

**St. Joseph Catholic School  
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**St. Joseph Catholic School is a Catholic Parochial School located in the Austin Diocese School District.**

**The school is dedicated to the Christian education of boys and girls from Pre-kindergarten through Grade 6.**

**St. Joseph Catholic School is accredited by the Texas Catholic Conference Education Commission (TCCED) which is recognized by the Texas Commissioner of Education for the purpose of accrediting Catholic schools in the State of Texas.**

**Member of the National Catholic Education Association (NCEA) and Participant of the Education Service Center, Region 12**

**St. Joseph Catholic School complies with all applicable State and Federal laws on discrimination. Preference may be given in admission of Catholic students.**

**The Principal and School Pastor retain the right to amend this Handbook for just cause at any time. Parents receive prompt notification of any and all policy changes made during the school year.**

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### **Mission of St. Joseph Catholic School**

The Mission of St. Joseph Catholic School is to provide academic and spiritual excellence in a Catholic environment.

### **Vision of St. Joseph Catholic School**

St. Joseph Catholic School is committed to educating students in Catholic values and traditions, developing a firm foundation in academics, and fostering respect and service.

### **Philosophy of Education of St. Joseph Catholic School**

We believe that Catholic Schools should provide, through example and instruction, a community in which students experience faith and hope that witness the Gospel values of Jesus Christ. The school staff must continuously seek to educate the whole child and, with compassion and care, respond to the spiritual, intellectual, social, emotional, and physical needs of each child, while honoring their diverse learning styles. Using developmentally appropriate and solid pedagogy, children should be stimulated, encouraged, and inspired in the acquisition of basic skills as well as a desire for life-long learning. The faculty and staff of St. Joseph School believe that Catholic education has as its aim to prepare students to become responsible, contributing members of society through faith, knowledge, and self-discipline.

### **Letter to Parents and Guardians**

**Dear Parents and Guardians,**

Welcome to our St. Joseph Catholic School Family. We are so excited to have you as a part of community. At St. Joseph Catholic School, we believe in the education of the whole child: spiritually, academically, socially and emotionally.

St. Joseph Catholic School is a community built on collaboration between all of our families, students and staff resulting in a comprehensive learning environment. When you choose a Catholic school, you join a community which provides a foundation for life. Your child is in a safe and secure environment supported by school personnel who believe in their vocation to educate and love your children.

Our mission at St. Joseph Catholic School is to provide academic and spiritual excellence in a Catholic environment and ultimately to support your work as parents and guardians to develop your children in their faith formation and academic achievement. We provide a Christ-centered education in which Catholic identity permeates the entire curriculum, encouraging our students to reach their fullest capacity.

Please review this handbook completely and discuss important points with your child. To fit the ever changing needs of the school, certain rules and procedures may have been altered. Please be mindful of these changes and bring any concerns that you may have to our attention.

Thank you once again for your support and trust in us as we educate your children. At St. Joseph Catholic School, we live our faith, serve our community, excel in our academics and develop life-long friendships.

God bless you.

Mrs. Katie Grooms, Principal

## Mission Statement of Catholic Schools of Texas

The ministry of Catholic Education in general is the fulfillment of the educational mission of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic Schools is its ability to respond to the needs of the whole person, to serve the Church in time of transition, and to demonstrate to the world a global perspective for a peaceful and sustainable future.

The Catholic School is a unique environment in which pupils can experience the presence of the Holy Spirit. The School's focus is on the individual's spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic School, pupils and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice, and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, pupils are challenged to work to the best of their abilities. In a world of diversity and absolutes, pupils need to be "free" to appreciate and understand the planet Earth, the people and cultures that inhabit it, and to develop global perspectives by which lives and consciences are formed. Pupils are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its pupils to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

*- From the Texas Catholic Conference Education Department*

## Goals of Catholic Education

- ❖ To provide an environment in which students are enabled to build and deepen their relationship with God.
- ❖ To foster an academic culture aimed at the pursuit of truth.
- ❖ To actively promote growth in virtue.

## Education Objectives of St. Joseph Catholic School

### **A. The school fosters:**

1. A Catholic identity through the religious atmosphere, which permeates the total instructional program.
2. Gospel values as modeled in school procedures and actions of staff and students.
3. A faith community expressed through religious experiences through classes; programs for personal spiritual formation; opportunities to worship; service to others; sacramental preparation; and the sponsoring of adult programs.
4. Active interaction between the school and parishioners.
5. The formation of behavior in accord with Christian standards.
6. Sensitivity and responsiveness to social concerns and economic justice.
7. Development of Christian attitudes towards life, human sexuality, and the family.
8. Formation of students to set goals and attain them, to be self-disciplined, responsible, responsive, compassionate, and empathetic to the feelings and needs of others, and to respect individual differences in others.

### **B. The administration and staff will:**

1. Communicate on a regular basis about school activities and general accomplishments.
2. Provide systematic reporting to parents about student progress.
3. Communicate expectations for student academic performance to students and parents.
4. Organize opportunities for the school and business community to advise and support the school.
5. Provide a safe and orderly environment with a clear disciplinary code.
6. Inform parents of school policies and regulations concerning rights and responsibilities of staff, students, and parents: grievance procedures; discipline code; school policies; grading system; and compliance with applicable laws and regulations.
7. Provide a guidance program through all grades.
8. Provide school facilities that project a positive image and environment for teaching and learning.
9. Provide programs of instruction to meet students' diverse learning needs.
10. Develop excellence in education through compliance with TCCED and diocesan guidelines.

### **C. All students should (suitable to their grade level):**

1. Develop a knowledge and understanding of the Catholic faith and personal relationship with God as evidenced by attitude and practice.
2. Develop proficiency in language arts and mathematics in the lower grades followed by studies in advanced mathematics, technology, science, social studies, fine arts, English, and foreign language.
3. Develop higher order level thinking skills of research, analysis, evaluation, and problem solving.
4. Develop proficiency in the use of basic communication skills and technology, as well as the ability to recognize propaganda in their lives.
5. Develop skills of problem solving for integrating information and a framework within which to sort out the diverse values present today.
6. Acquire knowledge and appreciation of the culture of the ethnic groups of our American heritage.
7. Develop an understanding and appreciation of cultural diversity together with skills needed within the global community.
8. Acquire an understanding of the importance of physical and mental health in one's life by developing healthy attitudes regarding human sexuality, nutrition, and healthy life skills.
9. Acquire knowledge of the democratic process and develop an understanding of the privileges of citizenship and learn to assume its responsibilities.
10. Develop an understanding of human geography and world cultures of today.
11. Be knowledgeable in government practices, political principles and current activities
12. Be aware of the principles of consumer economics.

### **Parents as Partners in Education**

As partners in the educational process at St. Joseph Catholic School we ask parents to:

- Meet all financial obligations to the school.
- Support the religious and educational goals of the school.
- Support the discipline policy and support the school in helping students take responsibilities for their actions.
- Be respectful of faculty and staff at all times.
- Actively participate in school activities.
- Inform the school of any special situation regarding the student's well-being, safety and health.
- Notify the school office of absences and changes in important contact information.
- Read newsletters and website to keep current on school information.
- Set rules, times and limits so your child gets to bed early on school nights, arrives at school on time and prepared, is dress according to the school dress code, completes assignments on time and has lunch money or a nutritional lunch each day.

### **History and Tradition of St. Joseph Catholic School**

St. Joseph Catholic School was founded in 1955 by Father Weber, C.S.C., pastor of St. Joseph Catholic Church. Under his direction, with the active support of a dedicated group of parishioners, the school grew to a peak population of almost 300 students serving 1<sup>st</sup> through 9<sup>th</sup> grades. In 1974 the current school building opened its doors to Kindergarten to 8<sup>th</sup> grade students, adding pre-kindergarten twenty years later in 1994. Originally the building was an open layout and by 2007 all of the classrooms were enclosed.

Today, the school is staffed by lay teachers who, together with the clergy, parents, and students, work for its uninterrupted growth and success to the greater honor and glory of God.

### **St. Joseph Catholic School Hours**

#### **The Instructional Day - Pre-K through 6th Grade: 8:00 a.m. to 3:30 p.m., Monday through Friday**

St. Joseph Catholic School will not accept responsibility for supervision of students before 7:45 a.m. or after 3:45 p.m., other than through school-supervised activities such as clubs, sports, tutoring, or the Extended Day program.

#### **Extended Day Hours:**

- **5:45 a.m. to 7:45 a.m and 3:45 p.m. to 6:00 p.m., Monday through Friday**

**Children who are not picked up by 3:45 p.m. will be brought to the school cafeteria and signed into Extended Care. We understand that there may be rare incidents where the parent is running late. (If this is the case, please call the school.) However, those who are consistently late will be billed \$20.00 for each fifteen minutes after 3:45.**

#### **Office Hours: 7:45 a.m. to 3:45 p.m., Monday through Friday**

An appointment is necessary to see the Principal. School entrance doors will be locked at all times.

## Academic Program

St. Joseph Catholic School's academic program is designed to help students achieve their highest potential. The Catholic Schools in the Diocese of Austin use the Texas Essential Knowledge and Skills (TEKS) state standards, which have been adopted by the Texas State Board of Education. CSDA are accredited by the Texas Catholic Conference Education Department (TCCED), which is recognized by the Texas Education Agency. As part of the accreditation process, the Catholic schools must demonstrate teaching the Texas state standards.

In addition to skills in Language Arts, Math, Science, Social Studies, and Religion, St. Joseph Catholic School incorporates other key disciplines into the curriculum. Christian Service is core to our Faith and is integrated into our school through required community service projects and volunteer hours throughout the school year. Christian service is encouraged in all grade levels and is part of the student's Religion grade in grades 4-6.

Also offered as part of the daily program are the following:

Foreign language studies – Spanish in grades K-6

Technology program

Fine Arts

Physical Education

Middle School elective and advisory programs (PSIA, Yearbook, etc.)

PSIA competition is also open to elementary students.

*Students must maintain passing grades (70+) in all subjects and have a **conduct grade no lower than a C** to participate in school extracurricular activities, including enrichment activities listed below.*

### **Enrichment Activities**

These include field trips, classroom presentations by outside consultants, participation in community events and programs.

### **Placement Level**

The Principal, in consultation with faculty and parents, determines a student's placement level. Such decisions rest upon consideration of the student's (1) past performance, (2) achievement test scores, when appropriate, and (3) emotional and physical needs.

### **Grading Policy**

Teachers' grading policies are based upon class or group participation, tests, quizzes, assignments, projects, reports, and other criteria.

Students receive report cards at the end of each academic quarter (nine-week block). At the midpoint of each quarter, a progress report will be sent home to parents addressing their student's general academic standings and conduct. Report Card and Progress Report must be signed and returned to the child's teacher. **Parents have access to web based grade book at all times.**

**Grading Codes (Pre-K and Kindergarten)**

**Outcomes Measurement Codes**

**M – Has met Objective**

**P – Acceptable Progress**

**I – Improvement/Practice Needed**

**/ – Not Applicable (at this time)**

**Grading Codes (Grades 1-6)**

|                                     | <b>“A” 90-100</b>  | <b>“B” 80-89</b>  | <b>“C” 75-79</b>  | <b>“D” 70-74</b>  | <b>“F” 69 or less</b>   |
|-------------------------------------|--|---|---|---|---|
| <b><u>Knowledge Scholarship</u></b> | Student exhibited an excellent understanding of the academic material. | Student exhibited good or above average understanding of the lesson objectives. | Student showed an average understanding of the lesson objectives. | Student barely met the minimum understanding to pass the lesson objectives. | Student did not meet the minimum to pass the lesson objectives. |

**Grading Codes (Specials)**

**Outcomes Measurement Codes**

**E – Exceeds Expectations**

**S – Satisfactory Progress**

**N – Needs Improvement**

**U – Unsatisfactory Progress**

### **Promotion and Retention Standards**

The Diocese of Austin and The Texas Catholic Conference Education Department prescribe the following standards:

#### **Early Childhood – (PreK3, PreK4, Kindergarten)**

To be promoted from one grade level to the next, a student shall attain for the year an overall average of satisfactory or above.

#### **Grades 1 and 2**

To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above, which is derived by averaging the final grade for the following subjects: language arts, mathematics, social studies, science, and religion. In addition, a student shall attain an average of 70 or above in language arts and in mathematics. Grades for health, fine arts, and physical education may be determined by school polices using numerical grades, letter grades, or indications such as “excellent,” “satisfactory,” “unsatisfactory,” or “needs improvement.”

#### **Grades 3-5**

To be promoted from one grade level to the next, a student shall attain for the year an overall average of 70 or above, which is derived by averaging the final grade for the following subjects: language arts, mathematics, social studies, science and religion. In addition, a student shall attain an average of 70 or above in language arts and in mathematics. Grades for health, fine arts, and physical education may be determined by school polices using numerical grades, letter grades, or indications such as “excellent,” “satisfactory,” “unsatisfactory,” or “needs improvement.”

#### **Middle School Grade 6**

To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, a student shall attain an average of 70 or above in the following subjects: language arts, mathematics, social studies, science and religion.

#### **Assistance to Individual Students**

St. Joseph Catholic School is not able to employ special teachers to assist individual students, nor does the principal or teachers formulate Individual Education Programs (IEPs). The teacher will alert the parents when students are having difficulty achieving a passing grade. After a consultation with the Principal, an assessment may be obtained through the student’s local public school at no charge.

In some instances, after consultation with the Principal, teacher(s), and parents, St. Joseph Catholic School may make reasonable accommodations to assist individual students as long as there will be no altering or lowering of standards or expectations in either the instructional or assessment phases of a course of study.

## Accidents

Injuries receive first aid treatment. The school notifies an injured student's parent or guardian at home or at that person's place of business. The parent or guardian decides whether the child should remain at school for the remainder of the day.

## Admissions

As a condition of admission, parents agree to submit their child to the rules and regulations adopted by the school. There is four week conditional acceptance period for new students.

By 1 September of the academic year, a child must be ...

- ... 3 years old (**and fully toilet-trained**) to enter Pre-Kindergarten 3\*
- ... 4 years old (**and fully toilet-trained**) to enter Pre-Kindergarten 4\*
- ... 5 years old (**and fully toilet-trained**) to enter Kindergarten\*
- ... 6 years old to enter Grade 1\*

Age must be documented with an official birth certificate.

(\* Indicates regulation of the Diocese of Austin.)

### NON-DISCRIMINATION POLICY

Schools within the Diocese of Austin do not discriminate on the basis of race, color, national or ethnic origin in: (i) the admission of students; (ii) the offerings of rights, privileges, programs, or activities generally made available to their students; or (iii) the administration of educational policies, admissions policies, loan programs, athletic programs, employment practices or policies, or other school-administered programs.

### Registration Fees

Registration fee is collected at the time of registration or may be added to the monthly tuition payment. The full registration fee is required for students who transfer to St. Joseph at any time during the school year.

***IMPORTANT: ALL FEES AND TUITION PAID ARE NON-REFUNDABLE.***

Catholic families qualify for a reduced tuition rate.

### Documents Required

- Completed SJCS Application form
- Completion of FACTS
- Signed Authorization to Release Information form
- Official Birth Certificate
- Current immunization record
- Social Security Card
- Race/Ethnicity form
- Current report card
- Current Standardized Test Scores (grade 1-6)
- Custody section of divorce decree or proof of guardianship, if applicable.
- Teacher Recommendation form

Parents of Catholic students must also present sacramental certificates for Baptism, First Reconciliation, and First Communion.

### Admission Restrictions

St. Joseph Catholic School does not accept students on a part-time basis.

St. Joseph Catholic School may not accept children with behavioral problems, as they may require attention of specifically trained personnel that we do not provide.

The Principal determines if a student will be accepted into the school; therefore, the school may accept a student with a special physical or learning need but only after a conference to ascertain the exact nature of the child's need. The Principal may require parents of a student with special needs to agree to enrollment on a conditional basis.

St. Joseph Catholic School's staff deals with all students on an individual basis; however, certain needs may require professional attention of a kind other than the school provides. In the child's interest, we reserve the right to refuse admission in such cases.

Should learning, behavioral, or physical problems surface later in the school year, we will determine whether the school can accommodate the child's learning needs, or, if other arrangements should be made. Such action will be done through consultation with the parents and all involved staff members.

### Tuition and Fees

With the exception of the registration fee all tuition and other fees are paid through FACTS Management Company on the terms you agreed to on your online FACTS application. No in-house tuition payments can be made, unless the invoice option is selected. Those payments must be made with the school Officer Administrator, Cindy Gonzalez. Any payment that is not posted by FACTS by your due date is considered late. In the event that your account becomes delinquent, FACTS will contact the school. For payments two or more months delinquent, the family may be requested to withdraw the student(s) until the account is brought up to date.

Readmission of a student for the following school year requires either payment in full of outstanding tuition, fees, and fines, or else a satisfactory arrangement with the School Principal.

When a child is withdrawn from school, the parent/guardian is responsible to pay for the entire semester in which the child is enrolled. **No refund can be given on tuition paid in advance or on any fees.**

### School Supplies

Supply lists are available in the school office and on the school website.

| <b>Immunizations</b> (SJCS follows Texas Dept. of Health Immunization Guidelines)  |   |  |
|--|---|--|
| <b>DTP/DT/DTaP:</b> 5 doses, with one after 4 <sup>th</sup> birthday   | <b>HibCV (Haemophilus influenza type B):</b> Primary series, or dose after 15 months of age for child under 5 years                 | <b>MMR: (Measles, mumps, rubella):</b> all students entering Kindergarten, required to have 2 doses and appropriate boosters |
| <b>Hepatitis A:</b> all students entering Kindergarten, required to have 2 doses<br><b>Hepatitis B:</b> 3 doses before age 5 | <b>Varicella vaccine (chicken pox):</b> all students entering Kindergarten<br>Documentation of chicken pox in lieu of immunization. | <b>Polio:</b> 4 doses, with 1 dose after 4 <sup>th</sup> birthday  |

## Attendance

Attending a Catholic School is a privilege, not a right. The Principal can at any time mandate withdrawal of a child pursuant to the procedure for resolution of disputes when this is in the best interest of the school and/or the student. The Principal reserves the right to determine the acceptability of excuses for missing school.

**In accordance with the Texas Catholic Conference Education Department and Diocesan Board policies, the following shall apply:**

1. A student will be subject to failure in a class if he/she misses more than **10% of the school year**. **Attendance at Mass is part of Religion class and will be included in the Religion grade.**
2. All absences without telephoned or written notice from a parent or guardian are considered unexcused. The office must receive a written excuse on the day the student returns to school.
3. An absence may be excused for illness of the student, death in the family, doctor and dentist appointment. Students with excused absences will be given an opportunity to make up work within an established time frame, determined by the teacher. The school reserves the right to classify an absence as unexcused.
5. The school requires a doctor's note for any student absent due to illness for more than three days in a row.
6. Absent students shall be responsible for making up class assignments. The work must be completed by a deadline arranged by the teacher. *Students absent the day before a test are not automatically excused from taking the test.*

Students are counted as present for a full day only if in attendance for the full day; 8:00- 3:30. Students arriving after 8:00 a.m. or leaving before 2:30 will be marked as tardy.

All learning time is important to your child. Tardies result in missed instruction time and may have a negative effect on your child's learning. It is essential that your child be on time for school. Tardies will only be excused with a doctor's note or due to unavoidable circumstances. Forgetting homework or oversleeping are not unavoidable circumstances.

Students arriving after school begins are considered tardy and must be signed in by the parent or guardian in the health room. No child should be "dropped off" after 8:00 a.m. This is for the safety of your child. **Parents who do not come in to the school to sign in their child will be called back. The child will remain in the office until he/she has been properly signed in and receives a tardy slip.**

### **Doctor/Dentist Appointment**

Parents are asked to avoid making doctor/dental appointments during the school day in order to minimize any disruptions in student learning. However, if such cannot be avoided, only doctor/dentist appointments ***in writing*** are considered excused. The procedure follows:

1. At the appointed day and time, the parent signs out the student from the school office.
2. Upon returning to campus, the student must report to the school office, sign in, submit the doctor/dental excuse and receive an admittance slip to present to the classroom teacher.

### **Tardy to School**

School begins promptly at 8:00 a.m. **Late students may not enter class without a tardy slip. Students arriving after school begins are considered tardy and must be signed in by the parent or guardian in the office.**

### **Absent from Campus**

A student may not leave campus without permission and accompanied by a parent or guardian.

As a courtesy to the teacher, a parent should contact the school office between 7:45am – 9:00am if their child will be absent all day. If the parent wishes to have the teacher prepare make-up work for the student, this is the appropriate time to make that request and make arrangements to pick up the child's work from the school office.

### **Family Vacation**

The school strongly discourages school absences for reasons of personal travel or family vacation. The school calendar provides for extended weekends through the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. However, if the parent/guardian decides, the family should provide the Principal a written request *at least one week in advance*. If the Principal approves the absence, the student must complete missed homework. No advanced assignments or tests will be given in anticipation of the vacation.

Students who are absent shall be responsible for completing any work missed. The work must be completed to a satisfactory degree by a deadline arranged by the teacher. (*Diocese of Austin, Policy 303*)

### **Attendance at School Events**

Certain evening events are "mandatory for all students," for example, PTC presentations, awards assemblies, the annual Christmas pageant, concert and theatrical performances, and athletic practices and games— are "mandatory for students directly involved." The school will notify parents and students of all such events well in advance; **only in emergency situations or extenuating circumstances may a student's absence be excused.**

## **Awards**

### **Honor Rolls**

At the end of each grading period, St. Joseph Catholic School recognizes students in Grades 1 through 6 who have demonstrated academic excellence in the core classes (language arts, math, religion, science, and social studies) and who have maintained grades no lower than "B" in all academic classes and no grades lower than a "N" in special classes.

- *Pastor's Honor Roll* (5 "A"s in the core subjects)
- *Principal's Honor Roll* (4 "A"s and 1 "B" in the core subjects)
- *Star Awards* are presented to Pre-K and Kindergarten students who show consistent and exemplary development.

### **Perfect Attendance**

At the end of each grading period, St. Joseph Catholic School recognizes students in Pre-K through 6th who had perfect attendance for the quarter. This would include no excused tardies or absences.

### **Other Awards**

Additional awards may be given in recognition of outstanding contributions at the discretion of faculty with approval of the Principal.

### Bulletin Boards

Postings on School Bulletin Boards are subject to approval by the Principal. Only upon such approval may any notices be posted.

### Cafeteria

Students may purchase a hot lunch or bring lunch from home. All students must eat lunch in the school cafeteria, unless excused for special class activities. The school's hot lunch program provides well-balanced meals for students.

During meal times, students should use appropriate table manners and should refrain from loud talking.

The school invites parents and family members to eat lunch with the students. In the event that a student is unable to control themselves in the cafeteria (unruly behavior or loud talking) a parent may be required to come to the school and eat lunch with the student.

### Care of School Property

#### **Care of School Property (including books, electronic devices and other materials)**

Books, electronic devices or materials checked out to a student, or used by the student, are the responsibility of that student. Fines and/or replacement costs are assessed for lost, damaged, or misplaced property.

Lost school books remain the property of the school and must be returned to the school if recovered.

#### **Damage to School Property**

It is the duty of teachers and students alike to safeguard and protect the school's property. If a student defaces or destroys school property, he/she will be subject to administrative action, the severity of which will be based upon the degree of the damage and culpability of the student. At the very least, the parents will be contacted and the student asked to pay for the damage out of his own money.

### Contact Information and Family Status

**Any change to the Emergency Notification sheet**—including address, telephone number, parents' marital status, and changes in employment, guardianship, or custody arrangements— must be made known to the school office as soon as possible *in writing with the appropriate documentation or can be changed directly on RenWeb.*

### Collections

All monies turned in by students for whatever purpose must be brought from home in a sealed envelope clearly identified on the outside with the name of the student, grade, amount of money envelope contains, and purpose of collection.

## Community Service Requirement

### **Service Requirements Grades 4 through 6**

To promote goodwill with those around us and to help students learn the value and pleasure of serving God by serving others, St. Joseph Catholic School asks that fourth through sixth grade students provide service to our community.

Community service is a component of the Religion curriculum and will be considered a part of the quarterly Religion grade. A variety of activities is expected, students should perform at least three different types of service projects during the course of the year. Students should perform 3 hours of service each grading period (nine weeks). Volunteer work needs to be done without compensation. Additionally, the reflection paragraph must be completed.

Examples of activities:

Visiting a nursing home, completing a project for the school or community, participating in a clean-up campaign, performing housework or errands for ill or elderly persons, helping with after school safety patrol (15 minutes each day), altar serving (1 hour for a Weekend Mass), singing in their parish choir.

A student may use his or her own money to purchase items for a shelter. However, the money may not be counted as the Christian Service, only the time taken to purchase and deliver said items.

Students are encouraged to perform as many hours as possible during the fall, as opportunities for service in the spring tend to be few.

**NON school masses, choir and altar serving for student's home parish may be counted toward service hours, not to exceed 5 hours per year.**

### **Exceeding Requirements**

Students who exceed the service requirement by April 15<sup>th</sup> will be recognized with a Citizenship Award at the end of the 4<sup>th</sup> quarter.

## Conduct and Discipline

### **Acceptable Use of Communications Technology**

The purpose of use of electronic media and telecommunications at St. Joseph Catholic School is for education and research. Parents of children in all grades will be asked to sign the *Statement of Acceptable Use*, which applies to educational use of electronic images and the Internet. Instructional applications may include distance learning and video-conferencing. "Acceptable use" includes proper Chrome Book and computer usage (including on-task vs. off-task behaviors), e-mail etiquette, prevention of copyright violation, plagiarism, cyber bullying, texting, or access of non-approved materials, and other potentially harmful actions. Teachers will supervise and instruct students in these areas to achieve high moral, ethical, and social practices in use of electronic communications.

Consequences for a serious or repeated violation of Acceptable Use Policy will result in banning the student from all technology use for a designated period. Alternative assignments will be provided if regular technology use is part of class work.

### **Student Conduct**

St. Joseph Catholic School is committed to the principle that teaching students to conduct themselves properly in all situations must be a shared effort between parents and educators. This effort is vital to both the student's academic progress and self-discipline.

All students have a right to an educational setting that is orderly and free from disruption of a normal teaching/learning situation. In order to do this, all students must respect principles of good conduct.

**Regulations governing student conduct apply to all school sponsored activities whether on or off campus.** Teachers and administrators have the authority to enforce conduct standards at all

school-sponsored functions. **Conduct detrimental to the school, whether in or outside of school, is ground for expulsion.** Respect for those in authority must be shown at all times. Rudeness, discourtesy, or disobedience will not be tolerated.

Disciplinary consequences shall be applied to students who violate conduct standards. In general, consequences shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior, in keeping with the maturity level of the student. Some examples are listed below under Section A *Consequences*.

Disciplinary action will depend upon a careful assessment of all circumstances, including the nature and severity of the offense.

### **Bullying and/or Harassment**

St. Joseph Catholic School considers learning and providing a safe environment for all individuals as the highest priority. St. Joseph Catholic School strives to provide all students with an educational setting that is orderly and free from disruption of a normal teaching/learning situation. In order to accomplish this, all students must respect principles of good conduct.

Bullying or harassment of any kind, matter, or means is taken very seriously and will not be tolerated by this School, its staff, or administration.

Bullying is:

- the expression of any kind, whether written, oral, or physical conduct, that is determined to have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or property; or
- any conduct that is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive environment for a student.
- Further, any conduct designed or likely to result in causing physical, emotional, or psychological harm of a persistent nature will be considered bullying.

Bullying occurs when an individual or group whether seriously or in jest, actively or passively, uses strength or power to cause harm, either physically, verbally, or emotionally, by intimidating or demeaning others. It is usually persistent and is often covert and is a conscious attempt to hurt, threaten, or frighten someone.

Bullying includes, but is not limited to, the following types of conduct:

- Physical assault against a person or group of people because of some perceived physical, economic, intellectual, cultural, or racial difference.
- Derogatory name calling of an insulting and/or personal nature designed or likely to result in offending a person or group of persons.
- Verbal and/or written abuse and/or threats against another of any kind.
- Demanding money, material, goods, or favors by means of threat or force.
- Ridiculing an individual or group of individuals because of physical, economic, sexual, intellectual, cultural, or racial difference.
- Graffiti or any form of vandalism designed to intimidate or embarrass.
- Incitement of others to commit acts of bullying.
- Racist, sexist, anti-gay, and/or anti-homosexual behavior.
- It may involve the use of any electronic form such as cell phones, computers, or the internet.
- Deliberate exclusion or isolation of an individual or group of individuals for any reason not rationally related to any activity approved by the School.

Students or faculty are to report all allegations or believed cases of bullying, or harassment, of any kind to the Principal. All allegations of bullying, harassment, and cyber-bullying will be taken seriously and promptly investigated. The student found in violation of this policy will face disciplinary action including possibly in-school suspension, out of school suspension, or expulsion. The proper disciplinary action will be determined by the Principal at his or her discretion based on whether it is the student's first offense or second offense, and/or depending on the severity or pervasiveness of the offense, among other factors.

Cyber bullying is defined as sending inappropriate texts, email, or instant messaging, posting inappropriate pictures or messages about others in blogs, on websites, on cell phones or smart phones, in chat rooms, or home pages, or by any internet means, or electronic, or using someone else's user name to spread rumors or lies or other information designed to embarrass, harass, or threaten someone.

Students engaging in such cyber-bullying behavior (seriously or in jest) will face such disciplinary action as would be appropriate for any other type of bullying conduct.

### **Parent/Staff Conduct and Responsibilities**

Staff, parents, and other members of the school community are called upon to model good standards of behavior both in and out of School. **Adults in the school community should be good listeners, remain mutually supportive and inclusive of one another, maintain appropriate confidentiality, and handle disagreements in a spirit of conciliation.** All members of this school community know that the examples of the adult members are the best teachers of student conduct for the future.

Volunteers on the campus are especially reminded to keep conversation positive and limited to appropriate topics.

A special word is needed about the goal of inclusiveness, since this principle is frequently violated among children and in schools. Students of all ages will be taught that name-calling, bullying, ridiculing, teasing, and excluding have no place at school and that these actions are not only unnecessary, but also intolerable. Parents are expected to reinforce these ideas at home.

### **Offenses Involving Property**

Lockers, desks, and other storage spaces are school property. The school reserves the right to search possessions at any time. Prohibited items may be seized and retained in the school office for pickup by parents.

Students are prohibited from vandalizing or otherwise damaging or defacing any personal property belonging to, rented by, or used by the school or parish personnel. No student shall steal any property; likewise, no student shall take or borrow any property that does not belong to him or her, without the consent of the person to whom the property belongs. A person shall not, without the consent of the owner, damage or destroy property of the owner. (*Texas Penal Code 828.04*)

### **Student Standards**

A fundamental aspect of educating our students is to teach them to treat others with love and respect. School standards of behavior help the student learn self-control and proper social behavior. Our students are expected to meet school standards at all times throughout the day.

#### **The following examples are prohibited both at school and school-sponsored activities:**

- Failure to comply with school policies, standards, and regulations, or with directives issued by school personnel.
- Showing disrespect for others. This includes rude behavior or insubordination.
- Spreading of gossip or slander.
- Engaging in verbal abuse (such as name calling, ethnic or racial slurs, or derogatory statements.)
- Use of profanity, vulgar language, or obscene gestures.
- Use of physical or verbal intimidation of others through threats, bullying, harassment, pushing, hitting or lifting up students or any other demeaning behavior.
- Participating in classroom disturbances.
- Throwing of objects.
- Chasing or running in rooms or halls.
- Pushing, tripping, or fighting in school or on school grounds.
- Chewing gum, eating candy, or eating/drinking outside designated areas.
- Bringing toys, CD players, or other electronic entertainment items not used for class work to school.
- Use of electronic organizers unless required by class.
- Selling, bartering, renting or trading of goods.
- Tardiness, truancy, or skipping classes or other scheduled activities.
- Leaving school grounds or the classroom without permission.
- Cheating, forgery, plagiarizing or copying the work of another student.
- Any public display of affection, or other inappropriate physical contact.

- Sexual harassment (written, verbal or physical.)
- Gambling for money, candy etc., for personal gain.
- Possession and/or use of illegal drugs, tobacco products and/or alcoholic beverages with or without the intent to distribute.
- Extortion, coercion, or blackmail (i.e., using force or threat of force to obtain items of value or to cause harm to an individual).
- Possession or use of fireworks, explosives, firearms, knives or objects of any kind that may be considered a weapon.
- Unauthorized distribution of group letters, newspapers or other unofficial publications on school grounds, and posting of signs (permission must be obtained through the school office.)
- Possession of vulgar pictures or pornography of any kind.

**Cell phones and other electronic devices are to be turned off and must be turned in to the school office immediately upon entering the school building. They are not to be carried or operated during the school day, which includes checking text messages.**

**Cell phones and other electronic devices taken up from students, lockers, backpacks, etc., must be picked up by the student's parents from the Principal. They will not be returned directly to the student. The school is not responsible for items that are not turned in to the office.**

## **Discipline**

The purpose of discipline is to teach the student to make correct choices that are consistent with the Christian principles taught by the family, church and school. Discipline involves the molding, strengthening, and correction of pupils, and by encouragement to make the best choices.

By creating an atmosphere of orderly activity, discipline makes work possible and develops character in the exercise of virtue. It has the spiritual basis of authority and obedience: *"All authority comes from God."*

Students who violate the school's standards of conduct bring about the negative consequences of their own choices. **In most cases, consequences can be progressively administered so that penalties increase due to the severity or persistence of the misbehavior.** This gives the student opportunity to learn to make better choices.

### **A. Consequences**

Disciplinary consequences may include, but are not limited to, these approaches:

1. Verbal reprimands
2. Time out to reflect and pray on the problem
3. Special assignments or duties, including written reports
4. Strict supervised study
5. Withdrawal of privileges
6. Temporary removal from class
7. Silent lunch
8. Detention after school
9. Partial or complete denial of attendance or participation in extracurricular, or other special activities
10. Behavioral contracts
11. Staff counseling
12. Individualized behavior modification program
13. Probation
14. Suspension from school
15. Expulsion from school for remainder of year
16. Other reasonable actions necessitated by unforeseeable special circumstance

**Corporal punishment or the use of physical force is never a disciplinary consequence at St. Joseph Catholic School in accordance with TCCED and the Diocesan Catholic Schools Office policies.**

## Discipline Policy

### Daily Progression of Consequences

1st Infraction - Verbal redirection stating what the student should be doing. (i.e. on time to class, bringing materials to class, engaged in class activity in a positive manner.)

2<sup>nd</sup> Infraction – Teacher consequence (i.e. silent lunch, missed recess, loss of privilege). Parent communication by teacher.

3<sup>rd</sup> Infraction – Sent to Principal. Student writes reflection. Parent communication.

Cheating, plagiarism, insubordination, extreme disrespect, extreme verbal infraction, physical infractions and infractions involving destruction of property will be elevated to principal visit where further consequences will be determined. The principal has final determination in matters regarding discipline.

### General Classroom Policy

A basic responsibility of the classroom teacher is to help students to develop self-discipline in studies, personal organization, and good behavior. A student who disturbs the learning of other students is literally stealing time from education and must be taught the moral value of self-disciplined study. Teachers are responsible to communicate their expectations of appropriate classroom behavior to the students. When a student fails to maintain proper behavior, the teacher will work with the student and parents in order to develop an approach in common to help the student learn to work in the classroom.

Normally disciplinary consequences are handled in the classroom. Serious transgressions that fall outside the classroom scope of instructive disciplinary action or repeated warnings will result in a meeting with the Principal.

### Detention- After School Thursdays from 3:45-4:30

A form and/or a phone call stating the reason and setting the day/date for the detention is made to the parent. Detentions will take place after school on the Thursday following the issuance of the detention. **Students who have earned a detention may not participate in after school activities on that day.**

If the student misses serving the detention for any reason other than absence from school due to illness, a second detention will be issued. Students are to be picked up in the music room. In lieu of detention, administration reserves the right to have a student involved in an alternative activity designed to improve or change student behavior.

Any faculty and staff members may issue a detention. If the detention slip is not signed by the parent/guardian and returned the next day, the student will receive an additional detention.

Individual teachers may also provide a detention period for those students who habitually fail to turn in class assignments. Parents/Guardians will be notified in advance regarding the date and time of all detentions.

After the third serious behavioral misconduct detention, the parent/guardian will be contacted and the student may be required to serve an in-school suspension.

## **Suspension**

A student may be suspended from school when other disciplinary measures have failed to bring about desirable behavior or when a student has made serious transgressions of school rules.

If a student is suspended, the parent will be billed \$50.00, to cover the cost of the substitute who will monitor the student for the day. If a student is suspended for multiple days this amount will be adjusted accordingly.

A parent conference will be held where the situation is explained and specific requirements for the suspension and reinstatement of the student are outlined in a written contract.

Repeat offenses will result in a longer suspension. Further transgression of the school rules will result in the student being expelled from school.

The following offenses committed by a student while under the jurisdiction of the school are grounds for suspension/expulsion:

- a) Actions gravely detrimental to the moral, physical, or spiritual welfare of other students.
- b) Committing an obscene act or habitual profanity or vulgarity.
- c) Assault, battery, or any threat of force or violence directed toward any school personnel, or pupil or any other person or their property.
- d) Open persistent defiance of authority of the teacher, supervisors, or administrators.
- e) Verbal/physical abuse toward any person, including fighting of any kind; destruction of property.
- f) Continued willful disobedience, dishonesty, cheating, plagiarism, forgery or general disrespect.
- g) Use, sale, distribution, or possession of tobacco, alcohol, narcotics, or intoxicants of any kind.
- h) Theft.
- i) Willful cutting, defacing, or otherwise damaging any property, real or personal, belonging to the school, school personnel, or another student.
- j) Habitual truancy.
- k) Possession of harmful weapons, objects, or materials that can be used as a weapon.
- l) The continued presence in school of the student is determined to be damaging to the general welfare of the student body as manifested by his/her activity outside of school.

A student who acts in a disruptive, aggressive, or destructive manner may be required to leave school for the remainder of the day. This action may be deemed necessary, especially for a student who has had excessive or repeated behavior or attitude problems. In such a case, the administration will contact the child's parent/guardian who must come and pick up the student immediately. The parent/guardian may choose to have another responsible party, whose name is listed on the student emergency card, pick up the child for them. Additional day(s) of suspension from school may accompany this action if it is deemed necessary.

**When a suspension occurs, the student is responsible for all work missed, including a suspension assignment. Suspension and class work must be completed before a student is able to return to class.** The student may not participate in or attend any school-sponsored activity, including practice, games, tournaments, social activities etc. on the suspension day(s). Any student who has been suspended three (3) times during the school year may be dismissed from St. Joseph Catholic School.

After every effort has been made to correct the student's behavior and evidence is shown that the student's behavior and the philosophy and objectives of the school are incongruent, the parents will be asked to withdraw the student from the school. Non-compliance with the request will result in expulsion from the school. The Pastor and Diocesan Office of Education will be closely informed of the impending action. Expulsion is an extreme but sometimes necessary measure for the common good. The administration shall arrange a conference with the student and parents/guardians who shall be informed of:

- a) The pattern of conduct in question and evidence present.
- b) The right of the student to present a statement on his/her behalf.
- c) The specific course of action or improvement necessary so that expulsion will not be necessary.

**NOTIFICATION OF SUSPENSION:**

Parents will be notified immediately of the suspension and a prompt meeting or conference will be held at which time matters pertinent to the suspension will be discussed by the principal, teacher, parent and student.

**SUSPENSION BY A TEACHER:**

In NO CASE will a teacher on his/her own authority suspend a student.

**NOTIFICATION OF EXPULSION:**

Parents will be notified immediately of the expulsion and a prompt meeting or conference held at which time matters pertinent to the expulsion will be discussed by the pastor, principal, teacher, parent and student.

**Expulsion**

**The expulsion of a student from a Catholic school is invoked only as a last resort.** When it becomes apparent that the pupil's behavior continues to disrupt the learning situation in the school or presents a serious moral problem, the Principal, with approval of the School Pastor and Superintendent, will expel the pupil from the school. This serious disciplinary action will be entered in the student's record.

**Counseling and Guidance**

St. Joseph Catholic School is involved with the whole child; therefore, their spiritual, moral, intellectual, and social growth and adjustment are of as much concern to us as is their physical well-being. Classroom teachers are instructed in guidance techniques. The Principal and Pastor are ready to provide counseling. The school also has a school counselor available once a week to meet with students.

If referral is indicated, the parents, through consultation with the school decide on an appropriate choice among the private and public resources.

**Disputes and Conflict**

Disputes or conflicts can arise in the educational setting. It is important that such matters be resolved as quickly as possible. **If the dispute/conflict is with a teacher, the first step for parent/guardian is discussion of the problem with that teacher.** If the problem is not resolved satisfactorily, the parent/guardian may proceed to the second step and request a meeting with the Principal.

If the dispute/conflict is with the Principal, the first step for parent/guardian is discussion of the problem with the Principal. If the problem is not resolved satisfactorily, the parent/guardian may proceed in the second step and request a meeting with the School Pastor.

**Adult Civility Code**

As an adult member of St. Joseph Catholic School community, I hereby agree to conduct myself with conspicuous civility at all times. All of my exchanges with students, faculty, staff, parents and visitors will be marked by respect and kindness, even in times of stress or disagreement. This Civility Code for teachers, staff members, parents, guardians and students focuses on Prudence, Justice, Fortitude, and Temperance. In order to be an effective member of the St. Joseph community, I pledge to follow this Civility Code for the good of the whole community and, especially for the children who learn from my example.

**Consequences:**

While the normal consequences for a violation of the Civility Code follow, the sequences below, some violations may be so severe or extreme that they require immediate probation or separation of students and/or adults.

1. The individual will be contacted to discuss the situation and consequences of the behavior. A written warning is given at this time.
2. If the individual commits another violation, the person is placed on probation. The terms /length of this probation are determined on a case-by-case basis

3. If the individual's behavior continues to be deemed a problem during the defined probation period or if he/she violates that probation, where applicable:
- The child of the individual will be dismissed from St. Joseph Catholic School without tuition refund.
  - The adult will be restricted from school campus.

All members of our community (parents, students, faculty, and staff) will be held to the same civility standard. While Civility Code violations are usually held in the strictest confidence, some civility code regulations may be so public or significant the Principal may inform the school community. In these instances, an individual name is not used. Any questions regarding such policies or procedures should be directed to the Principal or Pastor as appropriate.

**Dress Code**

The Principal has sole authority to determine the school uniform/appropriate dress and enforce standards for all St. Joseph students as the need arises during the school year.

**St. Joseph students must be in full uniform before the school day begins and until they leave the school campus and at school events where the school uniform is required.** Students who are not in full uniform will be sent to the office and the parent will be called to bring the proper clothing. For students not following the dress code, first offense will result in discussion with student. Repeated violations will result in disciplinary action.

**St. Joseph Catholic School Uniform**

|                     | <b>Girls</b>   | <b>Boys</b>   |
|---------------------|--|---|
| <b>Pre-K – 6</b>    | Mass Days <ul style="list-style-type: none"> <li>• Plaid Parker Jumper (plaid skirt optional for 4-6<sup>th</sup> grade girls)</li> <li>• Mass tie</li> <li>• Plain white, black or navy knee high or over the ankle socks or same color tights; no pantyhose and no ankle socks</li> <li>• Navy biker style modesty shorts</li> <li>• Blue oxford shirt (PreK may wear white or blue)</li> </ul> Non-Mass Days <ul style="list-style-type: none"> <li>• Navy blue bottoms: i.e. Skort, Pants, knee length shorts, skirt</li> <li>• White button up blouse or white or red polo</li> <li>• Plain white, black or navy knee high or over the ankle socks or same color tights; no pantyhose and no ankle socks</li> <li>• Black, Brown, or Navy belt</li> </ul> | Mass Days <ul style="list-style-type: none"> <li>• Navy tie for Mass</li> <li>• Plain white, black or navy over the ankle socks; no ankle socks</li> <li>• Navy blue pants</li> <li>• Blue oxford shirt</li> <li>• Black, Brown, or Navy belt</li> </ul> Non-Mass Days <ul style="list-style-type: none"> <li>• White or red polo</li> <li>• Black, Brown, or Navy belt for all bottoms that have belt loops</li> <li>• Monogrammed navy cardigan sweater or fleece (optional)</li> <li>• Plain white, black or navy over the ankle socks; no ankle socks</li> <li>• Navy blue pants or knee length shorts</li> <li>• Black, Brown, or Navy belt</li> </ul> |
| <b>All students</b> | <ul style="list-style-type: none"> <li>• Monogrammed navy cardigan sweater, or fleece (optional)</li> <li>• Black or brown shoes for Mass days and bring with them tennis shoes for after Mass</li> <li>• All non-Mass days students should wear athletic tennis shoes that have NO lights, characters, or wheels. Shoes should not be a distraction to the student or classmates and the student needs to be able to put their own shoes on and lace or snap them with minimal assistance. (i.e. no laces unless the student can tie their own shoes consistently.)</li> </ul>  |   |

### **Skirts and Jumpers**

All girls must have Parker Uniform plaid for Mass days and all jumpers and skirts, regardless of manufacturer must cover the knee. Navy biker-style modesty shorts must be worn with the skirts or jumpers.

### **Ties and Belts**

Ties are to be pulled up to cover the shirt collar button. If boy's pants have belt loops, a black, brown, or blue belt must be worn.

### **Shirts**

White or red polo shirts are to be worn during the week and the oxford blue shirt is for mass days. Pre-K students may wear the white shirt on Friday as well.

**Shirts are to be tucked in at all times** with sleeves not pushed or rolled up when students are on campus or at school-sponsored activities.

### **Hair**

Boys and girls must keep their hair clean and well groomed, with bangs above the eyebrows and hair kept off the face. No extreme hair styles are permitted; including but not limited to, mohawks, spiked hair and highlights. The administration reserves the right to determine hairstyles inappropriate.

Boys' hair must be cut above their shirt collars and trimmed above the ears and off the face. It is preferred, but not mandatory, that Girls may wear solid-color or school plaid headbands, ribbons, and bows for the hair. **Hairstyles or ornaments that are distracting in the classroom are not permitted. Hair must be a natural hair color. No bleached or artificially colored hair or highlights permitted. Hair must not cover the face.**

### **Makeup, Fingernails, and Body Decoration**

Girls may wear clear lip gloss and clear nail polish. Heavy makeup, tinted lipstick, and colored nail polish are not allowed. No French tip, gel or fake nails are allowed.

No writing, painting, stickers, or tattoos may be visible on the body or clothing.

### **Piercing and Earrings**

Body piercing, other than ear piercing (as described here), is not permitted. A **single** piercing of the earlobe—not in the cartilage—is allowed. **Only one earring of a matched set** may be worn in each ear and must be a stud, a button, or a tiny hoop that stays close to the ear. (**Large hoops and dangling earrings pose a hazard and are prohibited at all times.**) If earring violations continue after a warning, the student will be asked to surrender the earrings to the office, where a parent may retrieve them.

Boys are never allowed to wear earrings of any sort.

### **Necklaces and Pins**

A thin chain or cord, with a cross, crucifix, or a single medal may be worn outside the shirt/blouse. All other chains must be worn under the shirt; **“chokers” are prohibited.** Pins or buttons are allowed if they relate to a school-supported activity or cause.

### **Rings, Bracelets, and Watches**

One ring and one bracelet per hand are permitted. Watches may be worn but must be kept silent.

### **Shoes and Socks**

Socks must be high enough to cover the ankles, Socks may be black, navy or white in color. Socks may not have any logos or writing. Tights of like colors, navy blue, white or black, may also be worn. Students must wear athletic tennis shoes on non-mass days. These shoes cannot have lights, characters, or wheels. Shoes should not be a distraction to the student or classmates and the student needs to be able to put their own shoes on and lace or snap them with minimal assistance. (i.e. no laces unless the student can tie their own shoes consistently.) Black or brown dress shoes should be worn on Mass days. Students must still bring their tennis shoes to school on mass days so they may change shoes after mass.

### **Sweaters and Jackets**

Only navy blue sweaters or jackets may be worn in the classroom or in the school building. There are no exceptions. Students may wear different colored items outside of school, i.e. coming from the parking lot, on the playground and walking to mass. But these must be hung up or put away upon arrival in the classroom.

### **Dress down days**

Students have opportunities throughout the school year to earn “Non-Uniform Passes”. These passes can be used Monday-Thursday (as long as Thursday is not a mass day) to allow the student to wear non uniform clothes. This clothes are still subject to a school dress code.

Students may not wear costumes or bring additional accessories that may prove to be a distraction in the classroom. Skirts or dresses must be long enough to fall at or just above the knee. No spaghetti straps or sleeveless tops may be worn. Clothing may not have any inappropriate images or writing.

No sandals, open-toes shoes, no boots or hi-top shoes, no ballet slippers or shoes with a heel over 1 inch are permitted and students should still bring their white shoes for PE class.

### **Spirit days**

Students will be allowed to wear school t-shirts on spirit days. These occur approximately two times a month. Students may wear properly fitted blue jeans with a leather black, brown or navy belt, and school shoes with an AR star reader shirt, a Fest of All t-shirt, or a school spirit shirt.

Properly fitted plain blue jeans or knee length skirts or shorts or below the knee Capri pants may be worn. All pants must be hemmed, without holes or ragged edges. **Clothing that is too tight, too short, too skimpy, or too baggy is never allowed.**

Students who choose not to wear a spirit shirt must come in the appropriate Monday-Thursday uniform.

Hats/caps may not be worn in the school building.

Parker Uniforms is our official uniform supplier. See the Parker web site ([www.parkersu.com](http://www.parkersu.com)). A Parker representative attends the uniform sale held at St. Joseph Catholic School just before the beginning of the academic year; the school offers used uniforms also.

## Extended Day Programs

### Before-School Extended Care

St. Joseph Catholic School offers before-school supervision from 5:45a.m. to 7:45 a.m. in the school cafeteria for all students.

A school representative will be stationed in the cafeteria. All students must be brought into the building through the side door of the cafeteria and signed into Extended care.

### After-School Extended Care

St. Joseph Catholic School will not accept responsibility for supervision after 3:45 p.m. except students that are signed into Extended care. After-school extended care runs from 3:45 p.m. to 6:00 p.m.

## Extracurricular Activities

Students must maintain passing grades (70+) *in all subjects* and have a conduct grade *no lower than "C"* to participate in school extracurricular activities.

## Field Trips

Field trips are planned by the teacher to be a valuable educational experience that fits into the curricular plan.

Field trips are a privilege, not a right. Only students who act responsibly, wear the permitted uniform, and have returned a properly signed school permission form will be permitted to go.

Unless otherwise stated on the permission form, regular school attire will be worn on trips that primarily involve indoor activities, while spirit clothes may be permitted for outdoor field trips.

Field trips are an integral part of the learning program; therefore, children who are not permitted to accompany the class on a field trip must spend the same period of time in school under the supervision of a teacher working on special assignments equal to the field trip experience.

Volunteers who go on a field trip must have an approved eAppsDB application and security clearance from the Diocese of Austin, and show proof of having attended the Diocesan "Ethics and Integrity" workshop. Drivers for field trips must possess a valid driver's license and show current proof of liability insurance before each trip.

Payment for field trips should be made directly to the school. Returned checks will incur a fee of \$35.00 to the school as well as the bank fee.

## Homework

Teachers assign homework on a regular and moderate schedule. It is always based on what has been taught in the classroom, and is of two kinds: *study* and *written*.

- *Study* homework consists of a mastering of certain facts and events such as Scripture and prayers, Math facts, spelling words, and historical facts. Parents can check this type of homework by having the pupil *recite*.
- *Written* homework consists of such activities as solving problems in Math, outlining a chapter in history, drawing maps, charts, and diagrams, and writing compositions. Parents can check this type of homework by examining the finished product.

Homework of both kinds is very necessary and varies in amount for the average pupil. Most students in the primary grades (1<sup>st</sup>-4<sup>th</sup>) can complete the assigned work in 30 to 45 minutes of focused endeavor, with intermediate grades (5<sup>th</sup> & 6<sup>th</sup>) in 1.5 – 2 hours.

### Illness

***A child with a fever should not go to school.*** A child who has been sick is not to return to school until fever-free for at least 24 hours **without fever reducing medication**. We will call parents to pick up a child who develops a fever during the school day.

| Conditions for keeping a child home  | Conditions for returning a child to school                                     |
|--|--|
| Oral temperature of 100 degrees or higher  | Fever free for 24 hours without medication                                     |
| Vomiting, nausea or severe abdominal pain  | Symptom-free   |
| Marked drowsiness or malaise   | Symptom-free   |
| Sore throat, acute cold, or persistent cough   | Symptom-free   |
| Red, inflamed, or discharging eyes   | Written physician release  |
| Acute skin rashes or eruptions   | Written physician release  |
| Swollen glands around jaws, ears, and neck   | Written physician release  |
| Suspected scabies or impetigo  | Written physician release  |
| Any skin lesion in the weeping stage or ringworm of the body   | Lesion covered, physician-diagnosed as noninfectious                           |
| Earache  | Symptom-free   |
| Other symptoms suggestive of acute illness   | Written physician release  |
| Bacterial Meningitis   | Written physician release or health dept release                               |
| Strep Throat, Scarlet Fever  | Keep home until strep test is negative, or 24 hours after antibiotic treatment |
| Head lice  | Student must be nit-free after treatment with Nix or permethrin product.       |
| HIV/AIDS: Keep at home if open sores or lesions are present; if the student is incontinent; or, if there is an outbreak of measles, rubella, or chicken pox in the school. |  |

### Inclement Weather

In case of ice or snow, St. Joseph Catholic School normally follows Killeen ISD's determination for school closings and delays, *unless otherwise announced*. However, St. Joseph Catholic School may announce a school closing during adverse conditions before Killeen ISD does. Closings are customarily announced on local TV stations including the cable Weather Channel. If icy conditions occur early the preceding evening, announcements may be made at the ten o'clock TV evening news broadcasts or on the Weather Channel. Notice of school closings may also appear on the school website, [www.sjcskilleen.org](http://www.sjcskilleen.org) or through the Parent Alert notification system.

### Insurance

The Austin Catholic Diocese will pay insurance for each St. Joseph Catholic School student for accidents occurring while the student is on campus or engaged in an off-campus school activity.

## Library

Our students are encouraged to frequently use the school library and to have a book checked out at all times. It is the expectation that students will be responsible for taking good care of the books they borrow from the library.

Students are permitted to bring in outside reading materials if the librarian gives approval. Teachers may choose to give approval for the use of an outside book in a book report.

Library fines are to be promptly paid.

## Liturgical Celebrations and Holy Mass

**All students** in St. Joseph Catholic School develop their understanding of religion through attending school liturgies.

All students will attend School Mass together on Fridays at 8:15 a.m. and on Holy Days. Also, special liturgical celebrations are scheduled throughout the year. We encourage parents to participate in all of these events.

### **Standards for Mass Attendance**

St. Joseph students are privileged to attend school Mass each week. This is an important school event where students must conform to all school standards of decorum for dress and behavior.

## Lost and Found

Inquiries about lost, misplaced, or found articles are to be directed to the school office. Check with the office immediately if your child is missing an item. Items are not held over a long period of time and are usually donated to St. Vincent DePaul at least twice a year.

*Please label your child's clothing, binders, and supplies to make it easier to return misplaced items to their rightful owner.*

## Medication

According to the Catholic School Office of the Diocese of Austin:

Only medication necessary for a child to remain in school will be given during school hours. No medication will be given to any child without a signed permission form from the parent or legal guardian.

**Authorized school personnel will administer only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist. "Over the counter" medication (acetaminophen, ointments, cold tablets, cough syrups, etc.) will be given as requested by a parent if accompanied by a written request from the parent.**

Students are not permitted to carry medication of any kind. Medicine must be brought to the school office by a parent or responsible adult. A student must not give any type of medication to another student nor accept such medication (not even aspirin).

Medications must be in a properly labeled container with the following information: student's name; physician/dentist's name; date; name of medication; dosage; directions for administration, including specific times (may not stipulate "as needed"); duration that medication is to be given. *Medications may not be kept by a student or in the classroom.*

Medications are kept in the office and may only be dispensed by previously instructed office personnel.

### Messages

The staff regrets that the school cannot give messages to students during school hours except in emergency situations (e.g., pertaining to illness or accident).

### Parent-Teacher Conferences and Communications

Teachers are available to confer with parents regarding their child's progress. Conferences may be scheduled with the teacher. Impromptu meetings or hallway conferences are to be discouraged in the interest of privacy.

**Classes may not be interrupted in order to speak to the teacher except in case of extreme emergency. The easiest way to schedule a parent teacher conference is to send a written or email request to the teacher.**

At the end of the first quarter, school-wide parent-teacher conferences will be scheduled. The homeroom teacher will present the report card and discuss the student's ongoing progress.

Teachers may communicate to parents through entries in the students' academic notebooks and assignment journals, phone calls, or via email. More personal communications are sent home in a sealed envelope.

### Parent Involvement

St. Joseph Catholic School not only encourages parents to participate in the lives of their children at school but also depends upon that participation, requiring 20 hours of volunteer work for the first child and 10 per child after that. In May, each family will be asked to contribute \$20.00 for each unfulfilled volunteer hour.

**\*If a family is unable or chooses not to volunteer, a minimum (depending on number of enrolled students) \$400.00 tax-deductible fee will be assessed. You may pay \$200.00 in August and \$200.00 in April. Each family must complete at least half of the hours by specifically in service to the Fest of All as it is the only fundraising event for the school year.**

**All volunteers must sign-in in the office to log their hours. You are responsible for recording your own hours. At the end of April, the office will total the hours entered. Any outstanding hours will be billed at the cost of \$20 per hour.**

**Hours will not be counted if the family is not in compliance with the Diocesan policy on EIM.**

### Parties

Class parties are at the teacher's discretion.

If parents wish to bring food items for the class for any occasion, they must receive permission from the classroom teacher. Such items may be distributed during the lunch period or later in the day at the teacher's discretion.

**Invitations to parties outside of school may not be passed out in school unless all students are included.**

## Physical Education Classes

### Medical Excuse

Students may be excused from physical education for health or medical reasons for a maximum of three consecutive days with a note from a parent. Excuses for more than three days require an official order from a physician. In cases of non-participation in the program or participation on a limited basis, a statement from the doctor must be on file, giving the reason and the length of time of the restriction.

### P.E. Uniforms

Students wear their regular school uniforms to physical education with white tennis shoes.

## Pictures

Parents will be given opportunities to purchase pictures made of their children during the school year. Individual and group pictures will be taken. Also, a yearbook will be available for purchase at the end of the school year.

## Pre-Registration and Registration

In February, a pre-registration notice is sent to parents of all students currently enrolled. Two weeks after that letter, all family accounts will be rolled over for continued admission in the following school year. Parents and guardians will need to notify the principal of their intent to withdrawal for the upcoming year in writing. Failure to do this and subsequent FACTS charges will not be refunded.

Registration fees for first-time enrollees and returning students are at the time of registration or reenrollment in February. If fees are not paid, the school will remove the student from the class roster for the upcoming year until the parents has made the appropriate arrangements. A place will not be held for the student unless the parent has initiated a special arrangement with the Principal.

## Progress Reports

A report on each student's general academic standing and conduct is sent to parents at the midpoint of each nine-week quarter.

At the end of each quarter, a report card is sent home. Report cards must be signed and returned to the student's homeroom teacher within 3 days. End-of-year report cards —indicating the student's promotion or retention— remain in the parents' possession.

## Records

Student records are maintained as necessary for local needs according to district, state, and federal requirements.

A student's parents or guardians are welcome to review these records during office hours in accordance with the Family Rights and Privacy Act. Requests should be made to the office managers one full working day in advance and may require up to one week to be processed.

## Sacramental Preparation (Catholic Students)

Rules governing Sacramental Preparation for First Reconciliation and First Communion will be sent to parents of Second Grade students each fall.

## Safety

St. Joseph Catholic School makes every effort to ensure the students' safety. City and County personnel conduct regular sanitary and safety inspections. Teachers, staff, and administration are vigilant in spotting and correcting safety hazards.

### Traffic Flow

At all times parents must protect the safety of all of our children by driving slowly and carefully on the streets around our school and parish facilities. It is of *utmost importance* that everyone complies with posted signs and rules, so that the children's safety may be foremost. **Do not leave unattended vehicles blocking the traffic flow. All drivers must promptly follow instructions given.**

Our greatest concern is seeing students cross traffic. Parents should never drop off their children in areas where they have to cross in front of oncoming vehicles. St. Joseph Catholic School has established a drop-off point at the cul-de-sac near the cafeteria. **No drop-off or pick-up is permitted from the parking lot side of the flag pole.**

### Emergency Drills

Tornado drills are held periodically. Monthly fire drills are practiced where everyone leaves the buildings. For the students' safety, silence must be maintained during drills and other emergency situations.

### Asbestos

School facilities are in compliance with asbestos abatement standards. The Asbestos Management Plan is available in the Principal's office for public review.

## Smoking

Smoking is prohibited on school grounds. There is no place for disposal of cigarettes and it is not safe to throw them out in the trash can. Parents and guardians who are reported to be smoking on the school grounds, including but not limited to the front of the school building and playground, will be asked to leave the grounds.

## Crisis Plan

### Fire Alarm

**Priority #1: Remove people from imminent danger.** When the fire alarm rings, the teacher will pick up the class grade book and Emergency Phone List Folder and lead students to the class's assigned exit *ina silent and orderly manner*. The route to the assigned exit will be posted prominently in the classroom. If the assigned exit is blocked by smoke, fire, or other danger, proceed to the nearest safe exit. The last person to leave a room: takes the room's Fire Symbol (to give to the Fire Marshal as proof that the room is accounted for) and closes the door (to prevent spread of fire and to indicate that the room has been evacuated). The **teacher takes roll immediately** upon arrival at a designated outside area to ensure that all students are present. For everyone's safety during fire alarms, maintain silence at all times so that any necessary instructions can be heard.

**Tornado Watch:** Office personnel will announce tornado instructions over the intercom of the school. The teacher leads students to the class's designated evacuation location. The list of evacuation locations will be posted prominently in the classroom.

**Tornado Warning:** Office personnel instruct teachers to implement evacuation procedures and move students to the designated location away from the windows, or else call for everyone to "duck and cover" in the classrooms if time doesn't allow.

**Bomb Threat:** Upon receiving a bomb threat, office personnel send runners to warn classes. **DO NOT USE THE INTERCOM, TELEPHONES, CELL PHONES, OR FIRE ALARMS**, as these may trigger a device. Follow the Crisis Plan for the Fire Alarm to evacuate students from the school buildings. Office personnel notify police (9-1-1) via off campus telephone or by cell phone (if at a safe distance from the school building).

**Gas Leak or Chemical Disaster:** Proceed according to instructions from emergency personnel. For a potential Gas Leak, **DO NOT USE THE INTERCOM, TELEPHONES, CELL PHONES, OR FIRE ALARMS but use runners**. The teacher should take a class grade book and the Emergency Phone List and move students from the danger area as quickly as possible. Take roll immediately upon arrival at a safe location. If evacuation to an off-campus location is indicated, all available vehicles will be used to transport students. Transportation priority is given to the youngest students, and teachers accompany their students. A parent wishing to retrieve a student must receive permission from office personnel and must sign the student out. Evacuation destination is determined by circumstances, source of the leak, and recommendations of emergency personnel.

**Anthrax and Bio-Terror:** Suspicious parcels will be referred to the police before opening. Staff will follow the advice of emergency personnel, in accordance with community emergency plans regarding terrorist activities. Evacuation of students proceeds as described in Gas Leak or Chemical Disaster, above.

**Lock-Down Procedure:** All exterior doors remain locked. Announcement over the intercom: "**Code Red.**" Teachers are to keep all students in the classrooms and close the door to the hallway until an "All Clear" announcement is made. No students are to be taken out of the building to P.E., etc. If students are at P.E., etc., office staff will alert those teachers by cell phone to secure their students in the school gym.

## School Board

The purpose of a Catholic education board is to assist the Pastor and Principal in an advisory capacity to ensure that the mission of the school is lived out and the needs of the students enrolled are met.

Employees of St. Joseph Catholic School, and relatives of employees, may not serve as voting members of the School Board.

The Board is subject to the regulations that proceed from the Ordinary of the Diocese, the Diocesan Board of Education, and any other person or agency delegated with the authority to act in matters affecting education within the Diocese of Austin.

Policy may originate from the School Pastor, the Principal, or the members of the School Board. It may be formed in response to a need for action on a particular issue, when a solution to a problem is required, or when changes are needed in order to bring the school into conformity with a diocesan policy or a state regulation.

When the board or committee appointed to the task has completed research and deliberation, the policy is presented to the full school board for a vote. A policy approved by the School Board is then sent to the Principal for consideration and/or revision.

When the Principal approves a policy, the policy is presented for promulgation to the School Pastor.

The school administration translates the policy into practice through forming regulations that are carried out on a daily basis in the school.

**Note that the following areas do not fall under the auspices of the School Board: *disciplinary matters, curriculum development, approval of instructional materials, hiring and firing of staff, regulations, and grievances.***

## School Bus

The school bus routes are run by Holy Trinity Catholic High School (of Temple), and fees are collected through their office. Consult HTCHS at 254-771-0787 for information on schedules, routes, and rates.

Students who ride the bus must abide by all rules set by both schools, and disciplinary action for our students who violate these rules may be brought about either by Holy Trinity or St. Joseph Catholic School.

Bus transportation is a privilege for those students who display safe appropriate behavior. A student who violates these rules may lose bus privileges.

Students shall conduct themselves with the same courtesy as if they were in school. They shall not fight, tease other students, use inappropriate language, or commit vandalism. Bus students must behave in an orderly manner and not cause undue noise or other disruption that could distract the driver. It could take only one instance of misconduct to cause an accident.

### *Basic rules:*

- At all times, be courteous to the bus driver and promptly follow all instructions.
- Remain seated in assigned seats while the bus is in motion.
- No food, drinks, candy, etc. are allowed on the bus.
- Be careful not to leave any trash.
- Do not mark or otherwise deface the bus.

### *Important safety reminders:*

- Remain seated while the bus is in motion.
- Never stick your head or hand outside the bus windows.
- Never throw anything inside or from the bus.

## School Clubs and Organizations

All organizations, programs, and clubs that represent the school must operate according to school policies. The Principal approves all by-laws and operational policies. All organizations function under the auspices of the Principal. Examples are parent organizations, academic programs, or booster clubs.

Projects undertaken by any one representing a school-affiliated organization must have the prior approval of the Principal. All solicitations, purchases, and expenditures must have prior approval of the Principal. Those responsible for collection of money will file a detailed balance sheet with the office. The bookkeeper deposits all monies into the St. Joseph Catholic School accounts.

### Parent-Teacher Council

All families are asked to become members of the Parent-Teacher Council and are encouraged to participate in its activities. Information concerning meetings will be promulgated through the school newsletter. New officers assume their responsibilities at the end of the previous school year.

The school is not responsible for students on the grounds during all school sponsored activities. During PTC events, students are not allowed to play outdoors or in any other part of the building **unless directly supervised by an adult**. Students participating in programs during PTC meetings are asked to wear their uniform.

## Telephone Calls

**Students may not carry or use cell phones or other electronic equipment during school hours. Cell phones and other electronic equipment brought for after-school use must be secured in the school office during the day, not kept in lockers, book bags, or the classroom, etc.**

Students may make emergency phone calls in the School Office. Please note that forgetting homework or a text book is not an emergency. If a student forgets their lunch, they will be provided a hot lunch in the cafeteria and the parent will be billed accordingly.

## Testing

Students in Kindergarten through Grade 6 take the Iowa Test of Basic Skills (ITBS). St. Joseph Catholic School does not teach to the test nor modify diocesan curriculum to influence our standardized test grades.

Kindergarten and 2<sup>nd</sup> grade students also take the Cognitive Abilities Test (CoGat) during the fall testing period.

Students in Grade 5 take the Assessment of Catechesis Religious Education (ACRE) in April.

## Transfers and Withdrawals

A parent/guardian who wishes to arrange for transfer or withdrawal of a student must inform the office manager *at least one week in advance* by written note. Then they need to complete the necessary forms. **No withdrawal or transfer will be completed if money is owed for tuition, fees, fines, books, or other items.** The school will withhold the student's academic record until all debts are paid. Parents must request transcript copies *in writing*.

When a child is withdrawn from school the parent/guardian is responsible to pay tuition for the entire semester in which the child was enrolled. Only students being moved due to military or court orders will have this waived and be billed for the month of their last day of attendance.

**No refund can be given on tuition paid in advance or on any previously collected fees.**

## Valuables

Students are asked not to wear expensive jewelry or bring excess money to school. Cell phones, electronic equipment, cameras, CDs and other articles not necessary for classroom work are not to be brought to school.

If a bus student chooses to bring personal entertainment equipment to the school, the item is to be left at the school office for security and retrieved at the end of the school day.

Students, *not the school*, are responsible for their personal property.

## Visitors

For our children's safety, ***all visitors must report to the school office*** and log in and out each time they visit the St. Joseph Catholic School campus, this includes lunch time. Visitors may only enter the school through the front door. This applies to those dropping off an item and those staying to volunteer.

The word "campus" as used here refers to any part of the campus including buildings, parking lots, the playground, and fields. A visitor is one who is on campus for any length of time during the school day. Requesting permission to come onto the campus is not of itself an automatic "permission granted" for the time requested, nor for future visits. Permission must be requested each time a person wishes to visit the school campus during the school day.

Parents may observe their children in the classrooms. However, the school asks that the parent make an appointment for observation through the school office before the date of the observation. The length of a visit should not exceed one class period.

Parents are not permitted to enter the classroom or library without approval from the front office. School officials provide school tours.

**For security and safety reasons, students are not allowed to open any doors for anyone.**

## Volunteers

In order to engage our parents/guardians in the school community, SJCS has established the policy that every school family is required to give of their time in volunteer service for fundraising and other events. Assisting with Fest of All, chaperoning field trips, and assisting in the classroom for special projects are all examples of ways in which volunteer hours can be served. Parents unable to serve volunteer hours due to other obligations or work load may elect to pay a fixed rate of \$20 per hour for the pledged 20 hours of volunteer time for the first child and 10 hours for each additional child.

Volunteers and instructional aides must have the approval of the Principal. Orientation training may be given for the activity in which they will be engaged, depending on the nature of the activity.

Volunteers must gain clearance through completion of the on-line application ("eAppsDB"), which includes a criminal background check and EIM training.

### **Ethics and Integrity Ministry (EIM)**

In an effort to protect our children, the Diocese of Austin mandates that all individuals who have contact with our children must be in compliance with the Ethics and Integrity in Ministry Policy, which equips each of us with the tools and knowledge to protect our children from possible abuse and perpetrators. All parents **MUST** complete this process to be able to chaperone field trips, volunteer in your child's class and volunteer at the school.

In order to register for an EIM Workshop you must first complete the volunteer application, "eAppsDB", located at <http://www.austindiocese.org/offices-ministries/offices/ethics-and-integrity->

[ministry-office](#)

The Austin Diocese website has a list of workshop dates and additional information regarding the Ethics and Integrity in Ministry Policy.  
Once you have attended the workshop please submit a copy of the certificate to the school office.

Please contact the school office if you have any questions.

**\*\*If it has been 3 years since you last completed the Ethics and Integrity in Ministry workshop, you need to register for the "EIM Refresher" Workshop.\*\***

