charity, especially as expressed in the *Catechism of the Catholic Church*. As such, pastors, catechists, and other ministers of the faith (i.e., teachers, counselors, coaches, and school administrators) are called to meet people where they are to accompany and guide them to the Truth of the Catholic Faith.

Parents/guardians and non-Catholics whose religious practices or beliefs run counter to Catholic teaching might experience possible conflicts as mission integrity is maintained. Sincere questioning of the practices or teachings of the Catholic faith in order to more deeply understand them are acceptable and welcomed if done respectfully; however, hostile, disrespectful, or defiant challenge of Catholic practice or teaching, or the living of a lifestyle, engaging in other conduct, or advocacy of a matter that is contrary to Catholic practice or teaching, are signs that a student, parent, staff, or faculty member may not be a fit for the school's primary evangelical mission and may be denied admission or dismissed therefor.

## **5289 OFFICIAL SCHOOL DOCUMENTS**

Diplomas, transcripts, school records, and any other official documents of the school ("official school documents") shall be issued in conformity with the student's God-given biological sex. Official school documents are also historical documents and, as such, must accurately reflect the name and identity of the alumnus/alumna during the time in which he/she was enrolled at and graduated from the school. If after graduation an alumnus/alumna legally changes his/her name, for whatever reason, and requests new versions of his/her official school documents, the official school documents may be issued in the following format: "Original Name, n/k/a. New Legal Name."

## **5290 DRESS**

Students must dress appropriately in accordance with their God-given biological sex while on campus, at all school functions, and while representing the school at outside functions.

### **ST. JOHN THE APOSTLE CATHOLIC CHURCH MISSION STATEMENT**

St. John the Apostle Catholic Church inspires, proclaims, and spreads the good news of Jesus Christ by its discipleship, outreach ministering, and evangelization to fulfill the spiritual needs of our parish and community.

### **ST. JOHN THE APOSTLE CATHOLIC SCHOOL MISSION STATEMENT**

John the Apostle Catholic School, established in 1965, follows the traditions of the Roman Catholic Church, providing students a challenging education that encourages the success of each student.

## **ST. JOHN THE APOSTLE CATHOLIC SCHOOL VISION STATEMENT**

St. John the Apostle Catholic School will be the school of choice for families in grades. Pre-K - 8<sup>th</sup>. Our graduates will be prepared spiritually, academically, and socially for a successful future. We inspire all students to become faithful Christian stewards of the community.

### **Bishop Olson...**

**"Catholic schools must focus on truth, beauty, and goodness of God."**

## **ST. JOHN THE APOSTLE CATHOLIC SCHOOL PHILOSOPHY**

St. John the Apostle Catholic School offers a supportive Catholic environment that reinforces belief in each individual as a child of God. We believe that all children are unique creations of God and possess a special potential for reflecting His glory. The parish priest, administration, faculty, and staff, along with the family, create a learning environment of Catholic values, realistic goals, and a challenging curriculum that promotes the development of the whole child.

### **Partnership of St. John's Child Care and St. John the Apostle Catholic School**

**Families who have child/children enrolled at both schools will now see Mrs. Thornton, a teacher from SJS, and an administrator for SJS when attending a meeting.**

- The facility that is calling the meeting will be the location where families will go for the meeting.**
- This partnership is going to benefit both the family and the schools. This partnership allows SJS School to inform the St. John's Child Care or vice versa of any behavior, illness, or financial concerns that may be present.**

**This is a new policy and it is subject to change as we start this new and exciting partnership. If changes are made, e-mails will be sent out to the families.**

## **ST. JOHN THE APOSTLE CATHOLIC SCHOOL THEME FOR 2023-2024**

**"Glorify God with your head, heart, and hands."**

## **HISTORY OF ST. JOHN THE APOSTLE CATHOLIC SCHOOL**

### **HISTORY OF ST. JOHN THE APOSTLE CATHOLIC SCHOOL**

St. John the Apostle Catholic School opened in 1965. The first classes were held in a temporary building while a permanent structure was being built. The present church and original eight classrooms were completed in the fall of the following year.

In 1965 St. John elected its first School Board, added four additional classrooms, and began a feasibility study of having a kindergarten program. In 1970 St. John the Apostle Kindergarten accepted its first students. Those students had classes in temporary quarters the first year. 1971 saw the completion of a pre-school building and an expansion of the program to include three and four-year-olds. A science room was added in 1972 and the library in 1977. The next additions came in 1988. A joint effort with the parish produced four more classrooms, an updated science room, and the Family Life Center, which included a gymnasium. In the fall of

2003, a new media center opened, along with a state-of-the-art computer lab as well as two new classrooms. In the summer of 2009, a five-phase master plan began that included the following to be accomplished during 2009-10: renovations to the cafeteria, necessary installations in the nurse's new clinic, repositioning of various classrooms, aesthetic facility updates, including painting all outside facility trim and new metal soffits attached to the undersides of the canopy awning, the removal of temporary buildings (rooms 19-22, nurse's clinic, and music room), and the addition of a new building that would house six classrooms. In August 2010, a new free-standing classroom building for kindergarten through second grade was completed. Bishop Kevin Vann dedicated the new building on September 24, 2010. This building replaced the oldest portables on campus.

With the opening of the new building, classrooms in the portables adjacent to the teachers' parking lot were no longer needed. Since 2011, this space is used for multiple purposes. In the 2020-2021 academic year, an additional "sick room" was added to the nurse's office. Our outdoor learning program has expanded over the last three years. The school has a two-bin compost holder, two small green houses, a garden, and a rain barrel that provides fresh water when available. The school houses chickens in their very own suite with a large fenced-in yard, **and three goats and sheep in their own fenced-in yard.**

Mrs. Anne Smith, the first principal, guided the school through many changes during her seven years as administrator. From 1972 until 1989, Mrs. Leona Schwartz was the principal. During her seventeen years, St. John School grew to more than double its original enrollment and facility. In the fall of 1989, Mrs. Grace Messina signed on as principal until the end of the 1992-93 school year. In the fall of 1993, Dr. Bronte Gonsalves was appointed principal until the spring of 1997. Mrs. Pam Ratliff served as the principal from 1997 until the end of the 2002-2003 school year.

Dr. Cindy Cummins was the principal from the fall of 2003 until the end of the 2009-2010 school year. In May 2010, Mrs. Geraldine Syler was appointed interim principal and in March 2011 she was named principal, a position she held until the end of the 2012-2013 academic school year.

Mrs. Amy Felton is the current principal; she was selected in June of 2013. Also, for the 2013-2014 school year, St. John the Apostle adopted the president-principal model and hired Mr. David Dean to be president. In January 2016, Mr. Dean accepted a new employment opportunity, and the school went back to the principal model.

A history can simply be a record of dates, or it can be a record of achievements. St. John the Apostle Catholic School is proud to have recorded numerous achievements during its fifty plus years. Among them are the following: retention of the faculty, relevant curriculum and innovative programs, the continued success of its graduates, the return of many graduates as parents of St. John students, and the support and commitment of the families toward a value-based Catholic education.

**The most recent accreditation by the Texas Catholic Conference was in September 2022.** St. John the Apostle School received numerous exemplary and outstanding ratings and full accreditation status. In October 2008, the U.S. Department of Education named St. John the Apostle Catholic School a Nationally Recognized Blue Ribbon School, one of 50 private schools and 270 public schools recognized nationally and the only school, public or private, in Tarrant County so designated in 2008. In 2021, the school received the Green Award from the City of

North Richland Hills and the Most Loved School in Northeast Texas from Hulafrog. **In 2022, the school was recognized again as a National Blue Ribbon School. St. John the Apostle Catholic School was the only private or public school in Tarrant County to receive this award in 2022. St. John the Apostle was 1 of 24 private schools in the nation to receive this honor.**

Our school community looks forward to on-going achievement and development as an integral part of St. John the Apostle Catholic Parish. We are proud of our past history and look forward to the future with enthusiasm.



## **GOALS AND OBJECTIVES**

1. Develop a spiritual life for the students through liturgical celebrations, sacraments, daily prayers and devotions, daily religious connections, and service to the community.
2. Promote optimal intellectual achievement through a classical tradition using a well-rounded academic program that supports the needs of each student and encourages individual achievement, effective study skills, and life-long work habits.
3. Develop an appreciation of God's creation through outdoor learning experiences and an awareness of our cultural diversity through the arts, foreign language, and technology.
4. Foster personal growth and individual responsibility through opportunities to make choices and to understand how these choices affect others, the community, and the larger world.
5. Encourage a healthy lifestyle through physical education and athletic programs that endorse life-long fitness and good health.
6. Promote and encourage service opportunities in our immediate church community and the wider community.

## **SCHOOL GOVERNANCE AND RESPONSIBILITIES**

The principal, with the cooperation of the pastor, is the chief administrator of the school. All decisions about matters pertaining to teachers and students, scholastic programs and extracurricular programs, and the day-to-day operation of the school rest with the principal. The School Advisory Council (SAC) is an advisory council to the pastor and principal.

The smooth operation of the school is dependent upon the effective leadership and responsibility assumed by members of the local community, including employees of the school, the pastor, and local councils. Listed below is a summary of the key roles of each of these individuals and groups.

### **PASTOR**

The administrative responsibility of the pastor for the school includes the care of the total parish facility and those matters that are not included within the authority of the School Advisory Council by reason of its constitution or within the professional responsibility of the principal.

## **PRINCIPAL**

The role of the principal within the Catholic school is to provide Christian educational leadership and:

- To serve in the role of Chief Administrator of the School
- To work closely with the pastor, the office of Faith Formation, the lead teachers, and the faculty to achieve a climate that fosters Christian growth and formation
- To interact with the local council as an ex-officio member
- To be responsible for long-range financial planning and management including development, fundraising, student recruitment, and public relations
- To develop and manage the school budget along with the local School Advisory Council
- To administer all school programs, ensuring compliance with regulatory bodies related at the local, state, and national level
- To work with the maintenance engineer to ensure a safe environment
- To oversee the efforts of special programs such as parent organizations and athletic programs
- To interact with the community as a representative of St. John the Apostle Catholic School
- To oversee all student services in program evaluation, assessment, discipline, health, and parent communication
- To oversee the implementation of instruction in curriculum, instructional strategies, accreditation process, and teacher evaluation
- To interact with colleagues to ensure the smooth operation of services

### **Conferences with Principal**

Conferences with the principal should be made by appointment through the school office. **Protocol dictates to meet with the faculty member concerned before meeting with the principal.**

The operation of the school is based on the following factors:

- The best interest of the child(ren) is the first consideration in all administrative procedures, practices, and decisions.
- The teacher is the key factor in instruction, and every child should be instructed by well-qualified professional personnel.
- The high standard of education should be maintained by continuous evaluation and revision of the curriculum, organizational structure and methodology based on the latest valid research, changing goals in society, and school objectives. Close communications should be maintained among the pastor, principal, teachers, parents, and the community.

## **CATHOLIC EDUCATION**

Parents, as well as those who take their place, are obliged, and enjoy the right to educate children. The duty and the right of educating belong in a unique way to the Church which has been divinely entrusted with the mission to assist young men and women so that they can live at the fullness of the Christian life. Among educational means, the Christian faithful should greatly value schools, which are of principle assistance to parents in fulfilling their educational task. Parents should cooperate with the school's teachers to whom they entrust their children to be educated, while teachers have the duty to collaborate closely with parents through associations and meetings.

Code of Canon Law: 793, 794, & 796

# I. ADMISSIONS AND ENROLLMENT

Topics in this section are in alphabetical order.

## Admissions Policy

Admission of students to St. John the Apostle Catholic School is subject to testing for placement in agreement with school policies. There are two tuition rates: \*parishioner and non-parishioner.

\***Active parishioner status** is determined by St. John the Apostle Parish.

The parishioner must:

- Be an active member of the St. John the Apostle Catholic Church
- Be current with **2022-2023** commitment
- Make a pledge for **2023-2024** Stewardship Renewal

## Age of Enrollment

St. John the Apostle Catholic School follows the state regulation. All students must be the minimum age or older by **September 1st** of the year entering Pre-K - Grade 1. A child should have attained the age of five years on or before September 1 of the year during which the child is admitted to kindergarten. A Pre-K child must attain the age of four on or before September 1. Participation in a school's Pre-K program does not ensure acceptance into kindergarten. The administration must see birth certificates and shot records for all new students. A physical is required for all new students. **All students must be totally toilet trained.**

## Change of Address, Phone Numbers, or Email

Please update in RenWeb or notify the school office in case of a change of address, telephone number, or e-mail (home or work). It is the responsibility of the parents to maintain current and accurate information on the emergency card, on RenWeb, and with the school office.

## Custody

In the absence of a court order to the contrary, the school will provide the non- custodial parent access to academic records and other school information regarding his/her child. If a court order specifies that no information is to be given, it is the custodial parents responsibility to provide the school with a court-certified copy of the court order. If legal interpretation is needed, the cost of this will be charged to the parent raising the question. The school needs copies of custody/visitation arrangements on file.

## ESP Volunteers and the Educational Support Program (ESP Hours)

The Educational Support Program was initiated in 1980 as a means of establishing a long-term financial base to provide for future capital improvements. It was also planned to ensure high quality education and provide for future enrichment for St. John the Apostle Catholic School. This is a great way for parents to show a commitment to the mission of the school.

St. John the Apostle Catholic School has been able to keep costs down by utilizing parents' services in our cafeteria, library, facilities maintenance, clerical assistance, coaching, and many other areas. The Educational Support Program is one way of helping ensure our future.

### **Educational Support Guidelines**

A family's Educational Support Program commitment for the **2023-2024** school year is either a **\$400 payment**, forty hours of an approved service activity, or a combination of these two options. All parents of students in Pre-K through 8th grade are expected to participate.

**ESP Approved Hours of Service** - please see the Administrative Assistant in the School Office for details regarding volunteer opportunities and hours earned.

### **NOTE:**

1. "Actual" hours must be logged in through RenWeb at [www.renweb.com](http://www.renweb.com). Each family is responsible for logging their hours monthly into RenWeb. Hours will be checked, verified, and applied to the FACTS account on the 1<sup>st</sup> of each month.
2. If hours are logged in after the 1<sup>st</sup> of a previous month, those hours will not be counted. Families cannot back date hours. If you forget to log in the hours in the month they occurred, you will need to log them in the next month and in the notes/comment section put the actual date they were worked.
3. Hours worked after May 10 and in the summer are credited toward the following school year (for example, hours worked in the summer of 2023 are credited to the 2023-2024 school year).
4. To help ensure a safe environment at St. John the Apostle Catholic School, all volunteers must complete the Safe Environment workshop.
5. **To comply with health and safety regulations, parents may not bring their younger children when volunteering.**

### **Fees and Fines**

St. John the Apostle Catholic School will withhold the release of report cards and transcripts if the family owes outstanding fees or fines for the following: tuition payments, defaced, damaged, or lost books, books not returned, or Educational Support Program (ESP) fees.

### **Re-enrollment**

Re-enrollment at St. John the Apostle Catholic School is not automatically extended to every student. This privilege is reserved for those students for whom St. John the Apostle Catholic School has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in spiritual and academic growth. **Parents are expected to be supportive of the school's philosophy, the pastor, administration, and teachers. The attitude and behavior of parents and their willingness to follow school policies and procedures as stated in the handbook and requested by the principal are also a consideration for re-enrollment of their children. Additionally, parents are expected to speak and act in a positive, Christian manner.**

Students may be denied enrollment at any time during the school year if attitude, behavior, and academics become unacceptable. Parental misbehavior or failure to cooperate shall be grounds for removal of any student from the school. Disrespectful behavior, vulgar language, verbal or physical abuse, **or abuse of technology guidelines** may cause a situation where a family may be required to withdraw their child(ren) from the school, or a family may not be invited to return the following year.

## **Registration of New Students**

Registration of new students will be held in February of each year. Applicants must present the following:

- Official state birth certificate (a hospital birth certificate is not acceptable)
- Official baptismal certificate (does not apply to non-Catholics)
- Health certificate, signed by a physician, reflecting compliance with state law regarding immunizations
- Payment of registration fee
- A child entering Pre-K must be four years old on or before September 1. There will be **NO exceptions** to this regulation
- A child entering kindergarten must be five -years old on or before September 1. There will be **NO exceptions** to this regulation

## **Re-registration of Existing Students**

Students in all grades will re-register for the following year in January. A non-refundable registration fee is required at that time. The administration reserves the right to review each re-registration and, with due consideration, welcome will back students or refuse re-admission. Registration fees are due at the time of registration.

To qualify for re-registration in January, the following conditions must be met:

- **Tuition payments must be current through December 31**
- Catholic Parishioners Status---families financially support the parish through the use of Sunday envelopes or Faith Direct. No minimum contribution is specified.

## **Transfer**

When a student transfers to another school, the principal and teachers should be notified in advance. All books must be returned. Upon request by the new school, a transfer form will be issued, and all school records will be mailed directly to the registrar. **\*\*No transcripts of grades, health records, etc., will be released to the receiving school unless all financial obligations have been met.**

## **Tuition**

Tuition is paid through FACTS Tuition Management Service. Payments are based on a 10-month or 12-month payment cycle due by the **1<sup>st</sup> or 15<sup>th</sup>** of each month depending on selection at time of registration. Full payment may be made by August 1.

## **Tuition Delinquency Policy (10/98)**

Failure to make tuition payment by **20 days** past due date will place student(s)' class attendance and enrollment at risk. If payment is not made (or make arrangements for payment) by **30 days** past due date, **student(s) will not be permitted to continue to attend classes.** When payment (or arrangements for payment) has been made, the student(s) will be permitted back in class. If a student(s) is not in attendance for 8 consecutive class days because of delinquent tuition, St. John the Apostle Catholic School will terminate enrollment.

- **Families that enroll after March 1st are required to pay all tuition upfront for the remainder of the school year.**
- **No families that have an inactive FACTS account will be able to attend school unless the account is activated.**

As stated under Re-registration, tuition payments must be current through December 31.

### **8th Grade Tuition and Fees**

8<sup>th</sup> grade will have graduation fees of \$120 that covers: the gowns, retreat, field trip lunches, and graduation celebrations.

Tuition will need to be paid in full for the 2023-2024 school year prior to graduation day, May 20, 2024. Even if your child is on a 12-month payment plan, tuition must still be paid in full.

### **Tuition Assistance**

Tuition Assistance is available on a limited basis and disbursed by May for the upcoming school year. Applications for tuition assistance should be made when registering in January. The FACTS form is used by the Bishops Scholars, Stephen Breen Foundation, and the school when considering tuition assistance. If a student withdraws within the school year, tuition assistance will be prorated for the remainder of the days.

### **Withdrawal by family or Withdrawal by school**

#### **Family:**

**If a family leaves St. John the Apostle Catholic School before the end of the school year, a formal written notice must be provided to the principal. This must be sent with a minimum of 15 calendar days prior to the last day of attendance. Tuition for that month will not be refunded and if it isn't paid for that month, it will need to be paid before records are sent to the new school. There is specific withdraw paperwork from St. John the Apostle Catholic School that must be fill out.**

#### **School:**

**If a family is withdrawn by St. John the Apostle Catholic School because of and not limited to breaking of the handbook policy, the family will be responsible for paying tuition for the current month plus next month's tuition. NO REFUND WILL BE GIVEN. They will be notified by email and phone call.**

## **II. Uniform Policies and Dress Code**

### **St. John the Apostle Catholic School Guidelines:**

God's gift of gender to each child is how the child will dress at school on regular uniform days and on free dress days. No t-shirt or accessories that go against the Catholic faith may be worn.

### **Spirit Day Attire**

Spirit Day is a special occasion on which students are not required to wear full uniform; however, **it is not a free-dress day.** On the last Friday of each month, students will be allowed to wear the following:

- Any officially- designed SJS Spirit Shirt or T-shirt emblazoned with the SJS logo or the words St. John the Apostle Catholic School, sports uniforms included
- Spirit shirts must be worn with uniform jumpers, skirts, shorts, or pants
- School shoes and ankle-length socks are required on Spirit Days. No-show socks are not allowed.

## **Principal-Approved Free Dress Attire**

On these designated days and on a student's birthday or half-birthday, the student may only wear jeans, a tee shirt, school socks, and school shoes.

- Jeans with holes, tears, embellishments, or artwork may **NOT** be worn. Jeans **MUST NOT** be tight-fitting.
- No tee shirt or accessories that are contrary to the Catholic faith may be worn.
- If a student's birthday or half-birthday falls on a Mass Day, the student may wear free dress on the following day.

**If free dress attire is deemed immodest or inappropriate, the student will be asked to call home for a uniform and will lose the free dress privilege.**

## **Mass Attire: Full Dress Uniform: GRADES K-8<sup>th</sup>**

### **GIRLS**

- Jumpers or skirts, **sky blue blouse shirt (from Mills)** and school sweater

### **BOYS**

- Navy pants (**NO SHORTS ON MASS DAYS**), **sky-blue shirt Mills button-down collar** (short or long sleeve), school tie, and school sweater

## **General Uniform Requirements Pre-K through 8<sup>th</sup> Grade**

### **HAIR**

- **Hair must be well-groomed, natural color, and conservatively cut (examples of cuts not allowed for boys and girls: partially shaved heads, mohawks, bangs covering face (no streaks, highlights, dreadlocks, or partially colored hair))**
- For girls, hair bows must be in uniform colors (navy, red and white,) and hair clips may be school colors or gold/silver. **NO Claw Clips and or banana clips can be worn to school for safety reasons.**
- For boys, hair must be no longer than the top of the shirt collar and trimmed above the eyes and around the ears.

### **SOCKS**

- Solid (no logos) white, navy, or black, crew length or knee length
- White or navy opaque tights OR white, navy, or black leggings (**not capri length**) may be worn on cold weather days.

### **SHOES**

- Girls - Keds School Days navy and white non-scuff athletic saddle shoes or solid white leather **athletic shoes** with laces or Velcro and non-marking soles. **NO high tops, Converse, or slip on shoes are allowed.**
- Boys - Solid black leather **athletic shoes** with laces or Velcro and non-marking soles. **NO high tops, Converse, or slip on shoes are allowed.**

## **TIES**

- *Grades 1-3* - Plaid clip-on uniform tie from Mills Uniform
- *Grades 4 and 5* - Plaid clip-on or regular uniform tie from Mills Uniforms
- *Grades 6-8* - Plaid regular ties from Mills Uniforms

## **SWEATERS**

- *Grades K-4* - Navy blue cardigan with the SJS name on the left over the heart
- *Grades 5-8* - Navy blue varsity cardigan with the SJS name sewn on the left over the heart and letter on left pocket (if lettered in sports)

## **BELTS**

- *Grades 4-8* - Must wear navy or black belts
- *Grades K-3* - Belts are optional. Braided belts are recommended for K-3 provided students are able to buckle belts themselves.

## **JEWELRY**

- Earrings (for girls only) - one stud in each ear lobe
- Necklaces must be gold or silver with a religious pendant only
- **No bands, bracelets, or hair ties may be worn on the wrists.**
- No rings may be worn.
- No make-up may be worn to school.
- No colored nail polish may be worn to school.
- Pre-K and Kindergarten students are not allowed to wear watches.

## **UNIFORM REQUIREMENTS FOR PRE-KINDERGARTEN**

### **GIRLS**

- Cardinal short-sleeved polo shirt embroidered with the St. John the Apostle emblem
- Navy shorts, pants, or culottes
- Navy cardigan with the school name on the left side over the heart
- White, navy, or black crew or knee-length socks
- **Solid navy or white tights reaching to the ankle with socks over the top of them, may be worn on cold weather days**
- There must be no embellishments or logos on socks or tights
- Keds School Days navy or solid white athletic non-scuff shoes
- **Undershirts must be white only**

### **BOYS**

- Cardinal short-sleeved polo shirt embroidered with the St. John the Apostle Catholic School
- Navy shorts or pants
- Navy cardigan with the school name on the left side over the heart
- White, navy or black crew or knee-length socks
- Solid black non-scuff athletic shoes
- Undershirts must be white only



## **UNIFORM REQUIREMENTS-KINDERGARTEN-4<sup>TH</sup> GIRLS**

- **Blouse:** **Sky-blue Mills** cotton blouse with short or long sleeves; no emblems or logos
- **Polo shirt:** Cardinal short sleeved polo shirt embroidered with the SJS name; worn with shorts or pants only.
- **Jumpers:** Navy blue uniform plaid (**length must be below the knee**)
- **Shorts/Pants:** Navy cuffed walking shorts or long navy pants
- **For PE: Blue athletic shorts** must be worn under jumpers for P.E. These **must be mid-thigh** in length. **No spandex or biking shorts** may be worn.
- **Undershirt:** can only be white

### **BOYS**

- **Shirt:** **Sky-blue Mills** shirt with button-down collar with short or long sleeves. These shirts must be worn with navy pants, sweaters and ties on Mass days.
- **Polo shirt:** Cardinal short-sleeved polo shirt embroidered with the SJS name; may be worn with shorts or pants
- **Shorts/Pants:** Knee-length navy blue walking shorts; navy pants
- **Undershirt:** can only be white

\*(All uniform items may be purchased at Mills Uniform)

## **UNIFORM REQUIREMENTS FOR 5<sup>th</sup> through 8<sup>th</sup> GRADE**

### **GIRLS**

- **Blouse:** **Sky-blue Mills** cotton collared shirt with short or long sleeves
- **Polo shirt:** Cardinal short-sleeved polo shirt embroidered with the SJS name; worn with shorts, skirts, or pants only.
- **Skirts:** Navy blue uniform plaid (length must be to the top of the knee)
- **Shorts/Pants:** Navy cuffed walking shorts or navy pants
- **For PE: Blue athletic shorts** must be worn under skirts for P.E. These **must be mid-thigh** in length. **No spandex or biking shorts** may be worn.
- **Undershirt:** can only be white

### **BOYS**

- **Shirt:** **Sky-blue Mills** cotton button-down collar with short or long sleeves.  
\*These shirts must be worn with navy pants, sweaters, and ties on Mass days
- **Polo shirt:** Cardinal short Sleeve polo shirt embroidered with the SJS name; may be worn with shorts or pants
- **Shorts/Pants:** Knee-length navy blue walking shorts; navy pants
- **Undershirt:** can only be white

**Mills Uniforms: SJS has an active contract with Mills Uniforms. Students are not allowed to wear homemade or professional made uniforms. This goes against our contract with Mills Uniform.**

**The following uniform items: button-down shirt, polo shirt, shorts, pants, ties, and school sweaters need to be purchased at our school uniform sale or Mills Uniforms in Fort Worth, Texas.**

**THIS AND ONLY THIS CONSTITUTES THE UNIFORM; ANYTHING IN ADDITION TO THIS ITEMS SPECIFIED IS NOT ALLOWED. ALL ITEMS MUST BE CLEARLY MARKED.**

WITH THE STUDENT'S NAME AND MUST BE WORN APPROPRIATELY. BACK PACKS AND LUNCHBOXES SHOULD ALSO BE MARKED WITH THE STUDENT'S NAME.

### **Lost and Found**

Lost and found items are in the school office. All personal belongings should be clearly labeled for easy identification.

## **III. Carpool**

### **Traffic Plan**

Parents/guardians are asked to cooperate with the traffic plan designed for the safety of the students. Parents/guardians are requested to park only in designated school parking lots (teachers' parking lot by the office and parking lot by gym) when conducting school business. The orange cones on the parking lot should not be moved in order to drive closer to a school building. Please do not park inside the designated playground area (within the orange cones). If you do not follow this plan, you may be putting your child's safety in jeopardy.

Classrooms open at **7:30AM** and **classes begin promptly at 7:50AM. Dismissal STARTS AT 3:35pm ends at 3:55PM.** Please drop off and pick your child up on time. Students should arrive no earlier than **7:30AM**. Before School Care is from 7:00AM to 7:30AM and After School Care is offered through St. John Childcare; call 817-595-2654 for specific information. **All students left after 4:15PM will be charged at a rate of \$20 per student for every hour. Families will need to pick them up by buzzing GATE number 2 and coming to the school office. This will be charged to your FACTS account.**

### **Arrival Procedures**

- Carpool Arrival Time **(drop off at gym)** is from 7:30AM to **7:45AM.**
- For students arriving after **7:45AM,** the gym doors will be closed, and parents must park by gate 2 and walk students into the office.
- Enter the carpool drop off from Glenview Drive/ Ruth Road from the church parking lot. Drive through along the gym drive, following the directions of the supervising teacher regarding pulling forward.
- All discharging of students should be on the passenger side of the vehicle.
- Do not park and walk a child to class or the gym.
- Do not pull through the cones to drop off or park closer to the classrooms.
- Do not drop off students in the parking lot during or after carpool.

### **Afternoon Dismissal and Pick-up Procedures**

- Afternoon carpool will begin at 3:35PM and end at 3:55PM.
- **At 3:55PM, leftover students will be taken to the office. After 4:15PM, parents will be charged at a rate of \$20 for every hour until picked up.**
- No student will be dismissed from campus to limousines.
- In the event of a storm or other special circumstance, carpool may be modified.

- The students will be dismissed by grade level using 4 different gates each day.
- Parents, please follow the carline in single file to get to the grade your child is in. See details below:
  - 5<sup>th</sup> - 8<sup>th</sup> will dismiss from the gym
  - Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> will dismiss from their classrooms using gate 6
  - Pre-K will dismiss from their classrooms using gate 4
  - 3<sup>rd</sup> and 4<sup>th</sup> grade will dismiss from the cafeteria using gate 1
- Only after your child/children is/are picked up, you may proceed, keeping to the left lane, to exit the school campus.
- Early dismissal from the office must be done by **2:45PM** as the office will be closed from **2:45PM to 3:55PM** to facilitate dismissal.
- Dismissal will end at 3:45PM.

## IV. ATTENDANCE AND ABSENCES

### Absence Policy

- Students are expected to be present and on time every day.
- **In the case of absence, parents must inform the school office by calling 817-284-2228 or emailing administrative assistant, school nurse and Mrs. Felton, and the child's homeroom teacher before 8:00AM explaining the reason for the absence.** Permission for "special absence" (short or long) must be prearranged with administration.
- A student is responsible for work missed because of absences. Parents are encouraged to schedule vacations during regular school breaks. Vacations will be counted as an unexcused absence. Students who miss more than 18 days will repeat their school year.
- Students who are in attendance less than 90% (162 days) of the school year may be in jeopardy of advancing to the next level.
- Repeated unexcused absences may be considered grounds for summer school, suspension, retention, or even dismissal. All cases will be reviewed, and final decisions will be determined by the principal.
- A note from the physician is required when the child has been absent 3 days or more due to illness.
- If a student is absent from school, he/she will not be allowed to participate in practices or games for that day. Students who miss school on Friday before a Saturday game will not be able to participate. If a student misses a ½ day of school because of illness they still will not be able to participate on Friday night or Saturday.

### Absence and School Work

Each student is to complete all work missed during an absence. It is the responsibility of the student to obtain and complete assignments covered during the period of absence and to make at arrangements with the teacher for make-up tests and other help at a time convenient for the teacher. Students are allowed to make up work for excused absences. A student is allowed one day to make up work missed for each day of absence unless the work was due the day of the absence. Make-up work for unexcused absences will be given a zero.

**Long-term assignments, such as science fair projects, book reports, research papers, etc., will need to be brought to school by 8:00AM on the day they are due whether the student comes to school or not. Grades will be lowered for long-term assignments handed in late.**

### **Appointments and Early Release**

Doctor, dental, and other pre-approved appointments will be excused. However, appointments should be scheduled before or after school if possible. If appointments outside the school day are not possible, they should be scheduled so that students do NOT miss the same class on a regular basis. It is difficult for students to make continued progress if they often miss the same class or weekly Mass. **Please pick children up at change of class time only as it can be very disruptive when a student is called in the middle of a class.**

**If students need to leave campus during the school day, parents must email the school office and homeroom teacher in the morning. They must be picked up and signed-out in the school office. Early dismissal must be completed by 2:45PM because the office will be closed from 2:45 to 4:00PM to help with dismissal. Please allow ample time for students to be picked up.**

### **Excused Absence**

An excused absence is an event over which the family has no control, such as:

- Student illness
- Serious illness or death in the family
- School-sponsored trips
- Emergency

Medical or dental appointments, etc., are to be scheduled outside school time. Exceptions will be made if absolutely necessary, but only after a note from the parents and an appointment card from the doctor, presented either before going or upon returning from the appointment, have been submitted to the office.

### **Unexcused Absence**

Any absence that does not meet the above criteria is unexcused. A student's absence from school due to an out-of-school disciplinary suspension is unexcused. In addition, every five unexcused tardies per semester is deemed equal to one day of unexcused absence and is recorded as an absence on the student's permit school record.

### **Tardiness**

Teaching children to be punctual starts very early. **The school day begins with the 7:50AM bell.** When they arrive on time and are picked up on time, children are learning life-long skills. Parents, please assist the school with your child's education by ensuring punctuality. Absence and tardiness interfere greatly with student progress, and tardiness, in particular, causes classroom disruption.

**Any student arriving after 7:50AM is tardy and must be brought directly to the office to receive a tardy slip.** Tardy students in grades Pre-Kindergarten through eighth grade must go to the main office for an admittance slip. Younger students should be escorted to the office by their parents. Following the guidelines above, all tardy students must get an admittance slip from the office in order to be admitted to the classroom. Upper school students should go to their scheduled class after checking in at the office and give these slips to their teacher.

### **Consequences for Tardiness**

Each student begins with a clean slate for tardies at the beginning of each semester, even though tardies are listed cumulatively on the report card. Consequences will be given for tardies each semester. **The office will notify parents/homeroom teacher of tardiness and consequences.**

#### **3 tardies**

- Letter to parents by e-mail

#### **5 tardies**

- Letter to parents by e-mail
- Equals one day of absence which is recorded on the permanent report card
- Subsequent tardies in increments of five (i.e. 10, 15, 20, etc.) will result in one day of absence for every five tardies and notification will be sent to parents

#### **7 tardies**

- **\$10.00 per child, per tardy, per semester and will be charged via FACTS**

#### **10 tardies**

- A meeting with the principal
- **\$15.00 per child, per tardy, per semester and will be charged via FACTS**

## **V. ACADEMIC LIFE**

**Topics in this section are in alphabetical order.**

### **Academic Responsibility**

As parents and educators, we are dedicated to helping children become responsible citizens. Students must learn responsible conduct both inside and outside the classroom. To this end, students are ultimately responsible for completing their own assignments and homework and for remembering to bring their own books, assignments, and materials to class. Parents should make arrangements with teachers or outside tutors for extra help if further academic assistance is needed.

**Missing homework (including homework completed but left at home) or severely incomplete work must be turned in the following day. It will be graded starting at 76%. If it is not turned in the very next day, it will result in a 0.**

### **Academic Responsibility Contract**

An Academic Responsibility Contract may be issued to a student who insists that he or she wants to attend St. John the Apostle Catholic School but whose past academic performance has been unsatisfactory. Specific requirements for improvement will be tailored to the student's individual needs and will be spelled out in the Academic Responsibility Contract. A student and his/her parent or guardian must sign an Academic Responsibility Contract with the school administration that spells out renewed cooperation.

## Accelerated Reader and STAR Testing

### STAR Testing and Accelerated Reader (AR)

STAR reading is a comprehension-adaptive test that measures student achievement on reading skills. As a student takes the assessment, the software selects items based on the student's responses. If the student answers the item correctly, the software increases the difficulty level of the next item. If the student answers incorrectly, the software lowers the difficulty level of the next item. This test is given to students from first through eighth grade three times a year. AR is a computer program that helps teachers and librarians manage and monitor children's independent reading practice. Each grade level has a different point value requirement each quarter:

|   |  |
|---|--|
| 1 <sup>st</sup> and 2 <sup>nd</sup> grade | monitor reading comprehension on a weekly basis - no specific point requirement                            |
| 3 <sup>rd</sup> and 4 <sup>th</sup> grade | Quarter 1 - 6 AR points<br>Quarter 2 - 8 AR points<br>Quarter 3 - 10 AR points<br>Quarter 4 - 10 AR points |
| 5 <sup>th</sup> grade                     | 10 AR points each quarter  |
| 6 <sup>th</sup> grade                     | 12 AR points each quarter  |
| 7 <sup>th</sup> grade                     | 15 AR points each quarter  |
| 8 <sup>th</sup> grade                     | 20 AR points each quarter  |

## AR Grading

- If a student has completed the required number of points for the quarter, the actual percentage earned is the test grade entered on RenWeb.
- If a student has not completed the required points, two grade points are deducted from the percentage earned for every AR point not completed.
- Students on a SSP (Learning Plan) will have AR points adjusted.

## Assignment Books

St. John the Apostle Catholic School assignment books are required for students in grades 2 - 8. Students must purchase these books from SJS and teachers will monitor the use of these assignment books. **Teachers will expect all students to write their assignments in their assignment books on a daily basis.** These assignment books must go home daily with the child. Parents will be asked to sign the assignment books daily or weekly depending on the request of the teacher.

## Backpacks

Students will use their backpacks to carry notebooks, folders, and supplies to class. **Rolling backpacks may only be used under special circumstances with the principal's permission.** Backpacks should be clearly marked with the student's name. Please ensure that backpacks are cleaned periodically.

**Please ensure that no toys or extra items are inadvertently brought to school unless teachers have asked for specific items on specified days.**

## **Counseling**

Based on teacher observations and the principal's recommendations, families may use services through their parishes, Catholic Charities, or private practices. The school and parents work together and support each other's efforts to the extent possible. Parents may sign a Consent for Release of Information form which allows St. John the Apostle Catholic School personnel to speak directly to a child's therapist, counselor, or doctor to gain insight into the best ways to help a student.

## **Curriculum**

St. John the Apostle Catholic School uses the curriculum of the Diocese of Fort Worth, adapted from the TEKS and Diocese of Hartford. Pre-Kindergarten through Grade 8 use this curriculum, and it includes religion and all subjects required by the Texas Catholic Conference Education Department (TCCED). Parents may review the curriculum in the school office.

This curriculum covers a basic set of subjects: religion, math, science, social studies, language arts, Spanish, physical education, art, music, and computer technology. In addition, guidance, study skills, mentoring and electives are offered. Extracurricular activities such as athletics, band, choir, cheerleading, and 4-H are offered after school.

## **Faith Formation**

*The Spirit of Truth*, a series of books prepared by the Sophia Institute are used for grades K-8. The spiral learning approach introduces and reinforces doctrine, Scripture, and the liturgical year at every grade level. Lessons include ideas, suggestions, additional background information, and connections to the *Catechism of the Catholic Church*, the *National Directory for Catechesis*, Catholic Social Teachings, liturgy tips, teaching tips, and special needs. This series offers a website that can be used by parents, students, and teachers.

Students wishing to receive the Sacraments of *First Eucharist* and *First Reconciliation* must meet the following eligibility for reception of the sacraments:

- Parents must first attend a mandatory parent information session with the Faith Formation/ Religious Education staff prior to being accepted for enrollment in the Sacramental Preparation program. **For the second-grade students at St. John the Apostle Catholic School, the information will be given to Parents through the church office.**
- The child must be a baptized Catholic and parents must provide proof of Baptism prior to admission to sacrament preparation, including children baptized at St. John the Apostle Catholic Church. **No sacraments will be received without the baptismal certificate.** If you need a replacement copy of the baptismal certificate, you must go through the parish of baptism.
- Families must attend the scheduled Sacramental Retreats.
- Children and families must regularly attend the celebration of Mass.
- Failure to abide by these criteria will mean waiting for another year for the reception of the sacraments.

Children who are above 3<sup>rd</sup> grade will be required to follow the above criteria, as well as being assigned to a Sacramental Preparation Class.



## **Grading Scale:**

### **Grading Scale for 1<sup>st</sup> through 8<sup>th</sup> grades**

|          |   |                         |
|----------|---|-------------------------|
| 100 - 94 | A | Outstanding Progress    |
| 93 - 86  | B | Good Progress           |
| 85 - 76  | C | Acceptable Progress     |
| 75 - 70  | D | Limited Progress        |
| 69 -     | F | Unsatisfactory Progress |

### **Grading Scale Pre-K, K, and 1<sup>st</sup> quarter of 1<sup>st</sup> Grade**

|   |                   |
|---|-------------------|
| G | Good              |
| S | Satisfactory      |
| N | Needs Improvement |

## **Homework/Classwork Policy**

The purpose of homework is to foster habits of independent work and to reinforce learning that has taken place in school. Each student from second through eighth grade must keep a written account of homework in the required SJS assignment book. This is his/her responsibility. Parents, please make it a practice to sign the homework assignment book/sheet if the teacher requires it. It is the policy of St. John the Apostle Catholic School to give homework.

Missing homework (including homework completed but left at home) or severely incomplete work must be turned in the following day. It will be graded starts at 76%. If it is not turned in the very next day, it will result in a 0%.

For Pre-K through 2nd grade, teachers will provide a weekly classroom newsletter that outlines the topics that will be taught in each subject for that week. Parents are responsible for reviewing these topics. For absent work, parents contact teachers directly to make arrangements.

For 3<sup>rd</sup> through 8<sup>th</sup> grade, lesson plans, which include homework assignments, will be posted to the LMS on RenWeb. Parents are expected to check LMS daily for Lesson Plan/Homework updates. **This is also your resource for absent work.** For grades 4-8, assignments must be uploaded to LMS.

**No extra credit will be given to help with grades.**

**If a student in grades 3 through 8 receives a grade lower than 70% in any homework or classwork assignment other than a test, the student may correct the paper and turn it in the next to receive a maximum of 76%.**

**The teachers will write on the paper when the corrections are due.**

## **Library Program**

The Monsignor Charles B. King Multimedia Center [library] will be open on **Wednesdays and Thursdays**. The student can schedule a time to come to the library to make uses of its resources before and after school hours.

**Pre-Kindergarten through 4<sup>th</sup> grade students** will have regularly scheduled library class each week. 1<sup>st</sup> through 8<sup>th</sup> grade students must be prepared to take AR tests on books checked out. **5<sup>th</sup> through 8<sup>th</sup> grade students** come to the library in conjunction with their literature class or as scheduled by a teacher.



**In the case of lost or damaged books,** students will be assessed the cost of replacing the title at current prices. If a book that has been lost and paid for is returned to the library within 30 days, 50% of the cost will be refunded. If the book is returned after 30 days, no refund will be made.

**Fees owed to the library/school will be CHARGED TO THE FAMILY FACTS ACCOUNT.**

### **Mid-Term/ Final Exams**

Students in the upper school will take semester exams. Exams help students recall curriculum content and skills previously taught and prepare students for taking exams at a high school level. Any eighth grader who has an A average for **all four quarters** [94% or higher] in any subject will be exempt from the final exam in that subject. Administration will inform exempt students. **Once dates for exams have been announced, please refrain from making any off-campus appointments for your child.**

### **Progress Reports**

A progress report will be issued at mid-quarter each nine weeks to all students in grades Pre-K-8. Pre-K and kindergarten will send their report is home. For 1<sup>st</sup> through 8<sup>th</sup> grade, the individual student progress report will be sent by e-mail through RenWeb. Additional information may be obtained from the teacher.

### **Report Cards**

Report cards are issued quarterly. Pre-K and kindergarten report cards will be sent home. These report card need to be signed and returned to the school. For 1st through 8th grade, the individual student report card will be sent by e-mail through RenWeb at the end of each quarter. Final report cards will be hard copies and handed out on the last day of school. In the event that a family's account has a balance, the report card will be withheld until all accounts are paid. Please refer to the Grading Scale.

### **Retention and Conditional Promotion**

Progress through the grades is a matter of achievement in the basic skills as well as of age, maturity, social and civic development. It is expected that the majority of students will be well- adjusted and will move through the adopted course of study at the rate of one grade per year. However, some students may experience difficulty in mastering the academic phases of the school program and will profit more from school if retained one grade. Based upon teacher recommendation, test scores, and/or observation by school personnel or other professionals, a student may be conditionally promoted or retained if the student experiences difficulty in mastering the academic phases of the school program. Special consultation with the parents, teachers, and the principal will be arrange it in sufficient time in each case.

Students in **grades 6 - 8** who have an "F" average in any of the six core subjects at the end of the school year will not be promoted to the next grade until the applicable condition from the list below has been met. Core subjects for grades 5-8 include: religion, English, literature, math, science, and social studies.

### **Credit Recovery:**

- Students in grades 5-8 who fail one or two core subjects must attend summer school or be tutored by a qualified tutor and pass with a 70 or better to be promoted to the next grade.
- Students in grades 5-8 who fail more than two core subjects will not be promoted and summer school/tutoring will not be an option. Eighth grade students who fail more than two core subjects may not re-enroll at St. John the Apostle Catholic School. Re-admittance to St. John the Apostle Catholic School for students in grades 6 or 7 who fail more than two core subjects will be at the discretion of the principal and may require the student receiving a battery of tests and/or counseling before repeating the same grade level at St. John the Apostle Catholic School.
- Students who fail summer school/tutoring will not be promoted and may not re-enroll in St. John the Apostle Catholic School.

Students in **grades 2 - 4** who fail a core subject will prepare for the next grade by attending summer school or by being tutored by a qualified tutor. Core subjects for grades 2-4 include: religion, English, reading, math, science, and social studies.

- Students in grades **2 - 4** who fail social studies or science will prepare for the next grade by completing a summer project assigned by the teacher or by attending summer school.
- If summer school is not available, an alternative course of action will be suggested by the administration.

Students in **grades Pre-K- 1** are promoted based on their ability to do the next grade level's work.

### **Special Programs**

#### **Pre-Algebra & Algebra Courses**

Starting in seventh grade, accelerated pre-algebra and eighth grade algebra classes are available. Students must qualify for these courses based on a math placement test, overall grades, standardized test scores, work ethic, and teacher recommendation. Algebra is a high school level course. The final decision regarding a student's placement in the algebra class rests with the school.

#### **Junior Great Books**

The Junior Great Books combines high-quality literature, student centered discussion, and activities that support reading comprehension, critical thinking, speaking, listening, and writing.

#### **The Guidance Program**

St. John the Apostle Catholic School provides a Christian moral-based guidance program to all students in PK - 8. *Faith, Family, and Friends*, a National Catholic Educational Association program, outlines the guidelines of the guidance program, which is incorporated into the day's teaching. The program helps students understand themselves better, form positive relationships, and improve their decision-making skills. It encourages self-direction and self-discipline and helps students to see life and learning as an interconnected whole, aimed at loving God and serving others.

### **Textbooks**

The Diocesan Education Office has approved all textbooks that are used at St. John the Apostle Catholic School. Textbooks are the property of the school and are for the students' use on a yearly basis. All students will obtain and return textbooks in good condition. Students are responsible for proper care of their textbooks.

An extra set of textbooks will be sent home for use through the year. Students will be fined for books lost or damaged at home or school. If the textbook is lost or damaged beyond use, the replacement value will be billed to the parent/guardian. The replacement value will depreciate after 3 years by 10% each year of use. In cases of excessive damage to a book that is still usable, a fine of up to the cost of the book's replacement will be charged.

## **VI. Conduct and Discipline**

### **Academic Honesty/Cheating**

Teachers expect students to fulfill the academic expectations at each grade level. Our vision for the progress of individual students requires that all students complete their own assignments.

**Cheating in any form is not tolerated.**

- If a teacher identifies a student cheating, the administration is informed in writing and all documentation will be given to the administration. The teacher will notify the parent.
- Cheating on tests has serious consequences and such incidents will be handled case by case.
- Plagiarism definition: To steal or use words that came from another author or source, and to not properly document and credit a source of its information.
- Students are instructed to document research sources, and they are expected to cite these resources as supporting evidence for their own original work.

### **Conduct and SJS Honor Code**

The primary purpose of St. John the Apostle Catholic School is to prepare students to live effectively in the present as Catholic youth and in the future as Catholic adults. Students are expected to live in accordance with the Golden Rule and the Greatest Commandment in their everyday lives.

**Students will follow the SJS Honor Code:**

- 1. Technology is not allowed on SJS campus. This includes cell phones, smart watches, etc. Students found with any device could be expelled from St. John the Apostle Catholic School.**
2. Exercise self-control
  - Use courteous language
  - Resolve conflicts in a mature manner
  - Be honest
  - Make ethical and morally responsible choices
3. Demonstrate a positive attitude
  - Take a leadership role
  - Be polite
  - Be cooperative

- Be appropriately dressed and groomed, and otherwise comply with the school's uniform policies
  - **Girls are not allowed to roll skirts.**
4. Respect the rights and feelings of others
    - Behave in a manner that does not disrupt others
    - Treat others with courtesy and respect
  5. Take responsibility for school property and the property of others
    - Respect the school buildings, grounds, and property
    - Keep the campus free from trash and graffiti
    - Respect the property of other students, teachers, or staff
  6. Support the learning process
    - Attend all classes regularly and on time
    - Be prepared for class (i.e., bring assignments, books, and supplies)
    - Complete schoolwork, projects, quizzes, and tests on one's own
    - Participate in class activities
    - Obey classroom policies

**The SJS Honor Code is a contract that parents and students sign and make a commitment to follow. Signed copies will be kept in the school office.**

### **Conduct Grades**

Students in grades 1-8 receive conduct grades that follow a point schedule. Each student begins with 100 points for each grading period. The grade is lowered when points are lost due to detention, discipline infractions/report to parent, and other documented concerns.

Deductions on Conduct Grade:

**Deductions on Conduct Grade will be based on the following:**

- **2 points will be deducted from the conduct grade for each infraction earned.**
- **Additional points will be deducted if deemed necessary by the teachers and administration.**

### **Conduct Guidelines Pre-K- 1<sup>st</sup> Grade**

1. Be kind to others
2. Follow directions and be attentive
3. Keep hands, feet, and objects to yourself
4. Raise your hand to speak and listen while others are talking
5. Work quietly and do not disturb others
6. Show respect for school and personal property

### **Conduct Guidelines 2<sup>nd</sup> - 8<sup>th</sup> Grade**

1. Avoid unnecessary talking
2. Act courteously
3. Follow directions promptly
4. Come to class prepared (supplies and books)
5. Take care of school property
6. Dress according to code

Pre-K - 8<sup>th</sup> students will sign the discipline roster if they violate these guidelines. Three roster sign-ups in a week will result in a behavior detention. The principal will send home a letter informing parents when the student will serve a behavior detention.

Behavior Detention will be served on Thursday mornings from 7:15AM to 7:45AM in the school library. Students will meet the librarian at Gate 8 by 7:15AM.

### **Conduct in Public Places**

Students of St. John the Apostle Catholic School are representatives of our school when they are off campus. To our larger communities, including Northeast Tarrant County area, North Richland Hills, and Fort Worth, SJS student behavior reflects the education they receive here. Therefore, it is the students' duty to conduct themselves in an appropriate and well-behaved manner at all times.

**THE PRINCIPAL (OR HIS/HER DESIGNEE) WILL HAVE THE AUTHORITY TO PRESCRIBE ALTERNATIVE DISCIPLINARY MEASURES WHEN SUCH ACTIONS ARE NECESSARY.**

### **Disciplinary Issues**

Major disciplinary issues that will result in immediate referral to the principal are:

- Violence or threat of violence to others (including fighting, pushing, hitting, etc.)
- Disruptive behavior of major or recurring nature which may include physical, verbal, sexual or any other type of harassment or abuse
- Insubordination/Disrespect/Disobedience
- Damage, theft, or destruction of property, either that of the school, or that of another individual (student or teacher)
- Possession of drugs/alcohol
- Possession of a weapon of any kind, even a toy weapon (references to guns, drugs, etc. will always be taken seriously)
- Any other matter which the administration determines is detrimental to the school community.
- **Abuse of technology guidelines**

**Note: Attendance at any Catholic school is a privilege, not a right. The administration can, at any time, withdraw any child, subject to the applicable grievance procedure through the Superintendent of Schools for the Diocese of Fort Worth. Any action/incident not covered in the handbook will be handled at the discretion of the administration.**

### **Disciplinary Measures & Consequences**

For misconduct one or more of the following disciplinary measures may be taken:

- Withdrawal of privileges or time apart from classmates, no sports, or field trips
- Written assignment

- Service Commitment
- Conference
- Infractions
- Detention
- In-school suspension (ISS) - Parents will be responsible to pay \$85 for the teacher hired that day to monitor their child.
- Out-of-school suspension (OSS)

Three detentions in a semester will lead to student /parent /administrator conference.

Four detentions in a semester will lead to an in-school suspension. Parents will be responsible to pay \$85 for the teacher hired that day to monitor their child.

Five detentions in a semester will lead to an out-of-school suspension and a discussion with the student and parents on the student's future at St. John the Apostle Catholic School.

A student being suspended for a second time may instead be subject to expulsion.

### **Disciplinary Probation**

Disciplinary Probation is defined as a trial period, determined by the administration, wherein the student attempts to rectify his or her behavior. Disciplinary Probation may include counseling, a Responsibility Contract, denial of privileges, such as athletics, participation in club or organization activities, or holding an office in a club or organization. This is a period of conditional re-enrollment and may be lifted if positive steps are taken by the student to improve his/her behavior. A student may be placed on Disciplinary Probation without having been suspended.

### **Disciplinary Responsibility Contract**

A Disciplinary Responsibility Contract may be issued to a student who insists that he/she wants to attend St. John the Apostle Catholic School but whose past behavior has been unsatisfactory. Specific requirements for improvement will be tailored to the student's individual needs and will be spelled out in the Disciplinary Responsibility Contract. Such a student and his/her parent or guardian must sign a Disciplinary Responsibility Contract with the school administration which spells out renewed cooperation.

Students who have served repeated detentions or suspensions during a school year and who are planning to return to St. John the Apostle Catholic School for the next school year may be issued a Disciplinary Responsibility Contract for the first quarter of the following school year as a condition of re-enrollment.

### **Electronic Devices and Cell Phones**

Students are not allowed to possess on campus electronic devices such as, but not limited to, e-readers, (Tablets, Nook, etc.), iPod, MP3 players, or other electronic devices, without prior permission from the teacher or administration. Because of after school activities and the need to reach parents after school hours, cell phones are allowed with the following restrictions:

- Cell phones will not be on students during the school day or during after school activities such as choir or sports.
- No electronics that have Internet access including but not limited to cellphones and smartwatches, should not be brought to school.
- These devices, if found with a student, will remain in the school office until the parent/guardian has a conference with the administration.

### **Diocese Appeal 5220**

If the parent or the guardian wishes to appeal the principal's expulsion decision, a written appeal must be mailed to the Superintendent of Schools within five (5) days from the date the parent or guardian is notified of the principal's expulsion decision. The Superintendent's decision will be conveyed to the parent or guardian by either the electronic email on file with the school, the home address on file with the school, or by meeting in person, electronically, or telephonically. The decision of the Superintendent is final and is not subject to any other appeal, grievance, mediation, or conciliation process of the Diocese.

### **5230 WITHDRAWAL AND TRANSFER**

**WITHDRAWAL** is the voluntary termination of a student's enrollment by the parents or guardian without provision for enrollment in another school. Students should be encouraged to complete their education if at all possible.

**TRANSFER** is the voluntary termination of a student's enrollment by the parents or guardian with provision for the student to be enrolled in another school. A parent or guardian may decide to transfer a student at any time and for any reason or the principal and parents may mutually agree that the needs of a student will best be served in another school setting.

It should be noted that Withdrawal and Transfer are considered to be voluntary on the part of the parents or guardian.

The records of a student who has had the privilege of attending a Catholic school and was withdrawn because of the disruptive influence caused by the student's parent shall show that the student withdrew or transferred, unless the parent refuses to remove the student from the school after having been notified that the student is to transfer to another school. In this case, the student will be expelled, and their records will reflect the expulsion.

### **IMPLEMENTATION**

When a student withdraws or transfers, a notation of the fact is made, as required, on all necessary records and correspondence.

In some cases, a student's academic, emotional, or social needs might be better served in an alternate academic setting. The principal or counselor should advise the parents of the availability of such alternatives. A mutual agreement to transfer, reached out of sincere concern for the student, is preferable to utilization of suspension or expulsion procedures. A school may require a student either to transfer or to withdraw when the conduct of the parent of the student is disruptive to the school, or to a teacher in the school.



In the case of a transfer, the principal shall complete an Exit Report and give it to the parents or guardian together with the student's report card and health card. In the case of a transfer between Catholic schools, the principal must call the principal of the previous school BEFORE interviewing, testing, or registering the student. Communication between Catholic school administrators is necessary regarding expulsion, transfers, and withdrawals among Diocesan schools. The Catholic Schools Office must be contacted. If the family has an outstanding balance at the previous school, then that must be cleared before the student may be accepted at another school in the system.

Should the receiving school request it, additional information is to be provided and/or a copy of the permanent record may be sent directly to the receiving school by the previous school. (See Policy 5260.)

## **5280 HUMAN SEXUALITY**

### **Reasons for a Policy on Human Sexuality**

As the Congregation for Catholic Education noted in its 2019 instruction entitled “*Male and Female He Created Them*” *Towards a Path of Dialogue on the Question of Gender Theory in Education*, “It is becoming increasingly clear that we are now facing with what might accurately be called an *educational crisis*, especially in the field of affectivity and sexuality” (*Male and Female*, #1). It expounded upon the scope of the crisis stemming from an emerging radical view of human sexuality, noting:

The context in which the mission of education is carried out is characterized by challenges emerging from varying forms of an ideology that is given the general name ‘gender theory’, which “denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences, thereby eliminating the anthropological basis of the family. This ideology leads to educational programmes and legislative enactments that promote a personal identity and emotional intimacy radically separated from the biological difference between male and female. Consequently, human identity becomes the choice of the individual, one which can also change over time.” (*Male and Female*, #2) (internal citation omitted)

Our dignity and creation in the image and likeness of God, Christian anthropology, a proper understanding of human sexuality, and the essential importance of our sexuality and sexual identity as assigned by God are authoritatively and definitively revealed in Sacred Scripture and the teachings of the Catholic Church. (see *Genesis 1:27*; see *Male and Female*; see *Catechism of the Catholic Church* (“CCC”), #355-373, 2331-2372). As all entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ, they must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth and charity in order to carry out their proper mission:

Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life. (*Code of Canon Law*, c. 795)

These truths extend into every facet of our lives, including – and perhaps especially – our sexuality.

Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.” (CCC, #2393). By its very nature,



sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (*Ibid.*). All persons are called to chastity, to be lived out according to one's state in life (CCC, #2337-2359).

These teachings of the Church are not mere antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by “the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences (*Amoris Laetitia* (“AL”), #56). Pope Francis further notes that “biological sex and the sociocultural role of sex (gender) can be distinguished but not separated,” and that although we must always be “understanding of human weakness and the complexities of life,” that does not require us to “accept ideologies that attempt to sunder what are inseparable aspects of reality” (*Ibid.*). Ultimately, “[w]e are creatures, and not omnipotent,” and we must accept and respect our humanity “as it was created” (*Ibid.*; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). Pope Francis then stresses that “the young need to be helped to accept their own body as it was created,” so that “we can joyfully accept the specific gifts of another man or woman, the work of God the Creator” (AL, #285).

As Pope Francis notes, we must always respect the sacred dignity of each individual person, which means that the Church cannot and must not accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany and to lead them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, *Fides et Ratio*, #22). We do not serve anyone's greater good by denying or falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences either same-sex attraction or some form of gender dysphoria, such struggles do not change the biological fact of how God immutably created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. To pretend otherwise would contradict sound scientific evidence, reason, the nature of the human person, and key tenets of the Catholic faith (see National Catholic Bioethics Center, *Brief Statement on Transgenderism*). Therefore, the policies of our Catholic schools must respectfully uphold these fundamental truths.

## **5281 BULLYING/HARASSMENT/VIOLENCE AND HUMAN SEXUALITY**

All persons have inherent human dignity and are thus deserving of innate respect and love as a person. Bullying, harassment, or threats or acts of violence against any student based on that student's perceived sex, sexual orientation, or gender identity will not be tolerated (see above, sections 5290).

## **5282 CHASTITY**

All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic or sexual displays of affection are in principle not permitted at school.

## **5283 SEXUAL ORIENTATION AND SAME-SEX ATTRACTION**

Students may not advocate, celebrate, or express same-sex attraction in such a way that is contrary to the authentic teachings of the Catholic faith, or that causes confusion, disruption, or distraction in the context of Catholic school classes, activities, or events. When discussing homosexuality or homosexual

**inclinations, the use of the term “same-sex attraction” is preferred, as it is a more appropriate description in accordance with the truths of Catholic faith and morals.**

## **BULLYING**

Bullying will not be tolerated on or off campus while students are under school supervision. According to our guidance program, bullying is defined as being unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying is a form of harassment. St. John the Apostle Catholic School is committed to a policy of non-discrimination within all school programs and activities. **Harassment of employees or students is not condoned in a Christian environment and is strictly prohibited at St. John the Apostle Catholic School.** All allegations of harassment will be taken seriously and promptly investigated. Harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes, slurs, unwanted advances, imitations, or comments
- Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play
- Threats and demands to submit to inappropriate requests as a condition of continued employment or grades or other benefits or to avoid some other loss and offers of benefits in return for inappropriate favors
- Retaliation for having reported or threatened to report harassment
- Electronic publications - Postings on Facebook or other social media

Any student who believes he or she has been the subject of harassment shall report the alleged harassment in writing to the school principal. The principal will take whatever actions he/she deems necessary to investigate the complaint, including but not limited to interviewing the accused person, the accuser, and any witnesses. The principal will render a decision within thirty days of receiving the complaint.

## **Payment/Replacement of Damaged Property**

Certain offenses warrant immediate payment for repair and maintenance or replacement of property.

- Stealing
- Defacing books, equipment, and furniture
- Vandalizing school or personal property
- Destroying school or personal class materials
- Losing library books, workbooks, and musical instruments

### **Playground Rules**

Teachers go over playground rules with all students at the start of each academic year. A copy of these rules is available in the school office and all teachers have a copy in their handbooks. It is expected that all students will follow the playground rules.

### **Principal's Discretion**

If, during the course of the school year, a situation arises that is not addressed in the *St. John the Apostle Catholic School Parent/Student Handbook*, the Principal, in consultation with lead teachers and the Pastor, is empowered to implement a procedure that supports the common good of the school community.

**THE ADMINISTRATION RESERVES THE RIGHT TO INCREASE OR CHANGE PUNISHMENTS IF A MORE FITTING PUNISHMENT IS WARRANTED.**

### **Searches**

The school may inspect personal possessions of students, including backpacks. Searches of personal possessions must be conducted by a faculty/staff member and witnessed by another faculty/staff member.

## **VII. Computer Technology**

### **Computer Ethics Violations**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition, a copy of the "Technology Acceptable Use Policy" is found in the Appendix of this Handbook. The "Technology Acceptable Use Policy Agreement" is signed by the student and parent at registration. The following are not permitted:

- Willfully damaging computers, software, computer systems or computer networks
- Trespassing in, modifying, moving, or deleting another's folder, work, or files FOR ANY REASON
- Using the network or Internet to plagiarize or violate copyright laws
- Intentionally wasting limited resources or printing without permission
- Employing the network for commercial purposes
- Use of CDs, or flash drives (regardless of source or content) without the permission of the network administrator
- Using the network to send, deliberately access, or display offensive and/or obscene messages or pictures
- Using computers to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people
- Using the network or Internet to harass, insult, or attack others
- Entering chat rooms, blog sites, or posting sites such as Instagram, Xanga, LiveJournal, Friendster, Facebook, Excite, Talk City, ICQ, Twitter, Snap Chap, Tik Tok, etc.
- Checking or sending e-mail
- Downloading software from the Internet without the permission of the network administrator
- Changing, modifying, or adding software/hardware of any kind
- Accessing the Internet or using computers without permission from the teacher.

- Removing orange Speedskins from the computer keyboard after the teacher has instructed students to use Speedskins to improve word processing skills.
- Because the Web is a public forum with unrestricted access, St. John the Apostle Catholic School restricts permission for the posting of information related to the school, our staff, and our students on the Internet. The posting of any information in any form related to the school on any Web site, bulletin board, chat room, e-mail, or other messaging system that is deemed threatening or impugning to the character of another person is subject to disciplinary action.

## VIII. Communication

### Conferences/ Appointments

All students from pre-k to eighth grade will have two scheduled in-person Parents/Teacher conferences per year, in October and February. All teachers who teach a student or administration may choose to attend a **conference. Pre-K and Kindergarten have an additional mandatory conference in May.** Additional conferences may be scheduled according to need by emailing the teacher. Teacher email addresses can be found in the School Directory. Special conferences if necessary when a student's work and/or behavior detentions to the extent that his/her welfare and that of his/her classmates suffer.

### Parent Alert System

St. John the Apostle Catholic School has a communication tool in the form of a text message called Parent Alert system through RenWeb. In the event of a change of school time or any school-wide emergency, a text message will be sent to the cell phone registered with the school. It is important for the school to have your current cell phone number, email, and physical address at all times.

### RenWeb/LMS

RenWeb along with its Learning Management System (LMS) is an online tool that the school uses to post lesson plans and homework, track grades, email report cards/progress report, and communicate with parents.

**Parents and students in 3<sup>rd</sup> through 8<sup>th</sup> grade are responsible for checking work on LMS in cause of absence, late arrival, or early dismissal.**

### School Website and Other Paperless Communications

St. John the Apostle Catholic School has its own RenWeb, Parent Alert, website, [www.stjs.org](http://www.stjs.org), which is a great source of information such as a calendar of school events, current school news, and other helpful information.

## **Telephone**

Telephone calls may be made to the school office at 817-284-2228 between 7:30AM and 4:00PM. Messages of an urgent nature may be delivered to the students. The office is not open on Saturdays, Sundays, or holidays; however, you may leave a voice message.

The school nurse or receptionist will immediately make any calls with reference to accidents or illness of a student.

Students may not make telephone calls during school hours without permission from the school office and/or from their teacher. Students may use the school office phone or, with Mr. Petter's permission, the phone in the P.E. office.

# **IX. Safety and Emergency Procedures**

## **Crisis Management Plan**

St. John the Apostle Catholic School has on file a Crisis Management Plan. All procedures follow the Diocesan Policy. Dioceses of Fort Worth adopted Navigate 360 **2023-2024** school year. This plan is in the Substitute Binder and the faculty has been given instructions on each of the following areas.

### Acts of Nature

- Ozone Alert
- Tornadoes
- Weather Closing

### Environmental and Building Disasters

|                     |                    |
|---------------------|--------------------|
| Fire                | Electrical         |
| Explosion with Fire | Water Loss         |
| Gas Leak            | Hazardous Material |

### Disruption of Campus Life

|                         |                                       |
|-------------------------|---------------------------------------|
| Aggressive Intruder     | Stranger on Campus                    |
| Child Abduction         | Student Left at School                |
| Drugs/Alcohol on Campus | Threats (Bomb/Telephone)              |
| Hostage Situation       | Death on Campus                       |
| Infectious Disease      | Bus/auto accident on trips off campus |

**\* All Threats of Violence will be taken seriously.**

In the event of the death of a student or a student's close relative, the school has procedures in place to help the child and/or all those affected.

## **Drills**

### **FIRE DRILLS/TORNADO DRILLS/LOCKDOWN DRILLS**

St. John the Apostle Catholic School conducts fire, tornado, and safety drills during the course of the year in compliance with the State of Texas. Evacuation routes are posted in each room. Students shall move to designated areas quickly and in silence. If the school is in an active lockdown, students will not be released.

## **EMERGENCY SCHOOL CLOSING**

### **INCLEMENT WEATHER**

During the winter months, school closing, or late opening time announcements will be on Channel 5 and Channel 11 TV. A message will be left on the school answering system and, if possible, on the school website. Parents will also be notified using the Parent Alert system. If the school is open, but you find that the roads are hazardous in your area, please wait until the traffic eases before you venture out. **Children are not counted tardy when they arrive late on bad weather days unless there is a 10:00AM late start and they arrive after 10:00A.M.** Please use discretion and good judgment on whether to come to school in inclement weather.

### **OTHER EMERGENCIES**

If the school closes for any other reason, information will be sent using the Parent Alert text message system, posted on the school website, an updated message will be added to the school phone system along with an email through RenWeb, and a posting on Facebook.

**In the event of a severe storm (tornado), we follow our Crisis Management protocol. Students will not be released from the safety zone.**

## **Smoking Ordinance**

In accordance with the City of North Richland Hills smoking ordinance, smoking is prohibited in all school facilities/grounds.

## **Visitors**

**All visitors, including school parents, must use the buzzer at gate 2 to go to the school office when entering the building.** Visitors should sign in and obtain a visitor badge, no matter how frequently they visit or how well known they are by school personnel. They should also sign out when leaving the school. Teachers have been instructed to direct visitors without a visitor badge to the office before giving admission to their classrooms or anywhere else on school grounds. These policies are for the protection of the students and staff and to minimize disruption in the classroom.

## X. Health and Information from the School Nurse

### Accidents

In the event that a student is seriously injured, the school nurse or principal will contact a parent or contact person. 911 will be called in an emergency. If it is determined that the child must be transported for emergency medical care, the original signed copy of the parent's release to obtain medical care (usually on student's emergency card that was completed at the time of registration) and a school staff member must accompany the student and stay with the student until a parent is present. **The parent is responsible for updating emergency information on RenWeb yearly and when there is any change of information.** An accident report will be completed and kept on file for every incident occurs on the school premises for which professional medical care was sought. The school does not assume any responsibility for either medical or hospital expenses of a student.

### Accident Insurance

Accident insurance is available to students through the Diocese of Fort Worth. Negotiations concerning insurance are strictly between the insured and the insurance company.

### Forms

A health examination is required for all first-time entrants or all new students to the school system in the Diocese of Fort Worth. This information must be turned in for registration to be complete. **For participation in sports, this physical examination is required to be completed after June 1 each year for the upcoming school year. All schools of the diocese use the Catholic School Health Record Form for maintaining health data on students.**

### Illnesses

**Students are not allowed to bring cough drops to school unless they have a diocesan medication permit form filled out and signed by a medical doctor.**

This school provides a health office, staffed by registered nurse, to handle illnesses and emergencies that arise during the school day. The child's condition will be assessed, and he/she will be allowed to rest in the office for a brief period. However, if his/her condition does not improve such that he/she can return to class within one hour or if he/she has a temperature of or over 100 degrees, he/she will be sent home. **It is important that the school has a current phone number for a parent or designated person who can be notified to take the child home.** A child may leave only with one of the above and **MUST BE** signed out in the nurse's office when leaving campus.

A physician's note is required to excuse a child from PE or outside recess. In the event of an incident occurring during the day, the school nurse will write a note.

In order to prevent the spread of disease, we ask that you do not send your child to school if he/she is exhibiting any symptoms of illness or running a fever. If he/she has been ill, it is required that he/she be free of fever **without fever reducing medication** for 24 hours prior to returning to school. Also, if he/she has missed **three or more** consecutive days due to illness, a physician's note is required.

| EXCLUSION GUIDELINES                         | RETURN TO SCHOOL GUIDELINES  |
|--|--|
| Oral temperatures of 100 degrees or above    | Fever free for 24 hours without fever suppressant medication   |
| Vomiting, nausea, or severe abdominal pain   | Symptom free for 24 hours  |
| Marked drowsiness or malaise                 | Symptom free   |
| Sore throat, acute cold, or persistent cough | Symptom free   |
| Red, inflamed, or discharging eyes           | Written physician release  |
| Wound, skin and soft tissue infections       | Exclude until drainage is contained and covered with a clean dry bandage   |
| Swollen glands around jaws, ears, and neck   | Written physician release  |
| Suspected scabies or impetigo                | Written physician release  |
| Any skin lesion in the weeping stage         | Covered, physician diagnosed as non-infectious   |
| Earache                                      | Symptom free   |
| Head Lice                                    | Lice and Nit free (Superintendents of the Catholic Schools in Texas support this implementation, effective March 2009 reviewed January 2013) |
| Other symptoms suggest a acute illness       | Written physician release  |

### **Allergy Policy**

If the student has any noted allergies requiring the use of an epi pen, the parent shall furnish the school with two epi pens for the student. An allergy plan of care for the student must be in place by the 1<sup>st</sup> day of school and at all times that the student attends the school. The epi pens, allergy action plan, and the Diocesan Medication Permit Form must be signed by both the physician and the parent, or the child cannot be in school.

Prior to each field trip, the parent has the responsibility of reminding the teacher that the epi pen is to go on all field trips with the student. The epi pens furnished to the school by the parent must be currently valid and any expired epi pens are to be immediately replaced by the parent. All school employees will have annual training in August during orientation, and refresher training as needed. At any time that a parent is not in compliance with the policy, the student cannot attend the school and school related functions.

### **Immunization**

A child will not be registered if he/she does not meet the Texas Health Department immunization requirements for students who attend school in the Diocese of Fort Worth. Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420) This policy was adopted by Texas Catholic Conference Education Department, December 2008. **A complete copy of the student's immunizations, validated by a physician, must be furnished to the school nurse before he/she may enter school on the first day**



## **Medication Policy**

ONLY **necessary** medications (prescribed for, but not limited to, the treatment of diabetes, epilepsy, ADD/ADHD, and asthma) may be given at school. All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school, and at bedtime for optimal coverage. All necessary medication prescribed for a student by a doctor must have the **Diocesan Medication Permit Form filled out and signed by the physician and parent**. This form may be obtained from the school office or the school nurse. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in the original labeled container. Medications sent in baggies or unlabeled containers will not be given. The **parent** is responsible for bringing all medication to the clinic/office and for picking up unused medicine, or it will be destroyed at the end of the school year. All medication will be kept in a locked cabinet/drawer in the school office/clinic and administered in the school office/clinic. Antibiotics will not be given at school-by-school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it. No scented hand sanitizer is allowed on campus. A medication permit is now required for the use of cough drops. Cough drops must be in the original package if a medication permit is obtained.

## **Water Bottles on Campus Refiling Stations**

Students in all grades may carry water bottles on campus without a physician's note following the guidelines below:

- The container must **not** be glass
- It must have a lid that closes
- It must be taken home every day and cleaned
- It must have the child's name clearly marked on it

## **Screening**

State law mandates vision, hearing, and scoliosis screening for PK, K 1st, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, and all students new to the school. Screenings will be done unless parents provide documentation from a physician that testing has been done and the school has a written statement from the parents that they do not wish for it to be done again. **Spinal screening, if not documented by a doctor, will be done for girls at ages 10 and 12. For boys, it will be done at ages 13 or 14 as of September 1 of each school year.**

If a child is having difficulty in school due to a possibility of difficulties with attention or focus on classroom studies or possible emotional health issues, the school may request that a screening be done to identify these difficulties that could hinder the learning process. The principal has information concerning diagnostic services located in the Metroplex area.

## **Speech Screening and Speech Therapy**

A brief speech screening by a certified speech therapist is available at parent request. If the child needs further in-depth screening or speech therapy, the speech therapist will inform the parents of what is needed and where these services can be obtained. However, payment for these services is extra and will be arranged through the speech therapist. The speech therapist is an outside contractor and is NOT an employee of the school. Other speech services may be available through the local school district.

# **XI. Extracurricular Programs**

## **Band**

The band program at St. John the Apostle Catholic School is administered by an outside company for students in grades 4-8.

## **Cheerleading**

Cheerleading is under the auspices of the sports program of the school, and interested students in grades 6, 7, and 8 may participate. Cheerleading is subject to the policies and eligibility requirements of the sports program.

## **Choir**

Students have the opportunity to participate in the SJS choir in grades 3-8. By being a member of the choir, students accept all the commitments the choir makes within the parish community. Choir is subject to the policies and eligibility requirements of special programs.

## **4-H**

This is a student/parent driven group that allows students to explore extra-curricular activities on and off campus. These activities include cooking, sewing, engineering, and raising animals. These skills teach students stewardship and citizenship to better society.

## **SJS Honor Society**

The St. John School Honor Society is an organization designed to recognize and encourage academic achievement and other characteristics essential to citizens in a democracy. The society invites students who uphold God's truth, goodness, and beauty in their daily lives to apply for membership. Students must be in **6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup>** grade with an average 94% in core classes (religion, English, literature, math, science, and social studies) and 94% in conduct. Students meeting these requirements are asked to submit a nominee application and a letter of recommendation. A faculty committee reviews the application and approves the candidate for membership. The candidates are inducted into the society at a ceremony in the fall. Members are required to uphold the ideals for which they were selected and render service to the school and community through various projects during the year. If a member is unable to keep up with the grade requirement or has behavior issues, the student will be given a written warning. If the problem persists, the student's membership will be rescinded. There is an annual fee of \$25.00.

## **Sports Programs**

The purpose of the sports program at St. John the Apostle Catholic School is to support and enhance the character growth of each student through developing a sense of discipline, hard work, teamwork, sportsmanship, and the individual pursuit of excellence. The following rules of conduct and code of ethics were devised to provide a structured framework within which each student/athlete is expected to behave and conform.

**All sports fees will be paid through your FACTS account. No cash, checks, or money orders will be accepted for sports fees. This includes sports that are played at a diocesan level such as swimming, sailing, basketball etc.**

**All sports have to be paid before the first game of each sport.**

### **Eligibility for Participation**

- Students are required to maintain at least a "D" in each subject. **Any student who is failing a subject as of Friday cannot participate in any sports activities Saturday through the following Friday.**
- An annual sports physical must be completed and returned to the school.
- A player/parent agreement must be signed and returned prior to the beginning of each sport session.
- **If a player becomes a discipline problem during school hours or at the extra-curricular activity, he/she may be asked to refrain from participation in the sport.**
- **If they earn a behavior detention, they are ineligible to play sports for two weeks.**
- All students participating and/or signed up for a sport will be required to attend all scheduled games and practices. A student will be excused only with a written notice from his/her parent/guardian to the Athletic Director or direct communication to the coach prior to the game or practice. Failure to do so will result in disciplinary action according to the student/parent agreement for each sport.
- Scheduled practice times will be set by the coaches and Athletic Director.
- If a student is absent from school, he/she **will not** be allowed to participate in the practice or game for that day.
- All sport competitions (games, meets) will start with a prayer to be led by the coach.
- Any unsportsmanlike or unchristian conduct **will not** be tolerated, such as:
  - o Profanity
  - o Disruptive behavior toward the coach, team members, officials, and/or opponents.
- Any disciplinary action during practice or competitions will be determined by the coach and the Athletic Director. The administration should be informed promptly. Repeated infractions will result in a conference among students, parent, coach, and administration.
- Expectations regarding the use of electronic devices (cell phones) apply to sports activities.
- All parents and students must be trained in *Play Like a Champion Today* in order to be eligible.

### **Diocesan Athletic Eligibility Requirements**

- A player must attend the school he/she represents.
- A parental consent form must be submitted to the school for each player.
- An eighth grader must not be 15 years old before September 1st of the current school year; a seventh grader must not be 14 years old before September 1st of the current school year; a sixth grader must not be 13 years old before September 1st of the current school year.
- With permission of the principal, fifth graders may play on a sixth-grade team.
- A maximum of three years of eligibility is permitted starting when the student first enters the 6th grade.
- Principals may declare a player ineligible for serious disciplinary reasons.
- Physical Examination: According to Diocesan policy any student who participates in the program provides the school with evidence of a complete, satisfactory physical examination within 60 days (or on or after May 15 of the current school year) prior to the beginning of the current school year.
- A sports calendar will be drawn up annually in the spring for the following school year. The approval of the sports calendar will be on the agenda of the last principals' meeting of the current school year.
- Academic Eligibility: Student athletes must maintain a passing status in academic subjects in order to participate in Diocesan Interscholastic Sports' Program competition. These minimum requirements will be used in conjunction with the standards established by individual schools.

**Sports Fees are not refundable once a player has begun practice and/or played in any games.**

## **XII. Social Functions**

### **After School Activities**

Throughout the year, the school hosts several functions. Details of each function will be announced in the weekly News and Notes. We encourage families to attend. **Parents must be attentive for the entire time they are supervising their children at these events.**

### **Classroom Celebrations and Events**

**All classroom celebrations must follow the guidelines in the Homeroom Parent Handbook.** Christmas, St. Valentine Day (PK-4), and end-of-year **celebrations are planned by the teacher.**

**No peanuts or tree nut products are allowed.** Any parents who are volunteering on the school campus must have completed the Virtus workshop (Diocese of Fort Worth Safe Environment Training).

- Fun Fridays – once a quarter in the afternoon
- Red Ribbon Week- anti-drug awareness activities in October
- Fruit Sharing Prayer Service - in November, on the last school day before Thanksgiving break, students will bring fruit to donate to the St. John Outreach Center. The teacher will hold a prayer service followed by fruit sharing.

- Advent Celebration - Teachers will have special activities and homeroom parents will organize food for the celebration and individual goodie bags for the class. **Students may not pass out individual gifts or goody bags.**
- 100<sup>th</sup> Day of School - will be celebrated in individual classes with teacher-led activities.
- Catholic Schools Week - activities that showcase the values of a Catholic education through a day of service, a day of knowledge, a day of faith, a day of fun, and a day celebrating our grandparents
- St. Valentine's Celebration-Pre-K through 4<sup>th</sup> grade teachers will prepare activities that share the message of St. Valentine. **No Students may pass out individual gifts or goody bags or Valentines.**
- Mardi Gras - Grades 1-4 prepare floats, provide candy and beads for the parade at 2:15 p.m. All students gather on the playground as the King and Queen lead the parade. King Cakes will be provided by the Home and School Association.
- Celebrating Read across America in honor of Dr. Seuss - celebrated in individual classes with teacher-led activities.
- End-of-the-year Celebration - Teachers with help from the homeroom parents will organize activities and food for each class.

### **Student Birthdays/Holiday Celebrations**

- Free dress on birthday or half birthday (if the birthday falls during summer break). (Follow free dress guidelines under uniform). If the birthday falls on a Mass Day, students may wear free dress the next day.
- Birthdays will be announced during morning announcements.
- **No outside party invitations may be distributed at school, and no addresses will be given out by the school office.**
- **No treats will be given out at school by students.**

### **Snacks**

- **Daily snacks in the classroom should NOT contain nuts or peanut butter in classrooms that are identified peanut-free zones.**
- Do not bring yogurt, pudding or liquid-type snacks. We encourage parents to send nutritious snacks.
- For any celebrations, students who have food allergies will need to provide their own snacks.

### **Upper School Dances**

Dances will be offered for 6th through 8th graders, with dismissal by 8:30 PM. Parents do not attend the dances and must pick up students promptly after all activities. **Students must follow the guidelines given for school dances.**

## XIII. Field Trips

School field trips are encouraged as educational and cultural experiences. Trips are collated with classroom instruction to create and maintain interest in many phases of the curriculum. No class is required to take field trips, and no grade should anticipate a field trip as an annual event. Each teaching situation is unique, and the teacher is the best judge of what will be beneficial for the teaching/learning of a given lesson.

Permission forms are required for student participation on a field trip. Telephone calls will not be accepted in lieu of **signed permission slips**.

Transportation for field trips is by bus. Parent chaperones must have taken the Diocese of Fort Worth Safe Environment Virtus training, must provide their own transportation, and should make childcare arrangements for their other children so that they can be free to provide the supervision necessary.

Field trips are cuniculum privileges, not rights. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

## XIV. Parent Organizations

### **Home and School Association**

The St. John the Apostle Catholic School Home and School Association is an organization that assists with fund raising and various activities of St. John the Apostle Catholic School. All parents are encouraged to volunteer and participate in the many activities sponsored by the Home and School Association. **Homeroom parents are automatically members of the Home and School Association.**

### **School Advisory Council**

The St. John the Apostle Catholic School Advisory Council is an advisory council to the principal and pastor. The School Advisory Council (SAC) assists the principal and pastor in developing and implementing policies and programs that promote the mission and vision statements of the school.

Meetings are open to St. John the Apostle Catholic School parents. If you would like to be on the agenda, please submit your topic in writing seven days prior to the meeting with the SAC chairperson. Parents interested in joining the School Advisory Council must attend two SAC meetings. Spouses of school staff may not be on the School Advisory Council.

## **XIV. Appendix**

School Calendar

Year Long Guidance Plan  
with Monthly Virtues

**DUE BY AUGUST 10, 2023**

Handbook Covenant (return signed to school office)

4-H Animal Letter (return signed to school office)