

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

## **2025-2026 PARENT/STUDENT HANDBOOK**



St. John the Apostle Catholic School is a multiple  
National Blue Ribbon School awardee, 2008 and 2022  
by the U.S. Department of Education.

7421 Glenview Drive, North Richland Hills, TX 76180  
817-284-2228 | 817-284-1800 FAX | [www.stjs.org](http://www.stjs.org)

## **Table of Contents**

|        |   |    |
|--------|---|----|
| I.     | About St. John the Apostle School/Non-Discrimination Statement/ Handbook Notice ..... | 3  |
| II.    | Parish & School Mission Statement, Vision, Philosophy/Theme/Goals & Objectives .....  | 4  |
| III.   | History of St. John the Apostle Catholic School .....                                 | 6  |
| IV.    | School Governance and Responsibilities.....   | 8  |
| V.     | Admission and Enrollment .....  | 10 |
| VI.    | Uniforms .....  | 15 |
| VII.   | Carpool.....  | 20 |
| VIII.  | Attendance and Absences .....   | 22 |
| IX.    | Academic Life.....  | 24 |
| X.     | Conduct and Discipline.....   | 32 |
| XI.    | Communication.....  | 38 |
| XII.   | Computer Technology .....   | 39 |
| XIII.  | Safety and Emergency .....  | 41 |
| XIV.   | Health.....   | 43 |
| XV.    | Extra-Curricular .....  | 48 |
| XVI.   | Social Functions.....   | 51 |
| XVII.  | Field Trips.....  | 52 |
| XVIII. | Parent Organizations .....  | 52 |
| XIX.   | Weather Guidelines.....   | 53 |
| XX.    | Recommended Heat Protocols.....   | 60 |
| XXI.   | Written Notice of Unassigned Epinephrine Auto-Injectors in School.....                | 64 |
| XXII.  | Diocesan Policies .....   | 65 |
| XXIII. | Appendix.....   | 76 |

**Note: Changes to policy from the previous handbook are indicated in red font.**

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

*"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. The guiding philosophy of the uniqueness of each child of God leads the staff to join with the parents in seeking to bring knowledge of his/her own worth and potential to every child.

The aim of St. John the Apostle Catholic School is to provide a Christ-centered atmosphere in which each child can be nurtured and challenged to achieve the highest levels of spiritual and academic formation. To create a positive learning environment, habits of study and a culture of Christian attitude and example must exist. The administration, faculty, and staff strive to instill a love for truth and a love for learning in each student. All students are expected to follow the policies and procedures defined in this handbook and presented in each classroom. St. John the Apostle Catholic School seeks a collaboration with families to support the needs of the student in a classroom environment. Enrollment at St. John the Apostle Catholic School indicates your willingness to support the school's policies, procedures, and regulations.

### **NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS**

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

St. John the Apostle Catholic Church  
7341 Glenview Drive, North Richland Hills, TX 76180  
817-284-4811

Pastor: Fr. Jack McKone  
Principal: Mrs. Mary Burns  
Lead Teacher: Ms. Natalie Miller  
Admin. Assistant/Safe Environment Coord.: Mrs. Araseli Santana  
Enrollment & Development: Mrs. Tara Manthuruthil  
Business Managers: Mrs. Laura Bates, Mr. David Cain  
Nurse: Mrs. Kristen Blyn R.N.

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

Superintendent of Catholic Schools: Mr. Frank Perez

Administration reserves the right to amend the Faculty/Staff Handbook when deemed necessary.  
Written notifications of changes will be distributed to all school members.

## **PARISH AND SCHOOL MISSION STATEMENT, VISION, PHILOSOPHY, THEME**

### **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**

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 VISION STATEMENT**

St. John the Apostle Catholic School will be the school of choice for families in grades Pre-K - 8. 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.

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

St. John the Apostle Catholic School offers a supportive Catholic environment that reinforces the belief that each individual is 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.

### **ST. JOHN THE APOSTLE CATHOLIC SCHOOL THEME FOR 2025-2026**

“Growing in Joy, Hope, and Gratitude”

### **ST. JOHN THE APOSTLE CATHOLIC SCHOOL 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 develop an awareness of our cultural diversity.
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.

## **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 and 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 has been 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, for several years, housed chickens in their very own suite with a large fenced-in yard, along with 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 was the principal from 1997 to 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 became the principal in July 2013. 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 returned to the principal model.

Mrs. Mary Burns became the interim principal in August 2024 and continued as the principal for the 2025-2026 school year.

### **Achievements and Honors**

- 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.
- 2021, the school received the Green Award from the City of North Richland Hills and the Most Loved School in Northeast Texas from Hulafrog.
- 2022 - Accreditation by the Texas Catholic Conference with exemplary and outstanding ratings and full accreditation status.
- 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.
- 2025, the school completed the training and response requirements to become a Project ADAM certified school.

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 history and look forward to the future with enthusiasm.

## **ADMINISTRATION: SCHOOL GOVERNANCE AND RESPONSIBILITIES**

### *The Bishop*

As chief representative of the Church's teaching authority, the diocesan Bishop is the juridical head of the Catholic school system. He has the ultimate responsibility for articulating the Catholic Faith and educational policies in our Catholic schools. He delegates the administration of the schools of the Diocese of Fort Worth to the Superintendent of Catholic Schools.

### *The Superintendent of Catholic Schools*

The Superintendent of Schools is the chief administrator of the Catholic Schools in the Diocese of Fort Worth. The Superintendent is hired by the Bishop of the Diocese and the Superintendent is responsible to the bishop. It is the duty of the Superintendent of Catholic Schools to coordinate all school programs and to represent the diocesan school system in dealing with national, state, regional, and local education agencies. The Superintendent is the Bishop's designee or delegate in matters involving Catholic School.

### *The Pastor*

The pastor's most important role is that of spiritual leadership of the parish community. The pastor is part of the local advisory council and serves in an ex-officio capacity. He attends council meetings (or sends a representative if unable to attend), regularly meets with the principal to keep abreast of school happenings and communicates wishes and desires for the school to the principal. The pastor has the overall responsibilities and approval of hiring a new principal as well as offering the contract to a returning principal during the time frame established in the contract, approving the principal's salary, approving the annual budget, and long-range planning. The pastor oversees the sacramental life of the students and liturgical teachings of the school. This includes but is not limited to, weekly Mass, reconciliation, educational formation, as well as an ongoing presence in the classrooms.

### *The Principal*

The principal, as administrator of the school, is responsible for the implementation of council policy, diocesan policy and governmental policy, TCCBED, and NCEA requirements. As the educational leader of the school, the principal has full administrative responsibility for the carrying out of the instructional program. As spiritual leader of the school, the principal has the responsibility to promote and coordinate religious services/practices in accordance with current Church teachings. As managerial leader, the principal is responsible for the day-to-day operations of the school, supervising all staff, and overseeing or directing all financial obligations of the school. The principal is the chief administrative officer of the school, except in those cases in which the school president is designated as the chief administrative officer.

### *Local School Advisory Council*

Each school has an advisory council that serves in an advisory capacity to the pastor and principal. Its authority is derived from the diocesan Bishop and the Superintendent. Its mission is to provide quality Catholic education for all those children whose parents desire to take advantage of such an opportunity. The council advises on matters related to the operation of the Catholic school. Local policies shall not conflict with diocesan policies. The local school advisory council is responsible for planning, policy formation, finances, development, public relations, and marketing.

## **PARENTS IN CATHOLIC EDUCATION**

Parents and those who take their place are bound by the obligation and possess the right of educating their offspring. Catholic parents also have the duty and right of choosing those means and institutions through which they can provide more suitably for the Catholic education of their children, according to local circumstances. The duty and right of educating belongs in a special way to the Church, to which has been divinely entrusted the mission of assisting persons so that they are able to reach the fullness of the Christian life. Among the means to foster education, the Christian faithful are to hold schools in esteem; schools are the principal assistance to parents in fulfilling the function of education. Parents must cooperate closely with the teachers of the schools to which they entrust their children to be educated; moreover, teachers in fulfilling their duty are to collaborate very closely with parents, who are to be heard willingly and for whom associations or meetings are to be established and highly esteemed.

Code of Canon Law: 793, 794, & 796



## 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. In order to be considered and active parishioner of St. John the Apostle Parish for the purposes of receiving a tuition discount for St. John the Apostle School requirements must be met.

The parishioner must:

- Be an active member of the St. John the Apostle Catholic Church
- Being fully registered in the Parish, with current personal information on file (i.e., address and phone number)
- Having completed a Stewardship Card for the current year
- Regularly attending, Sunday Mass
- Demonstrating a consistent history of support of the Church, (i.e., use of tithing envelopes, Faith Direct electronic giving and/or service in apostolates or ministries)
- Be current with 2024-2025 commitment.
- Make a pledge for 2025-2026 Stewardship Renewal

### Age of Enrollment

As a requirement of accreditation, St. John the Apostle Catholic School follows the Texas Education Agency's requirements for enrollment. 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 five years on or before September 1 of the year when they are 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 immunization records for all new students. A physical is required for all new students. **All students must be 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 must have copies of custody/visitation arrangements on file.

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

The Educational Support Program was initiated in 1980 to establish a long-term financial base 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 commitment to the school's mission.

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 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 the following:

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 backdate 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 1** are credited toward the following 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

Beginning with the 2025-2026 school year, St. John the Apostle will utilize a continuous enrollment system for returning students. The school assumes that students will return unless the parents or guardians notify the administration in writing that they will not. All families will automatically progress into the next year; the non-refundable registration fee will be billed to each student's FACTS account on a date communicated to families each year, unless written notice is received by the designated date each school year.

Re-enrollment at St. John the Apostle Catholic School may not be open to students if it has been determined that the school is not a good fit for the student. This information will be communicated in writing to parents from administration. Additionally, student misbehavior or failure to pay tuition and incidentals may result in denial of re-enrollment.

All families receiving tuition assistance, please note that beginning with the 2025-2026 school year, all FACTS Payment Plans will be 12-month plans beginning in June and ending in May. All families who DO NOT receive tuition assistance can choose a 10-month plan that will run from August to May.

### Registration of New Students

- For the registration of new students, 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.
- A child entering kindergarten must be five years old on or before September 1.

### Transfer Students

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 and return of school materials 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 the 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 the due date will place student(s)' class attendance and enrollment at risk. If payment is not made (or arrangements are not made for payment) by **30 days** past the 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 enrolling after March 1st must pay all tuition upfront for the rest of the school year.
- No families with an inactive FACTS account can attend school unless it is activated.

Tuition payments must be current through December 31 to re-enroll a student for the following school year.

All incidental billing must be connected to a bank account in the FACTS account. If this is not set up by the parent, a student will not be able to purchase items, participate in field trips or activities unless the parent brings a money order to the school for the amount of the purchase.

### 8th Grade Tuition and Fees

8<sup>th</sup> Grade students will have an annual graduation fee to cover the cost of a graduation gown, retreat, field trip, and 8<sup>th</sup> Grade luncheon. The amount of the fee will be communicated at an 8<sup>th</sup> Grade parent meeting and will be charged to your FACTS account in the spring semester.

Tuition must be current for the school year before graduation. Students will not receive diplomas or transcripts until all tuition and incidentals are 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 Bishop's Scholarship, 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 from St. John the Apostle Catholic School

### Withdrawal by 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 at least 15 calendar days before 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. The official Withdrawal form for the Diocese of Fort Worth should be completed upon withdrawal of a student.

### Withdrawal by School:

If a family is withdrawn by St. John the Apostle Catholic School because of and not limited to breaking of a 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.

## UNIFORM POLICIES AND DRESS CODE

New Uniforms may only be purchased through Flynn O'Hara Uniforms  
363 Carroll St, Fort Worth, TX 76107 | (817) 292-5437 | [flynnohara.com](http://flynnohara.com)

No handmade or duplicate uniforms can be made or purchased  
due to the school contract with Flynn-O'Hara

Used uniforms may be purchased from the school.  
Contact the school office for more information,

### PRE-KINDERGARTEN GIRLS

- Cardinal short-sleeved polo shirt embroidered with the St. John the Apostle emblem.
- Navy skorts, 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.
- Undershirts must be white

### PRE-KINDERGARTEN BOYS

- Cardinal short-sleeved polo shirt embroidered with 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

### MASS UNIFORM FOR GRADES K-8 GIRLS

Jumpers or skirts, sky blue blouse shirt and school sweater, **knee-high navy or white socks**  
**No sweatshirts may be worn on Mass days.**

### MASS UNIFORM FOR GRADES K-8 BOYS

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

### KINDERGARTEN GIRLS

- Blouse: Sky-blue cotton blouse with short or long sleeves; no emblems or logos (required for Mass Day uniform)
- Polo shirt: Cardinal short sleeved polo shirt embroidered with the SJS name; worn with

shorts or pants only.

- Jumpers: Navy blue uniform plaid (knee length) (required for Mass Day uniform)
- Skorts/Shorts/Pants: navy skorts, 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.
- Undershirts must be white

#### KINDERGARTEN BOYS

- Shirt: Sky-blue shirt with button-down collar with short or long sleeves. These shirts must be worn with navy pants, sweaters and ties (required 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
- Undershirts must be white

#### GRADES 1 – 4 GIRLS

- Blouse: Sky-blue 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 (knee length)
- 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. **If tights are worn, shorts must be worn over them during PE.**
- Undershirts must be white

#### GRADES 1 – 4 BOYS

- Shirt: Sky-blue 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
- Undershirts must be white

#### GRADES 5-8 GIRLS

- Blouse: Sky-blue 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 (knee length)

- 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. **If tights are worn, shorts must be worn over them during PE.**
- Undershirts must be white

#### GRADES 5-8 BOYS

- Shirt: Sky-blue 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
- Undershirts must be white

The above listing of items constitutes the uniform. Anything in addition to the items specified is not allowed. All items must be clearly marked with the student's name and must be worn appropriately. Backpacks 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.

#### Spirit Day Attire

Spirit Days are as noted on the school calendar. On Spirit Days, students may wear:

- Any officially- designed SJS Spirit Shirt or T-shirt **in good condition** 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 crew-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 wear jeans, a T-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.



## GENERAL UNIFORM REQUIREMENTS PRE-K THROUGH 8TH 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, 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 on non-mass days; knee length on mass days**  
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 **or solid black** 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 contracted uniform vendor
- Grades 4 and 5 - Plaid clip-on or regular uniform tie from contracted uniform vendor
- Grades 6-8- Plaid regular ties from contracted uniform vendor

### 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 K-3 - Belts are optional. Braided belts are recommended for K-3 provided students can buckle belts themselves.
- Grades 4-8 – Belts are optional to wear navy or black belts.

### JEWELRY

- Earrings (for girls only) - one stud in each ear lobe; **no hoops or dangling earrings**

- Necklaces must be gold or silver with a religious pendant only, tucked inside of their shirt.
- 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.

## 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 3:30PM ends at 3:45PM.** 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 3:50PM will be taken to the St. John's Child Care and you will need to pay your fees to pick them up.**

### **Arrival Procedures**

- Carpool Arrival Time (drop off at gym) is from 7:30AM to 7:45AM.
- 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.
- 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.

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

- Afternoon carpool will begin at 3:30PM and end at 3:45PM.
- **All students left after 3:45PM will be taken to the St. John's Child Care and you will need to pay the required fees upon pick-up.**
- No student will be dismissed from campus to limousines.
- In the event of a storm or other special circumstance, carpool may be modified. Changes to dismissal will be communicated via Parent Alert.
- The students will be dismissed by grade level using 3 different gates each day.
- Parents, please follow the carline in single file to get to the grade your child is in. See details below:

- 5th - 8<sup>th</sup> will dismiss from the gym
- Pre-K, Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> will dismiss from their classrooms using gate 6
- 3<sup>rd</sup> and 4<sup>th</sup> grade will dismiss from gate 4
- 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 3:45PM** to facilitate dismissal.
- **Dismissal will end at 3:45PM.**

## CHILD CARE

There is a partnership between St. John's Child Care and St. John the Apostle Catholic School. Families who need after-school care for their child, may enroll at St. John Child Care and must complete the Authorization for St. John School to Check Students into St. John's Child Care.

## ATTENDANCE AND ABSENCES

In compliance with the Texas Catholic Conference of Bishops Education Department (TCCBED) and the State of Texas Family Code, schools of the Diocese of Fort Worth follow compulsory attendance laws. Students are required to be in attendance for at least 90% of the days that classes are in session in order to receive credit for the class/course. Absences in excess of 18 days in the school year may affect student promotion, issuance of middle school credits, tuition assistance, and/or re-enrollment for the following year. Cases are reviewed on an individual basis.

### 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 the administrative assistant, school nurse and principal, and the child's homeroom teacher before 8:00AM explaining the reason for the absence.** Permission for a "special absence" (short or long) must be pre-arranged with administration.
- **If parents continuously neglect to contact the school regarding absences or tardiness, the school will request a welfare check by local authorities.**
- 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 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 must complete all the work missed during an absence. It is the student's responsibility to obtain and complete assignments covered during the absence period and to coordinate with the teacher for make-up tests and other help at a convenient time. Students can make up work for excused absences. **A student is allowed one day for every one-day absence, unless the work was due on the day of the absence.** Make-up work for unexcused absences may 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 or School Mass regularly. 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 3:45PM 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

Notes from the offices of doctors, dentists or other medical professionals must be presented to the school office upon returning from the appointment.

### **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 permanent school record. **Vacations or family trips are considered unexcused.**

### **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 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. **All 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**

## **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 arrange 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.

### **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 to monitor growth in math and reading skills.

AR is an Internet-based reading assessment that allows teachers and librarians to 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> grades: | monitor reading comprehension weekly - no AR point requirement.         |
| 3 <sup>rd</sup> and 4 <sup>th</sup> grades: | 6 AR points in Qtr1; 8 AR points in Qtr. 2; 10 AR points in Qtrs. 3 & 4 |
| 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 daily in their assignment books.** These assignment books must go home daily with the child. Parents may be asked to sign the assignment books daily or weekly depending on the teacher's observations.

## Backpacks

Students will use their backpacks to carry notebooks, folders, and supplies to class. **Rolling backpacks can be used in 4<sup>th</sup> through 8<sup>th</sup> grade. This is a privilege. If any faculty or staff member witnesses a student or students misusing their rolling backpacks, they will lose the privilege and return to carrying their backpacks.** 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 the 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, physical education, art, music, and computer technology. In addition, guidance, study skills,

and electives are offered. Extracurricular activities such as athletics, choir, cheerleading, robotics, and running club 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

### **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 |

- Education staff before 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 through St. John the Apostle Parish.
- 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.

### **Homework/Classwork Policy**

Homework fosters habits of independent work and reinforces learning 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.

For Pre-K through 2nd grade, teachers will provide a weekly classroom newsletter outlining the topics 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> grades, 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, teachers upload assignments to LMS.

No extra credit or curve is allowed and cannot be given by a SJS teacher.

### **FAILING DAILY GRADES**

Any classwork or homework grade below 70% may be corrected. The student will have one day after the teacher returns the graded paper to correct it and turn it in to the teacher. Grading will begin at 76%.

### **Library Program**

The Monsignor Charles B. King Multimedia Center (library) will be open on Wednesdays and Thursdays. Pre-Kindergarten through 4<sup>th</sup> grade students will have regularly scheduled library class each week. First through 8<sup>th</sup> grade students must be prepared to take AR tests on books checked out. Fifth through 8<sup>th</sup> grade students come to the library 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 that count as a test grade for the quarter. 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 **and good attendance** 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 through 8<sup>th</sup> grade. Pre-K and kindergarten will send their report 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 cards need to be signed and returned to the school. For 1<sup>st</sup> through 8<sup>th</sup> 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 have trouble 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 has trouble in mastering the academic phases of the school program. Special consultation with the parents, teachers, and the principal will be arranged 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 at 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 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

The Catholic school's task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all the different aspects of human knowledge through the subjects taught, in the light of the Gospel; the second is the growth of the virtues' characteristic of the Christian. Virtues in Practice is a program for children in grades pre-kindergarten through eight to grow closer to Jesus by imitating His life and virtues. It is set up in such a way that a whole school studies the same virtue each month, to provide a whole school (and at home, whole family) focus. The program covers 27 virtues over a three-year cycle, with 81 saints held up as models of the virtues.

### Textbooks

The Diocesan Education Office has approved all textbooks that are used at St. John the Apostle Catholic School. Textbooks are the school's property and are for the students' yearly use. 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 throughout 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.

## **CONDUCT AND DISCIPLINE**

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

### **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 parents.
- Cheating on tests has serious consequences and such incidents will be handled case by case.
- Plagiarism definition: To steal or use words from another author or source and not properly document and credit the original source.
- 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:

- Leave technology devices at home. Technology is not allowed on the SJS campus. This includes cell phones, smart watches, etc. Students found with any device will turn over the device, and parents will be contacted to retrieve it.
- Exercise self-control
  - Use courteous language
  - Resolve conflicts in a mature manner
  - Be honest
  - Make ethical and morally responsible choices
- 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
- Respect the rights and feelings of others
  - Behave in a manner that does not disrupt others
  - Treat others with courtesy and respect

- 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
- 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 3-8 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 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- 2<sup>nd</sup> Grade**

1. Be kind to others
2. Follow directions promptly
3. Participate respectfully in class discussions and activities
4. Raise your hand to speak and listen while others are speaking
5. Work quietly to not disturb learning
6. Show respect for school and personal property

Students in Grades Pre-K through 2<sup>nd</sup> will receive feedback on their monthly conduct calendar to communicate behavior with parents. Refer to the back of the Monthly Conduct Calendar for more information.

### **Conduct Guidelines 3<sup>rd</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 uniform code

**Students in Grades 3-8** 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.

### **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 always behave appropriately. **This includes but is not limited to technology.**

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 for paying \$120 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 for paying \$120 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. 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 including, but not limited to, e-readers, (Tablets, Nook, etc.), iPod, MP3 players, or other electronic devices, without prior permission from the teacher or administration. No electronics with Internet access including cellphones and smartwatches should be brought to school. Because of after school activities and the need to reach parents after school hours, cell phones are allowed with the following restrictions:

- Cell phones must be turned off.
- Cell phones must be stored in backpacks throughout the school day and during after-school activities.

These devices, if found with a student, will remain in the school office until the parent/guardian has a conference with the administration.

## BULLYING

Bullying will not be tolerated on or off campus while students are under school supervision. According to our guidance program, bullying happens when someone persists in 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 content 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 should report the alleged harassment to the school principal. The principal will take whatever actions he/she deems necessary to investigate the complaint and 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 principal, in consultation with the pastor, will appropriately address any other discipline issues not previously outlined in the handbook.**

### **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.

## COMMUNICATION

In order to maintain a positive school-parent relationship, teachers and staff regularly communicate with parents and guardians. It is expected that guardians will regularly review all school communication and respond as required. Teachers are expected to respond to parent/guardian emails within 24 hours.

### **Forms of Communication**

#### **Print and Email**

Weekly Teacher Newsletters (Pre-K through 2<sup>nd</sup> Grade)

St. John “News and Notes”

Messages from teachers, coaches, administration

#### **Conferences/ Appointments**

All students from pre-k to eighth grade will have one scheduled in-person Parents/Teacher conferences per year, in October, and a second optional conference in 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 based on need. Teacher email addresses can be found in the School Directory. Special conferences may be required, when a student's work and/or behavior detentions affect his/her welfare that of his/her classmates.

#### **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, or important deadlines, a text message will be sent to the cell phone registered with the school. It is important for the school to always have your current cell phone number, email, and physical address.

#### **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 reports, 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 case of absence, late arrival, or early dismissal.**

## 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. **No student may access the Internet at school until the Parent/Guardian and the Student sign St. John the Apostle Acceptable Use Policy for Students.**

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, SnapChat, TikTok, 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 Website, 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.

**School Website and Other Paperless Communications**

St. John the Apostle Catholic School also communicates with parents using its website, [www.stjs.org](http://www.stjs.org) . The website 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 illnesses of a student.

Students may not make telephone calls during school hours without permission from the school office and/or from their teacher.

## **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 and State of Texas requirements. This plan is in the Substitute Binder and the faculty has been given instructions on how to respond to Acts of Nature, Environmental and Building Disasters, and Disruption of Campus Life

### **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.

## 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) will be used, and a school staff member will 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 that 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 **Catholic School Health Report** 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 May 18, 2025 for the upcoming school year. All schools of the diocese use the Catholic School Health Report for maintaining health data on students.**

### Illnesses

This school provides a health office, staffed by a 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 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, he/she must be free of fever without fever-reducing medication for 24 hours before returning to school. A physician's note is required if he/she has missed **three or more** consecutive days due to illness.

| 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 that suggest an acute illness | Written physician release  |

### **Allergy Policy**

If the student has any noted allergies requiring the use of an epi pen, the parent will furnish the school with two epi pens for the student. An allergy plan of care for the student must always be in place by the first day of school that the student attends. 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.

Before each field trip, the parent is responsible for 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. When a parent is not in compliance with the policy, the student cannot attend the school and school-related functions.

**For any classroom celebrations, students with food allergies will need to provide their own snacks.**

### **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. **All over the counter medications including cough drops must have a medication permit signed by parent/guardian and may remain in the nurse's office for 10 days.**

## Water Bottles on Campus Refilling 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 and **does not leak**
- 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 **by the nurse** 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.

## **EXTRACURRICULAR PROGRAMS**

**Fees for all extra-curricular activities will be charged through FACTS.**

### **Cheerleading**

Cheerleading is under the auspices of the sports program of the school, and interested students in grades 3-8 may participate. Cheerleading is subject to the policies and eligibility requirements of the sports program. There will be a signup fee charged for each student.

### **Choir**

Students can participate in the SJS choir in grades 4-8. As members of the choir, students accept all the commitments the choir makes within the parish community.

The choir is subject to the policies and eligibility requirements of special programs. There will be a \$50 signup fee for each student.

### **Running Club**

Running Club is offered for students in 1<sup>st</sup> through 8<sup>th</sup> grade. It is held on the appointed day each week weather permitting. The cost is \$25 per child. They will receive a T-shirt.

### **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 \$40.00.

### **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 fees must be paid before the first game.

### **Eligibility for Participation**

- Students are required to maintain at least a "D" in each subject. **Any student failing a subject as of Friday cannot participate in any sports activities Saturday through the following Friday.**
- A Catholic School Health Report must be completed and returned to the school, prior to participation. (practice/game)
- 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 a student earns a behavior detention, he or she is ineligible to play sports for two weeks.
- All students participating and/or signed up for a sport must 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:
  - Profanity
  - 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, parents, 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 must provide the school with evidence of a complete, satisfactory physical examination within 60 days (or on or after **May 18**) 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 the 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.**

## SOCIAL FUNCTIONS

### After-School Activities

Throughout the year, the school hosts several functions. Functions will be marked on the school calendar, and communicated in News and Notes. We encourage families to attend. Parents are responsible for supervising their children at these events.

### Classroom Holiday Celebrations and Events

- All classroom celebrations must follow the guidelines in the Homeroom Parent Handbook
- It is required that all food for classroom celebrations must be store-bought with the ingredients label available.
- No peanuts or tree nut products are allowed.
- Any parents volunteering on the school campus must have completed the Virtus workshop (Diocese of Fort Worth Safe Environment Training).
- **Students may not pass out individual gifts or goody bags without prior permission from the teacher and administration.**
- For any celebrations, students with food allergies need to provide their own snacks.

### Student Birthdays

- 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 or weekend, 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 may NOT contain nuts or peanut butter in classrooms identified as peanut-free-zones.
- Do not bring yogurt, pudding or liquid-type snacks for **classroom snacks**. We encourage parents to send nutritious snacks.
- **Do not bring sodas to school for lunch or 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.**

## 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.

If a class at St. John the Apostle Catholic School goes on a field trip, the students must be in good standing with grades and behavior. Field trip cost will be charged to the parents FACTS account.

## PARENT ORGANIZATIONS

### Home and School Association

The St. John the Apostle Catholic School Home and School Association is an organization that assists with fundraising 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. All parents are encouraged to become members of the Home and School organization at Meet the Teacher Night or TAP (Teacher and Parent) Night.**

### 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 want to be on the agenda, please submit your topic in writing seven days before 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.

## **Weather Guidelines for Fort Worth Catholic Schools**

In order to keep students safe from potentially harmful inclement weather, administrators and Fort Worth Catholic Schools have guidelines for cold and hot weather issues affecting outdoor student activities. Additionally, principals have the option to cancel or limit outdoor activities for any situation they deem unsafe. This policy is applicable for PK-8<sup>th</sup> grade in-school outdoor activities, including PE and recess. (Please see separate athletics weather policy for outdoor extracurricular activities.)

### **Hot WEATHER**

During times of excessive heat, the following precautions will be taken for all outdoor physical activity including, but not limited to: recess, physical education classes, and/or outdoor field trips.

1. Students should be hydrated prior to outdoor activities and drinking water will be easily accessible.
2. During extended periods of outdoor activity (>30-35 minutes) periodic drinking should be enforced. Under no circumstances will access to drinking water be used as punishment or motivation.
3. In addition to these precautions, the campus administrator or designee will assess the anticipated Heat Index and Air Quality (ozone level) for the day and email or announce an activity advisory to all applicable staff. Steps for assessing the Heat Index and Air Quality (ozone level) can be found on the following pages of these guidelines.

### **Guidelines for determining HEAT INDEX**

The Heat Index is the “feels like” or effective temperature. As relative humidity increases, the air seems warmer because the body is less able to cool itself via evaporation of perspiration. As the index rises, so do the health risks.

Temperature and humidity data may be obtained from





1. <http://www.weather.com> or [www.weatherbug.com](http://www.weatherbug.com)

Details specific to the school should be accessed as follows: Enter school zip code; select “hour-by-hour” tab (it is suggested that the site be bookmarked at this point for easy daily access).

- Because morning temperatures are typically lower than afternoon temperatures, two heat index levels should be determined each day when deciding outdoor activity safety for students.
- The first level should be determined based on the highest estimated temperature and corresponding humidity for the AM school hours (8am-11am) using the heat index chart below.
- The second level should be determined based on the highest estimated temperature and corresponding humidity for the PM school hours (12pm-2pm) using the heat index chart below.

**National Weather Service Heat Index Table:**  
Likelihood of Heat Related Illnesses with Prolonged Exposure or Strenuous Activity

|                       |     | Temperature (°F) |    |     |     |     |     |     |     |     |     |     |     |     |     |     |
|-----------------------|-----|------------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                       |     | 80               | 82 | 84  | 86  | 88  | 90  | 92  | 94  | 96  | 98  | 100 | 102 | 104 | 106 | 108 |
| Relative Humidity (%) | 40  | 80               | 81 | 83  | 85  | 88  | 91  | 94  | 97  | 101 | 105 | 109 | 114 | 119 | 124 | 130 |
|                       | 45  | 80               | 82 | 84  | 87  | 89  | 93  | 96  | 100 | 104 | 109 | 114 | 119 | 124 | 130 | 137 |
|                       | 50  | 81               | 83 | 85  | 88  | 91  | 95  | 99  | 103 | 108 | 113 | 118 | 124 | 131 | 137 |     |
|                       | 55  | 81               | 84 | 86  | 89  | 93  | 97  | 101 | 106 | 112 | 117 | 124 | 130 | 137 |     |     |
|                       | 60  | 82               | 84 | 88  | 91  | 95  | 100 | 105 | 110 | 116 | 123 | 129 | 137 |     |     |     |
|                       | 65  | 82               | 85 | 89  | 93  | 98  | 103 | 108 | 114 | 121 | 128 | 136 |     |     |     |     |
|                       | 70  | 83               | 86 | 90  | 95  | 100 | 105 | 112 | 119 | 126 | 134 |     |     |     |     |     |
|                       | 75  | 84               | 88 | 92  | 97  | 103 | 109 | 116 | 124 | 132 |     |     |     |     |     |     |
|                       | 80  | 84               | 89 | 94  | 100 | 106 | 113 | 121 | 129 |     |     |     |     |     |     |     |
|                       | 85  | 85               | 90 | 96  | 102 | 110 | 117 | 126 | 135 |     |     |     |     |     |     |     |
|                       | 90  | 86               | 91 | 98  | 105 | 113 | 122 | 131 |     |     |     |     |     |     |     |     |
|                       | 95  | 86               | 93 | 100 | 108 | 117 | 127 |     |     |     |     |     |     |     |     |     |
|                       | 100 | 87               | 95 | 103 | 112 | 121 | 132 |     |     |     |     |     |     |     |     |     |

-  Most children may play outdoors and be comfortable. Staff should watch for the child that becomes uncomfortable while playing outdoors. Allow access to water.
-  Use caution and closely observe the students for signs of being too hot. Shorten length of outdoor time to 15-20 minutes.
-  Elementary students shorten length of outdoor time to 5-10 minutes. Older students may be outdoors for short periods of time, but **ALL staff (Elementary & Secondary) must be vigilant about proper clothing and hydration.**
-  No students or staff should be outside unless absolutely necessary, and then for very brief periods of time.

### Heat-Related Illnesses

**Heat Cramps (sudden muscle spasms)** usually affect people who sweat a lot during strenuous activity. This sweating depletes the body's salt and moisture. The low salt level in the muscles causes painful cramps. Heat cramps may also be a symptom of heat exhaustion. Heat exhaustion is the body's response to an excessive loss of water and salt contained in the sweat. Heat stroke occurs when the body is unable to regulate its temperature. The body's temperature rises rapidly, the sweating mechanism fails, and the body is unable to cool down. Body temperature may rise to 106°F or higher within 10 to 15 minutes. Heat stroke can cause death or permanent disability if emergency treatment is not provided.

## Guidelines for Heat-Related Illness

| <b>Heat Cramps</b>  | <b>Heat Exhaustion</b>  | <b>Heat Stroke</b>  |
|---|---|---|
| <b>Symptoms:</b> <ul style="list-style-type: none"> <li>▪ Painful muscle cramping usually legs &amp; abdomen</li> <li>▪ Heavy sweating</li> <li>▪ Fatigue</li> </ul>  | <b>Symptoms:</b> <ul style="list-style-type: none"> <li>▪ Normal body temperature</li> <li>▪ Pale and clammy skin, profuse perspiration</li> <li>▪ Rapid and weak pulse</li> <li>▪ Tiredness, weakness, headache, nausea</li> <li>▪ Low blood pressure</li> <li>▪ Dizziness</li> <li>▪ Muscle cramps</li> </ul>   | <b>Symptoms:</b> <ul style="list-style-type: none"> <li>▪ High temperature (103° or higher)</li> <li>▪ Hot, flushed, dry skin, absence of sweating</li> <li>▪ Rapid and strong pulse</li> <li>▪ Marked confusion, or may be unconscious</li> <li>▪ Throbbing headache</li> <li>▪ Nausea</li> </ul>  |
| <b>Steps to Follow:</b> <ol style="list-style-type: none"> <li>1. Offer cool, clear fluids or a sports drink containing sodium.</li> <li>2. Provide rest in a cool, shaded place.</li> <li>3. Firm, gentle massage to area may provide comfort.</li> <li>4. Notify parent.</li> <li>5. Do not allow the student to return to strenuous activity for a few hours after the cramps subside, because further exertion may lead to heat exhaustion or heat stroke.</li> <li>6. Provide health education as appropriate at student's level of understanding, regarding need for sufficient fluid intake and repeated rest breaks during warm weather.</li> </ol> | <b>Steps to Follow:</b> <ol style="list-style-type: none"> <li>1. Have person lay down in a cool, shaded, quiet place.</li> <li>2. Loosen clothing. Remove if tight or heavy.</li> <li>3. Call school nurse.</li> <li>4. Apply cool, wet cloths or sponge w/ cool water.</li> <li>5. Give sips of cold water.</li> <li>6. Notify parent.</li> <li>7. Call EMS (911) if condition worsens or person shows signs of shock.</li> </ol> | <b>Steps to Follow:</b> <ol style="list-style-type: none"> <li>1. Call school nurse.</li> <li>2. Check vital signs, including temperature in summer.</li> <li>3. Activate EMS/911.</li> <li>4. Loosen clothing.</li> <li>5. Position student in a semi reclining position. If unconscious, roll on side to allow fluids and vomit to drain from mouth.</li> <li>6. Cool with any immediately available topical mechanism to 102°F. For example, immerse in cool water, or apply ice packs to areas with abundant blood supply (neck, armpits, and groin).</li> <li>7. Do not give fluids.</li> <li>8. Notify parent.</li> </ol> |

## COLD WEATHER

Cold exposure can be uncomfortable, increase the risk of injury, and impair performance. Factors to take into consideration include more than just the temperature. Wind chill and wet conditions increase the cooling effect. Wind chill interacts with the temperature to significantly increase body cooling. The combination of cold air and the deep breathing of exercise can also trigger breathing problems. If the body and clothing are wet, there is an increase of body cooling. This could be from sweat or precipitation. During times of excessive cold weather, the following precautions will be taken for all outdoor physical activity including, but not limited to: recess, physical education classes, and/or outdoor field trips.

- Teachers and coaching staff should be aware of the wind chill factor and take appropriate precautions during cold weather.
- If a student does not have adequate warm clothing to participate in the outdoor activity, such clothing should be provided or the student excused from the activity.
- Students should not have recess or Physical Education classes outside when temperature or wind chill factor drops below 36 degrees.
- On days when the temperature is unseasonably cold, outside recess should be restricted to no more than 15 minutes.

### **Guidelines for determining cold weather conditions:**

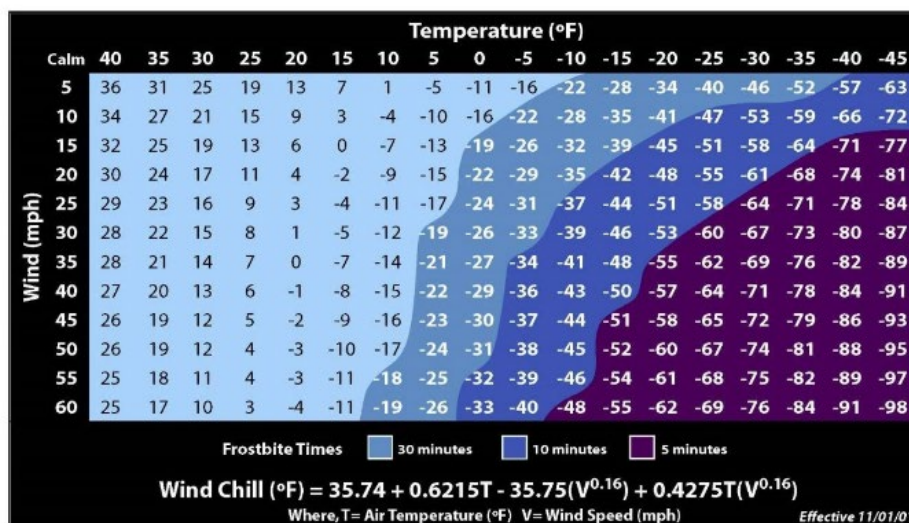
Temperature and humidity data may be obtained from

<http://www.weather.com> or [www.weatherbug.com](http://www.weatherbug.com).

- Details specific to the school should be accessed as follows: Enter school zip code; select “hour-by-hour” tab (it is suggested that the site be bookmarked at this point for easy daily access); the lowest estimated temperature and the “feels like temperature” (wind chill) during school hours should be used.
- The National Weather Bureau will provide local forecast and advisories. Call - 817-429-2631, and then dial 511.



## **Wind Chill Chart**



### **Recommended General Guidelines**

- Students should dress in layers and stay dry. Heat loss from the head and neck can be as much as 50% of total heat loss, therefore, the head should be covered during very cold conditions.
- Adequate warm-up is essential to prevent injuries, especially in cold conditions.
- Students should stay hydrated. Dehydration affects the body's ability to regulate temperature whether it is hot or cold conditions.



Keep in mind that guidelines/policies may differ based on the age of the student

| <b>Weather</b>   | <b>Recommendation</b>   |
|--|---|
| Wind chill factor 33-35 degrees F with Precipitation       | <ul style="list-style-type: none"><li>• 35 minutes of exposure followed by 20 minutes indoors (may return outside after 20 minutes).</li><li>• Dry clothing (socks, gloves)</li><li>• Students must have their extremities covered.</li></ul> |
| Wind Chill Factor 31-32 degrees F (Dry)                    | <ul style="list-style-type: none"><li>• 45 minutes of exposure followed by 15 minutes indoors (may return outside after 20 minutes)</li><li>• Students must have their extremities covered.</li></ul>   |
| Wind Chill Factor 32 degrees F or lower with precipitation | <ul style="list-style-type: none"><li>• All activities will be inside</li><li>• No outside exposure</li></ul>   |
| Wind Chill Factor 26-30 degrees F (Dry)                    | <ul style="list-style-type: none"><li>• 30 minutes of total exposure to chill factor</li><li>• 15 minutes inside</li><li>• Students must have extremities covered</li></ul>   |
| Wind Chill Factor of 25 degrees F or lower                 | <ul style="list-style-type: none"><li>• No outside practices</li><li>• All work must be inside</li></ul>  |

### **THUNDERSTORMS**

The following precautions will be taken for all outdoor physical activity including, but not limited to: recess, physical education classes, and/or outdoor field trips.

**Lightning** - A study on lightning found that the average distance between one lightning strike hitting the ground and the next was two to three miles. It does not need to be raining for lightning to strike.

- If lightning is seen or thunder is heard, all students and staff will go inside immediately.
  - Outdoor activity can be resumed when the storm has passed, and lightning has not been seen nor thunder heard for at least 30 minutes
-



### **Air Quality and Outdoor Activity Guidance**

The Air Quality Index, or AQI, is a scale used to report actual levels of ozone and other common pollutants in the air. The higher the AQI value, the greater the health concerns. Shown below are recommended guidelines from the CDC.

It is recommended that ozone levels be checked before outdoor activities using the following applications:

<https://www.airnow.gov/>

enter your school specific zip code information and assess

[www.weather.com](http://www.weather.com)

enter your specific zip code information and at top tabs, select more forecasts: Air Quality

[www.weatherbug.com](http://www.weatherbug.com)






enter the school specific zip code information and look for prepopulated panel icon that states Air Quality

### **Interpreting Air Quality colors/flags:**

It is important to note that the website: [airnow.org](http://airnow.org) that is facilitated by the Environmental Protection Agency, who publishes the recommendations in the graph on next page, does not directly match the recommendations on weather.com or weatherbug.com. It is important to communicate with your health staff to consider those students who may struggle more with air quality alert days and to adjust those students' outdoor activities as needed.

## Air Quality and Outdoor Activity Guidance for Schools

Regular physical activity — at least 60 minutes each day — promotes health and fitness. The table below shows when and how to modify outdoor physical activity based on the Air Quality Index. This guidance can help protect the health of all children, including teenagers, who are more sensitive than adults to air pollution. Check the air quality daily at [www.airnow.gov](http://www.airnow.gov).

| Air Quality Index  | Outdoor Activity Guidance  |
|--|--|
| <br><b>green</b><br>GOOD                            | Great day to be active outside!  |
| <br><b>yellow</b><br>MODERATE                       | Good day to be active outside!<br>Students who are unusually sensitive to air pollution could have symptoms.*  |
| <br><b>orange</b><br>UNHEALTHY FOR SENSITIVE GROUPS | It's OK to be active outside, especially for <b>short activities</b> such as recess and physical education (PE).<br>For <b>longer activities</b> such as athletic practice, take more breaks and do less intense activities.<br>Watch for symptoms and take action as needed.*<br>Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy. |
| <br><b>red</b><br>UNHEALTHY                       | For <b>all outdoor activities</b> , take more breaks and do less intense activities.<br>Consider moving <b>longer or more intense activities</b> indoors or rescheduling them to another day or time.<br>Watch for symptoms and take action as needed.*<br>Students with asthma should follow their asthma action plans and keep their quick-relief medicine handy.                        |
| <br><b>purple</b><br>VERY UNHEALTHY               | Move <b>all activities</b> indoors or reschedule them to another day.  |

### \* Watch for Symptoms

Air pollution can make asthma symptoms worse and trigger attacks. Symptoms of asthma include coughing, wheezing, difficulty breathing, and chest tightness. Even students who do not have asthma could experience these symptoms.

#### If symptoms occur:

The student might need to take a break, do a less intense activity, stop all activity, go indoors, or use quick-relief medicine as prescribed. If symptoms don't improve, get medical help.

### Go for 60!

CDC recommends that children get 60 or more minutes of physical activity each day. [www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm](http://www.cdc.gov/healthyyouth/physicalactivity/guidelines.htm)

### Plan Ahead for Ozone

There is less ozone in the morning. On days when ozone is expected to be at unhealthy levels, plan outdoor activities in the morning.

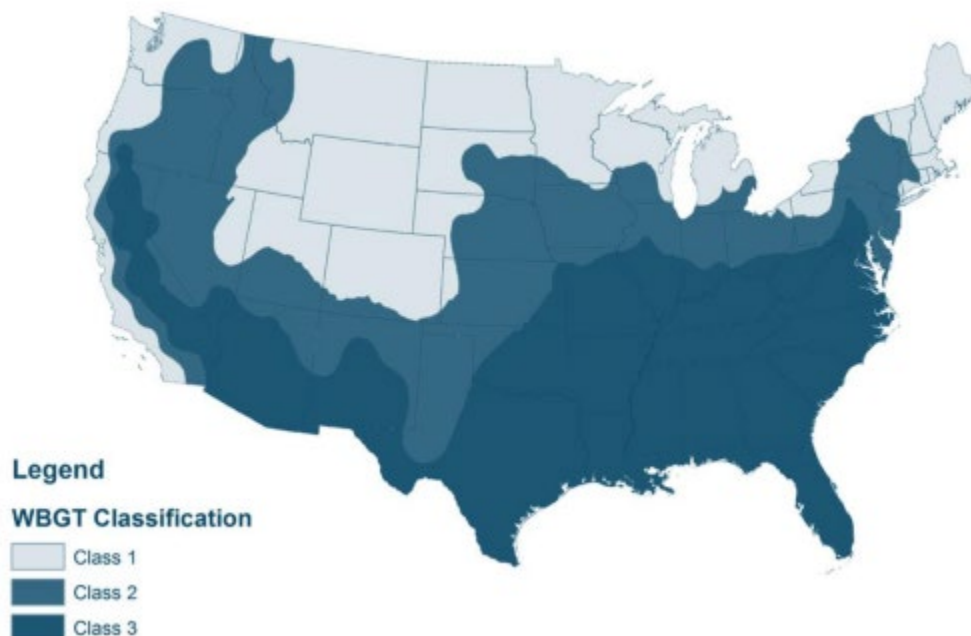
## **Recommended Heat Protocols and Procedures for Outside Middle School and High School Athletic and Marching Band Activities**

**Wet Bulb Globe Temperature (WBGT)** is the recommended forecast measurement to be used to monitor environmental conditions during outdoor physical activities. WBGT estimates the effect of temperature, relative humidity, wind speed, and solar radiation using a combination of temperatures from three thermometers.

The American College of Sports Medicine has recommended WBGT guidelines that dictate modifications in activity (work: rest ratios, hydration breaks, equipment worn, length of practice) at given WBGT temperatures to prevent Exertional Heat Stroke. The below table represents modified guidelines from the American College of Sports Medicine regarding:

- The scheduling of practices at appropriate WBGT levels
- The ratio of workout time to time allotted for rest and hydration at various WBGT levels
- The WBGT levels at which activities should be terminated

It is recommended that Fort Worth Catholic Schools utilize WBGT to monitor practice and workout conditions and alter practices as outlined in the chart below based on recommendations from the American College of Sports Medicine.



| WBGT Activity Guidelines |             |   |
|--------------------------|-------------|---|
| Class 3                  | Class 2     | Activity Guidelines   |
| < 82.0                   | <79.7       | Normal Activities - Provide at least three separate rest breaks each hour with a minimum duration of 3 min each during the workout.   |
| 82.0 - 86.9              | 79.7 - 84.6 | Use discretion for intense or prolonged exercise; Provide at least three separate rest breaks each hour with a minimum duration of 4 min each. MANDATORY ONSITE RAPID COOLING ZONE (INCLUDING TUB OR TARP)  |
| 87.0 - 90.0              | 84.7 - 87.6 | Maximum practice time is 2 hours; <b>For Football:</b> players are restricted to helmet, shoulder pads, and shorts during practice. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. <b>For All Sports:</b> Provide at least four separate rest breaks each hour with a minimum duration of 4 min each. MANDATORY ONSITE RAPID COOLING ZONE (INCLUDING TUB OR TARP) |
| 90.1 - 92.0              | 87.7 - 89.7 | Maximum practice time is 1 hour; <b>For Football:</b> No protective equipment may be worn during practice, and there may be no conditioning activities. <b>For All Sports:</b> There must be 20 min of rest breaks distributed throughout the hour of practice. MANDATORY ONSITE RAPID COOLING ZONE (INCLUDING TUB OR TARP)   |
| ≥92.1                    | ≥89.8       | No outdoor workouts. Delay practices until a cooler WBGT is reached.  |

*\*Values in the above chart are WBGT measurements (not temperature or heat index measurements).*

### **WBGT Forecasting Resource**

<https://convergence.unc.edu/tools/wbgt/>

1. Type your location/address in the white box or select a location on the map. a. This should be specific to the exact location the practice or contest is located
2. Select “Texas UIL Class 2” or “Texas UIL Class 3,” depending on your area, as the flag level guideline
3. Click the “Submit” button at the bottom and scroll down the page to see the forecast.
4. Scroll further down the page to see the WBGT activity guidelines.

### **WBGТ Means and Methods of Measurement when practices are outside in WBGТ of 79.7 IN CLASS 2 OR 82 IN CLASS 3 or higher**

- It is recommended that schools utilize a scientifically approved instrument that measures Wet Bulb Globe Temperature (WBGТ) or other scientifically proven method, such as an Internet-based weather station software or application, to monitor the wet bulb globe temperature.
- If utilizing an on-site instrument, the instrument should be set up 30 minutes prior to practice and should be read 15 minutes prior to the start of practice. If utilizing an Internet-based application, the WBGТ should also be checked WITHIN 15 MINUTES prior to practice. In both cases, WBGТ readings should be taken every 30 minutes during practice.
- IT IS RECOMMENDED THAT THE SAME PERSON, IF POSSIBLE, TAKE ALL READINGS DURING A PRACTICE TIMEFRAME.
- When there's a change in WBGТ from one level to the next, responsible modifications to practice activities should be made based on the above WBGТ Activity Guidelines.
- It is recommended that schools record and keep on file the WBGТ temperatures associated for outside practices.
- Practices are defined as the time period that a participant engages in a coach/director supervised, school-approved sport or band conditioning-related activity. Practices are timed from when players report to the outside practice/workout area until the players leave the area.

### **Emergency Action Plans & Procedures for the Treatment and Prevention of Heat Related Illness**

- Each member school's emergency action plan must include procedures to address heat emergencies that include onsite rapid cooling using cold-water immersion or equivalent means.
- Rapid cooling zones are required to be available for each outdoor athletic and marching band contest, practice, workout, or conditioning session that is held in **wet bulb globe temperatures of 79.7 IN CLASS 2 OR 82 IN CLASS 3 degrees or higher.**
- Rapid cooling zones are required to have immediate availability of cold-water immersion tubs or tarps that can be filled with ice and water and wrapped around individuals to rapidly cool internal body temperature ([TACO method](#)) for emergency heat illness treatment
- Schools are encouraged to include a combination of the following options in the rapid cooling zones for heat illness prevention: ice sponges, towels, water misters, and shade.
- The presence of an employee or volunteer trained to administer cold-water immersion is recommended.
- Coaches and directors must adopt a heat injury prevention philosophy by promoting unrestricted access to water at all times and a student- athlete should never be denied access to water.

- Rest breaks must involve unlimited hydration intake and rest without any activity involved.

### **Competitions & Possible Modifications to Competitions**

- WBGT practice guidelines and limitations do not apply to competitions, but it is recommended that schools monitor WBGT conditions prior to and during the game and use appropriate emergency action plans for high temperature and humidity. It is advised to consider game time adjustments when experiencing high levels of WBGT readings, in addition to considering use of recommended modifications. Schools may opt to reschedule contests in extreme conditions.
- Any contest played in **WBGT of 79.7 in CLASS 2 or 82 in CLASS 3 degrees or higher must** always have a rapid cooling zone for emergency heat illness treatment on site and available to allow for full body, rapid cooling of athletes experiencing heat illness.
- It is recommended that additional appropriate and responsible modifications to contests are made as needed to keep participants safe.

#### **Modifications that potentially can be made include (but are not limited to the following)**

- Potentially using additional strategically placed official timeouts (possibly at 6-minute mark or halfway through each quarter) agreed upon by both coaches and officials prior to the start of the game. This would allow the quick stoppage of play and permit officials, athletes, and coaches to quickly hydrate and cool off.
- Alteration of start times, as allowable, is encouraged to permit participation in the best conditions possible
- Allowing teams that are waiting to warm up access to air-conditioned gyms or locker rooms until organized warmups begin.
- Consider hydration and fueling strategies for participants on long pregame bus rides.
- Unlimited access to cool water.
- Shade structures/tents on the sideline to allow for athletes to get out of the direct sunlight.
- Fans/Misters to allow for evaporative cooling.
- Ice towels/sponges
- Lengthening halftimes to allow for more complete cool down and hydration/refueling processes to occur.
- Having resources that allow athletes to refuel at halftime by providing appropriate snacks
- A modification, in addition to those listed above, **for sub-varsity contests, including middle school**, may include reducing the length of quarters if agreed upon by both schools

## WRITTEN NOTICE OF UNASSIGNED EPINEPHRINE AUTO-INJECTORS IN SCHOOL IN ACCORDANCE WITH TEXAS EDUCATION CODE §38.212

Pursuant to Texas Education Code §38.212, the Catholic Schools Office of the Diocese of Fort Worth is notifying you that it maintains a policy regarding the maintenance, administration, and disposal of unassigned epinephrine auto-injectors at each Catholic school of the diocese (except for Saint George Catholic School). The unassigned epinephrine auto-injector policy is maintained in accordance with TCCB-ED and diocesan policy and managed by the Catholic Schools Office and diocesan Nurse Consultant. School personnel are trained on the epinephrine auto-injector policy under the guidance of the Nurse Consultant.

Epinephrine auto-injectors are used to treat children or adults who are believed to be experiencing anaphylaxis, a life-threatening allergic reaction that requires immediate intervention and treatment. Under the policy, unassigned epinephrine auto-injectors are stocked by the Catholic schools of the Diocese of Fort Worth to treat children or adults who are believed to be experiencing anaphylaxis on a school campus but do not have their own emergency medication on hand.

## WRITTEN NOTICE OF OPIOID ANTAGONISTS IN SCHOOL

Pursuant to Texas Education Code §38.222(b), the Catholic Schools Office of the Diocese of Fort Worth maintains a policy regarding the maintenance, administration, and disposal of opioid antagonists at each Catholic school of the diocese. The opioid antagonist policy is maintained in accordance with TCCB-ED and diocesan policy and managed by the Catholic Schools Office and diocesan Nurse Consultant. School personnel are trained on the opioid antagonist policy under the guidance of the Nurse Consultant.

Opioid antagonists are medications that can reverse and block the effects of opioids already in a person's central or peripheral nervous systems. Naloxone (commonly referred to as Narcan, a particular brand of naloxone) is an opioid antagonist used to reverse opioid overdoses. Naloxone can restore normal breathing within minutes to a person who is experiencing an opioid overdose, thus potentially saving their life. Under the policy, opioid antagonists are stocked by the Catholic schools of the Diocese of Fort Worth to treat children or adults who are believed to be experiencing the effects of opioid overdose on a school campus.

## **Diocesan Policies**

NOTICE: This handbook does not constitute a contract, expressed or implied, between any applicant, student/parent, or faculty/staff member and the school or Catholic Diocese of Fort Worth. The school reserves the right to change, alter, amend, discontinue, abolish, or depart from this handbook or any of the policies, rules, regulations, standards of conduct, protocols, services, programs, or activities within it at any time, without notice, at its discretion. The school provides the information herein solely for the convenience of the reader and, to the extent permissible by law, expressly disclaims any liability, which may otherwise be incurred.

### **1240 NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS**

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

Religious educational institutions are exempt from Civil Rights legislation in the employment and enrollment of individuals of a particular religious persuasion. Preference in employment and admissions may be given to Catholic staff and students in the Catholic Schools of the Diocese.

### **3240 INTERNAL INFORMATION**

The School is part of the Catholic Diocese of Fort Worth. As such, when appropriate, any student/parent record or information possessed by the School, including academic, developmental, behavioral, disciplinary, financial, or contact/identifying information, may be shared internally within the Catholic Diocese of Fort Worth (including its departments, schools, parishes, priests or the Catholic Diocese of Fort Worth Advancement Foundation).

Academic testing information and results may be shared with other schools of the Catholic Diocese of Fort Worth for academic, enrollment, or placement purposes.

Additionally, any information submitted in or with any financial aid application (including FACTS) may be shared with the Catholic Diocese of Fort Worth, the Catholic Diocese of Fort Worth Advancement Foundation, their affiliates, any tuition assistance board of the diocese, parish, or school, or the Stephen Breen Memorial Foundation to consider in awarding financial aid or developing additional tuition assistance programs.”

#### **A. 5000 ADMISSION OF STUDENTS**

It is a privilege and a grace to be educated in a Catholic school. The schools and the



Diocese retain the right to disallow a student to attend, continue attending, or to re-enroll in a school. Any enrollment prior to the first day of school, including but not limited to advanced enrollment, pre-enrollment, or continuing enrollment of a student, is a conditional enrollment subject to review and termination by the school at any time. Prior to the first day of school, the school does not have to state the reasons, or have grounds, for revoking or denying a conditional enrollment of a student. The school does not have to state the reasons for denying enrollment of a student at any point during the year. The conduct of a student or a parent/guardian of the student (including any lifestyle, other conduct, or advocacy of a matter that is contrary to the Catholic faith or that may cause scandal, disruption, or confusion within the school community) may be grounds for the school revoking or denying the enrollment of a student at any time.<sup>1</sup> All decisions of admission, including revocation of admission, are guided by the Catholic faith and are necessarily ecclesiastical in nature.

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

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

The enrollment or registration and attendance of a student at a Catholic Diocese of Fort Worth school constitutes an expressed agreement on the part of the student, as well as the student's parents/guardians, to comply with the school's policies and procedures and demonstrate commitment to the school's mission. Failure to read the material contained in the handbook does not excuse the student or the student's parents/guardians from responsibility for knowing and following the policies, procedures, and regulations in the handbook.

Students applying for admission must present a copy of the current report card and

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<sup>1</sup> Whether conduct of a parent/guardian or student (including lifestyle, other conduct, or advocacy of a matter contrary to the Catholic faith or that may cause scandal, disruption, or confusion within the school community) is disqualifying for enrollment purposes is a decision that will be made based on various factors. Not all conduct of the sort will necessarily result in disqualification from enrollment if the parent/guardian or student strives to live in accordance with the Catholic faith and complies with the mission policy. On the other hand, such conduct that is a rejection of Church teaching, whether explicitly or implicitly, may not necessarily be afforded leniency. Catholic schools in the Diocese of Fort Worth will 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*, regardless of the views or wishes of the parent/guardian or student.

standardized test results. These will be reviewed to determine whether the program the school will meet the educational needs of the students. An interview with the student is part of the admission process. Testing in certain academic areas may be held for new, incoming students.

All new students will be given a probationary period of one semester. If during this probationary period there are any concerns, a student may be asked to withdraw from the school. The recommendation and decision of the school is final.

#### MISSION POLICY IN RELATION TO ADMISSIONS

Parents of students enrolling their children in a Catholic school must understand, affirm, and support the school's role and primary mission as guided by the teachings of the Catholic Church. Parents must acknowledge that they have read and understand, affirm, and support the expectations and the mission of the school as guided by the teachings of the Catholic Church. Parents or students who the school determines are not able to meet these expectations or support the mission of the school and teachings of the Catholic Church may not be admitted to the school. Students who are experiencing confusion regarding their sexual identity may be admitted as long as they are open to being accompanied and guided according to the Gospel as upheld in the teachings of the Catholic Church and will follow the mission and policies of the school. Any student whose gender has been legally changed from their biological sex, or who has chemically or surgically altered their God-given biology, may not be eligible for enrollment.

#### WITHDRAWAL

If at any time before or after admission the school believes that a student or parent/guardian of a student cannot accept the guidance and direction that is offered, is unwilling or unable to meet the expectations of admission, or is unwilling or unable to follow the Gospel as upheld in the teachings of the Catholic Church or the mission or policies of the school, then denial of enrollment, withdrawal, exclusion, or expulsion may be necessary. If a student or parent/guardian acts to legally change the student's gender or takes steps to chemically or surgically alter the student's God-given biological sex, then the student will be dismissed from the school, after the parent/guardian is first given the opportunity to withdraw the student from the school.

#### IMPLEMENTATION

##### PRIVILEGE

Being educated in a Catholic school is a grace and a privilege, not a right of the student. The conduct of a student or a parent/guardian of the student (including any lifestyle, other conduct, or advocacy of a matter that is contrary to the Catholic faith or that may cause scandal, disruption, or confusion within the school community) may cause the student to lose the privilege of attending a Catholic school.

##### PARISHIONERS – NON-PARISHIONERS

A parish school's admission policy should give preference to parishioners. Students

from other parishes are to be admitted, if possible. Students of other religious beliefs may be admitted, if space permits.

#### AGE

Policies regarding age of entry are determined by the TCCBED policy, and the State of Texas. All dates refer to the year of the student's entry into a specific grade level.

- 3K: A child must attain the age of 3 on or before September 1<sup>st</sup>.
- 4K: A child must attain the age of 4 on or before September 1<sup>st</sup>.
- Kindergarten – A child shall have attained the age of five (5) years on or before September 1<sup>st</sup>. This includes children who have been enrolled in pre-school programs, i.e. 3K and 4K. Participation in a school's 4K program does not ensure acceptance into Kindergarten.
- First Grade: A child shall have attained the age of six (6) years on or before September 1<sup>st</sup>.

The child's birth certificate shall be required for verification of age before he/she is enrolled. An exception may be made by the principal if children **(1)** have been enrolled in the first grade in another state prior to transferring to a school in Texas or **(2)** have attended a full school term in a Kindergarten program in another state that admits children who are under five years of age into the Kindergarten program.

The ability of a new student to achieve at a specific grade level, particularly when he/she is entering from a non-accredited school, shall be determined by conference with the parents and with the former teacher (if possible) and/or by the results of a standardized achievement test/evaluation which the receiving school administers.

### **5050 NON-PARENT/NON-LEGAL GUARDIAN ENROLLMENT & DECISION MAKING**

If a non-parent/non-custodial guardian wishes to enroll a child in a school of the Diocese, or make decisions on behalf of the child, they must provide valid Authorization Agreement for Voluntary Adult Caregiver that conforms with chapter 34 of the Texas Family Code authorizing them to enroll the child or make certain other decisions on behalf of the child. If the child is 18 or will be 18 during the school year, the non-parent/non-custodial guardian must contact the principal / president. Their enrollment will be considered on a case-by-case basis. This includes any decisions being made during the school year.

An Authorization Agreement for Voluntary Adult Caregiver is the proper "minor power of attorney" promulgated by the State of Texas. The Authorization Agreement for Voluntary Adult Caregiver can be found at [https://www.dfps.state.tx.us/site\\_map/forms.asp](https://www.dfps.state.tx.us/site_map/forms.asp)

1. **Diocese Appeal 5220**

2.

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.)

## **5235 REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEYS' FEES**

The School recognizes the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the School's responsibility to wisely steward financial resources for the benefit of all members of the school community, the School has implemented the following policy:

From time to time, the School is required to retain outside legal counsel to respond to parent requests or demands, attorney requests or demands on behalf of a parent or student, requests or subpoenas for testimony or documents in legal proceedings to which the School is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the School is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the School will, when the chief administrator of the School in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the School for attorney's fees, costs of court, and other expenses incurred.

Accordingly, each person who acknowledges his or her agreements to the contents of this Handbook, either by written or electronic signature or by enrolling a student in the School, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School and its officers, employees, agents, and representative ("Indemnitees") on demand from and for any and all attorneys' fees and related costs, including without limitation the cost of responding to parent or attorney requests or demands, requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding or dispute to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgement adverse to the Indemnitee.

## 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.

## **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.

## **5315 SUBSTANCE ABUSE POLICY**

As a Catholic school, our faith calls us to treasure our dignity as human beings. We are also a family community and our concern for the health, safety, and welfare of our students and families is paramount. It is important that our students' welfare be continuously protected -- including after the school day ends, on weekends, and throughout the year. The use of illegal substances by students damages their spiritual well-being, performance, and development. Rooted in our concern

for the welfare of our students and families, this substance abuse policy supports our mission of seeking truth, developing personal responsibility, and encouraging the full use of the gifts God gives to each developing young person.

Students are expected to avoid the use of tobacco products, consumption of alcohol, and use of drugs. The use of tobacco, alcohol, and other illegal substances negatively affects the growth of young people, subjects students and parents to potential criminal and legal jeopardy, harms student health, disrupts the educational process, endangers others, and negatively affects the reputation of the school community. To be successful, this policy requires the support of the entire school community, which includes students, parents, faculty, staff, and administration sharing in a spirit of cooperation, honesty, accountability, and responsibility.

## **IMPLEMENTATION**

A student who possesses, uses, distributes, or exercises custody or control over alcohol, drugs (including controlled substances), or drug paraphernalia, whether on or off campus, may face disciplinary action, including but not limited to losing the privilege of participating in extracurricular activities or athletic programs, probation, suspension, or expulsion from school. In addition, the student may be required to submit to a random drug test (or ongoing random drug testing) or undergo a drug/alcohol screening and assessment at an agency approved by the School, at the expense of the student or the student's parent/guardian. Parents/guardians must sign a release of information consent form so that results of the assessment can be shared with the School. School administration must receive the assessment and recommendations from the agency. If requested by the School, the student must agree to follow a treatment plan.

A student suspected of being under the influence of drugs or alcohol, including while at school or at a school-related event, may be required to submit to a school-approved drug test or breathalyzer test. If the test returns a positive result, disciplinary action will be taken. A student who refuses to submit to a drug test or breathalyzer test when requested by the School will be deemed to have given a positive test result or be under the influence, and disciplinary action will be taken.

Students do not have an expectation of privacy in any property or items brought onto School premises or to school-related events. The School reserves the right to search lockers, coats, bags, automobiles, and other personal belongings of students at the School or at school-related events. Students who do not cooperate with the search or search request will be subject to disciplinary action.

The refusal of the student, or a parent/guardian of the student, to comply with this policy or submit to the School's requirements or requests will result in disciplinary action, which may include losing the privilege of participating in extracurricular activities or athletic programs, probation, suspension, or expulsion from school.

## APPENDIX

Year-Long Guidance Plan with Monthly Virtues

### **FORMS DUE BY AUGUST 13, 2025**

- Handbook Acknowledgement form (return signed to school office)
- Field trip permission slip for **Ashwood Court**, St. John's Outreach Center

## Guidance Yearly Plan 2025 – 2026

### **Yearly Theme: Growing in Joy, Hope, and Gratitude**

#### **Guidance Program – Virtues in Practice – Year of Hope**

<https://www.nashvilledominican.org/apostolate/evangelization-and-catechesis/virtues-in-practice/>

#### **August/September: Virtue: Hope- Trusting in God's loving plan**

- Grades PK-2: St. Joseph
- Grades 3- 5: St. Elizabeth Ann Seton
- Grades 6 – 8: Sts. Louis & Zelie Martin

#### **October: Virtue: Studiousness – Seeking knowledge to grow closer to Truth**

- Grades PK-2: St. Albert the Great
- Grades 3 - 5: St. Thomas Aquinas
- Grades 6 – 8: St. Edith Stein

#### **November: Virtue: Humility- Accepting your limitations and God given talents**

- Grades PK-2: St. St. John the Baptist
- Grades 3 - 5: St. Pio of Pietrelcina
- Grades 6 – 8: St. Therese of Lisieux

#### **December: Virtue: Patience -Waiting or enduring without complaint**

- Grades PK-2: St. Monica
- Grades 3 - 5: St. Issac Jogues
- Grades 6 – 8: St. Rita of Cascia

#### **January: Virtue: Fidelity – Being faithful to promises and commitments**

- Grades PK-2: St. Cecilia
- Grades 3 - 5: Bls. Luigi and Maria Beltrame Quattrocchi
- Grades 6 – 8: St. Gianna Molla

#### **February: Virtue: Cheerfulness – Looking on the bright side**

- Grades PK-2: St. John Bosco
- Grades 3 - 5: St. Philip Neri
- Grades 6 – 8: Bl. Miguel Pro

#### **March: Virtue: Temperance- Enjoying thing in a proper, balanced way**

- Grades PK-2: St. Teresa of Avila
- Grades 3 - 5: St. Camillus de Lellis
- Grades 6 – 8: Ven. Matt Talbot

#### **April: Virtue: Obedience – Saying “yes” to the loving will of God and those He has set over us**

- Grades PK-2: Our Lady
- Grades 3 - 5: St. Juan Deigo
- Grades 6 – 8: St. Frances Xavier Cabrini

#### **May: Virtue: Diligence – Doing your best and working hard until you're finished**

- Grades PK-2: St. Andre Bessette
- Grades 3 - 5: St. Francis de Sales
- Grades 6 – 8: St. Catherine of Siena

\*Each month the Stop Bullying Government Program is used.

# SCHOOL HANDBOOK ACKNOWLEDGMENT

## Diocese of Fort Worth – Catholic Schools

School: Saint John the Apostle Catholic School School Year: 2025-2026

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

*Optional: Use the lines below to include other children instead of filling out a separate form*

|   |   |
|---|---|
| _____                                       | _____                                       |
| <i>Print Student's Name and Grade Level</i> | <i>Print Student's Name and Grade Level</i> |
| _____                                       | _____                                       |
| <i>Print Student's Name and Grade Level</i> | <i>Print Student's Name and Grade Level</i> |

Mother's Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

## PARENT/GUARDIAN ACKNOWLEDGMENT

The registration and attendance of a student at the School constitutes an expressed agreement on the part of the student, as well as the student's parents/guardians, to comply with the School's Handbook, policies, and procedures and to demonstrate a commitment to the School's mission.

I, the undersigned parent, on behalf of myself, my spouse, and my family, acknowledge that we have received and agree to be governed by the parent-student/family handbook ("Handbook").

We have read and reviewed the Handbook with Student(s). We accept and understand the policies and procedures of the School, and we accept and understand that failure to adhere to these policies and procedures is sufficient reason for dismissal, withdrawal, or non-renewal of Student(s) at the School.

We understand, acknowledge, and agree that, as the School is part of the Diocese of Fort Worth, any student/parent information or records possessed by the School may, when appropriate, be shared internally within the Diocese of Fort Worth, including its other schools, and we hereby give permission and authorize the School and Diocese to share or disclose such information in accordance with the Internal Information policy.

We understand and acknowledge that the School, being Catholic in nature, will exercise its responsibility to teach Catholic faith and morals in the fullness of truth and charity, especially as expressed in the *Catechism of the Catholic Church*. We will not publicly repudiate the teachings or traditions of the Catholic Church or act in ways that contradict the Catholic nature of the School. We will affirm, respect, and support the School's unique identity, role, and mission derived from the Catholic faith. We will cooperate fully with the School, and Student(s) will participate in all required School programming, including instruction in the Catholic faith and attendance at Mass. As the primary educator of Student(s), we agree to act in ways that promote the best interests of the Church and the School, and we will comply with the policies of the School and Diocese.

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*All parents/guardians with legal authority to make educational and religious decisions on behalf of the child(ren) must sign this form.

# St. John the Apostle Catholic School

## PARENT/LEGAL GUARDIAN PERMISSION SLIP FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter, guardianship, is eligible to participate in a school-sponsored activity that requires transportation to a location away from the school site. This activity will take place under the guidance and supervision of employees from St. John the Apostle Catholic School. A brief description of the activity follows:

Curriculum Goal: Service to Community and honoring the life and dignity of the human person

Destination: Ashwood Court Assisted Living

Designated Supervisor of Activity: SJS teacher / staff

Date and Time of Departure: throughout the year

Date and Anticipated Time of Return: \_\_\_\_\_

Method of Transportation: walking

Student Cost: Ø

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and acceptance of liability. As parent, or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby consent to participation by my child, \_\_\_\_\_, in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

Dress: SJS uniform Other items needed: None

\_\_\_\_\_  
Parent's Name/Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Emergency Phone Number

\_\_\_\_\_  
Insurance Company

\_\_\_\_\_  
Group #

\_\_\_\_\_  
Hospital Choice

Please return this entire form by Aug 11<sup>th</sup>, 2025  
Date

\*\*If you are driving for any school trip, please come to the office with your driver's license and proof of minimal liability insurance of \$100,000.00/\$300,000.00.