



## Student and Parent Handbook

*2010-2011 School Year*

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[www.stjosephccschool.net](http://www.stjosephccschool.net)

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***“What greater work is there than training the mind and forming the habits of the young?”***  
**St. John Chrysostom**

Dear Parents and Students,

Welcome to St. Joseph Catholic School! In choosing St. Joseph, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of St. Joseph Catholic School for the 2010-2011 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Joseph School during the current school year.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Philip R. Riley Jr.  
M.Ed.  
Principal

## **MISSION STATEMENT**

St. Joseph Catholic School is a parish school whose mission is to engender in students an understanding of their role as members of the Catholic faith community through an academic program, which incorporates worship, study and service.

## **PHILOSOPHY**

St. Joseph Catholic School is committed to quality Catholic education integrating academic excellence with Christian values. St. Joseph Catholic School is dedicated to fostering an atmosphere of Christian respect that pervades relationships among students, school personnel and parents. Emphasis is placed on responsibility in behavior and action and above all, in showing Christ concern and compassion for others. Responsibility for the students' academic, spiritual, physical, cultural, and social growth is viewed as a shared process involving cooperation and commitment between students, teachers, administrators, and parents.

## **OBJECTIVES**

In support of the mission and philosophy of St. Joseph Catholic School, we have established the following objectives:

- † To integrate each child's spiritual, intellectual, physical and emotional development through meaningful educational experiences
- † To instill in each child the knowledge, skills and habits which propagate the Catholic/Christian/American way of life, thus realizing that freedom and responsibility go hand-in-hand.
- † To give each child the opportunity to meet with success and a sense of achievement in what he/she does, thus assisting him/her to develop a positive self-concept.
- † To place a greater emphasis on teaching deductive reasoning and critical thinking skills.
- † To instill in each child an appreciation for our cultural heritage.
- † To maintain a highly-qualified faculty dedicated to the philosophy of our school, necessary for quality Catholic education.

**St. Joseph Catholic School**  
**STUDENT/PARENT HANDBOOK**

(REVISED AUGUST 2010)

**ADMISSIONS POLICIES**

St. Joseph Catholic School accepts children of any race, sex, national origin, or handicapped condition (if the school can determine that it is able to responsibly and reasonably meet the needs of the student). Once accepted, no child will lose his/her place if registered on time. During the school year, any student, Catholic or non-Catholic, moving into the city or transferring from another school, Catholic, private, or public, may apply for admission. St. Joseph Catholic School seeks new students in grades Kindergarten through eighth who can perform at or above the medial level of prospective classmates, and who can contribute to those classes. Due to a lack of certain personnel and resources, students with certain and specific learning disabilities or emotional and/or behavior problems may not be admitted.

**ADMISSION REQUIREMENTS –**

- Application must be made through the school office and be accompanied by a non-refundable, application fee of \$75. Applications are taken for available spaces only. Others will be placed on a waiting list and will be called should a vacancy occur.
- All incoming applicants are required to participate in a screening process. All new students are required to be assessed by the staff prior to placement in any class. Prior to admission, all transfer students must present academic records for review.
- Transfer students in the middle school grades (6-8) may be admitted on a conditional basis and sign an enrollment agreement at the request of the principal.
- Admissions to St. Joseph Catholic School are based upon the availability of space, scholastic qualifications, and resources to meet student needs.

**Age requirements:**

- Kindergarten – 5 years old on or before September 1<sup>st</sup>
- Grade 1 – 6 years old on or before September 1<sup>st</sup>
- Grade 2 – 8 – Successful completion of previous grade

**Admissions are based on the following priorities:**

- Students presently attending St. Joseph Catholic School
- Siblings of students presently enrolled at St. Joseph Catholic School
- Catholic families who support the parish community, including the direct support of the school through financial contributions, time, and talent
- Catholic families who do not belong to the St. Joseph Catholic Community
- Non-Catholic families

**Documents Required for Admission:**

- A birth certificate and social security number must be presented. For a Catholic child, if baptism is not recorded by St. Joseph Church, a baptismal certificate must be presented.
- New students requesting admittance to grades 2-8 must present a report card from the previous year or, in the case of late entries, a report card for the current year.
- Families sign a release form that allows St. Joseph Catholic to contact the child's previous school and request for the completion of a scholastic and behavioral recommendation form.
- All families currently enrolled in the school must re-register each year. Families who fail to meet any and all financial obligations or uphold the standards of St. Joseph Catholic School may be denied re-admission.

**Registration Process:**

Families who wish to re-enroll at St. Joseph are asked to complete all forms using the on-line documents during a designated time set by the school. Parents will be notified of deadlines for the submission of forms and payment of fees.

**Re-enrollment and Finances:**

Re-enrollment at St. Joseph Catholic School is not automatically extended to every student. All families are to be aware that prior to re-enrolling for the next school year, all financial obligations must be met. Families who are behind in tuition payments and/or other fees may be denied the opportunity to re-enroll until those financial obligations have been met.

Re-enrollment is reserved for those students for whom St. Joseph has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in spiritual and academic growth. Students may be denied enrollment for the following year or be asked to leave the school at any time during the school year if attitude, behavior, and/or academic performance become negative. All decisions regarding re-enrollment reside at the discretion of the school principal and/or the pastor.

**FINANCIAL POLICIES –**

**Fees and Tuition:**

Fees and tuition rates for St. Joseph Catholic School will be established annually. All students who enroll at SJCS are required to pay the following:

|                                 |   |                |
|---------------------------------|---|----------------|
| =====                           |   |                |
| <b>Application Fee</b>          | New students only, per child                  | Non-refundable |
| <b>Registration Fee</b>         | All students, per family                      | Non-refundable |
| <b>Student Fee</b>              | 1 <sup>st</sup> and 2 <sup>nd</sup> children  | Non-refundable |
| <b>Tuition</b>                  | Discounts given for additional children       |                |
| <b>8<sup>th</sup> Grade Fee</b> | All graduating 8 <sup>th</sup> grade students | Non-refundable |

Tuition is refundable upon withdrawal for complete unused months, based upon a ten month annual tuition payment schedule. Current rates are available on the school website at: [www.stjosephccschool.net](http://www.stjosephccschool.net). All fees must be paid in full by the dates published annually. Failure to pay by the annual deadline set (also published on the school website) will result

in a late fee charge and the possibility of the student losing their spot for the upcoming school year.

**Payment Options:**

- Cash or check for full amount
- Credit card payment for full amount: MasterCard, Visa, Discover or American Express
- Tuition through a 10-month loan through the Texas Catholic Community Credit Union (TCCCU). Applications must be submitted by June 1st to the school office; payments begin in July and end in April. Accounts must be kept current.

Collection of fees and tuition is made through the school business office. Checks will not be held for deposit at a later date at the request of a parent; they will be deposited when received.

**Non-Payment of Tuition:**

St. Joseph Catholic School expects every family to pay their tuition in full at registration or on a monthly basis to the Texas Catholic Community Credit Union. At no time are families to contact the TCCCU directly to suspend or terminate agreements. Families are to contact the school in the event of a need to make modifications due to hardship. These modifications are made at the discretion of the principal who consults with the School Advisory Council and the Pastor. In this event, a signed agreement will be required for any modification.

In the event that a family does not meet their tuition obligation and has not contacted the school to make payment arrangements, the school will take all necessary actions to collect these funds. The following steps will be taken by the school to ensure the collection of tuition when the TCCCU alerts the school that ONE payment has been missed:

- Letter to inform family of the delinquent tuition payment and request that the family contact the school office within FIVE business days.
- If, after this notification, a family refuses to contact the school to make an arrangement, the school will reserve the right to take action which may include:
  - Suspension of child's enrollment
  - Termination of the child's enrollment
  - File for collection of debt plus court costs

**Withdrawal Procedures:**

When a student is voluntarily withdrawn from the school, the parent/guardian must come to the school office and notify school personnel in writing, as soon as possible prior to the actual withdrawal date. Student records will be mailed directly to the new school providing all financial commitments to St. Joseph Catholic School have been settled. Student records will not be released if unpaid balances in tuition, Extended Day Program fees, library fines or lunch fees exist. SJCS will consider refunds of tuition for good cause (financial hardship, geographic location, etc.) on a case-by-case basis.

Families should be aware that in the event of a transfer to another school in the Diocese of Dallas, all financial obligations at St. Joseph Catholic School must have been completed

and/or fulfilled before they will be admitted the new school. St. Joseph Catholic School will not accept new families who have an unpaid financial obligation to any other school.

### **Parent's Role in Education**

We consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Joseph Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Joseph Catholic School, we trust you will be loyal to this commitment. During these formative years (Kindergarten to 8th Grade), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential.

It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **CUSTODY ISSUES –**

With regard to separated or divorced parents, the school presumes that both parents have access to their children unless one parent can provide legal evidence that he/she has the sole right to custody. St. Joseph Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the event of any

custody issue and/or visitation and/or access to the children, the School will require a court order that specifically states the limitations to the custody agreement and/or access to the children. The School seeks to remain neutral in all matters of custody and will work for the benefit of the child in all areas.

If parents cannot agree on custody issues, the School may require the parents to make other arrangements for the education of their children. In the absence of an order to the contrary, the school will provide the non-custodial parent with access to all academic records and to other school-related information regarding the child.

### **STUDENT DIRECTORIES**

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be **used** or **sold** for other purposes.

## **ACADEMIC POLICIES**

### **CURRICULUM –**

The Roman Catholic Diocese of Dallas provides the curriculum adopted by St. Joseph Catholic School. It meets and/or exceeds the state curriculum regulations for public accredited schools in Texas. The Texas Catholic Conference of Education Department accredits St. Joseph Catholic School. The curriculum offers the student a challenging and well-integrated program of study. In addition, a variety of instructional programs and methods provide students with learning experiences and opportunities to fully develop their potential. All students are taught problem-solving and critical thinking skills and are given the opportunity to participate in enrichment activities that challenge every child in every classroom. Students are charged to become creative, future-oriented thinkers. The curriculum places emphasis on:

- A Catholic education in a uniquely Catholic environment
- Moral and spiritual values
- Academic excellence
- Individualized attention to the greatest extent possible.

### **Core Subjects:**

St. Joseph Catholic School identifies the primary or core subjects as follows:

|                |         |                    |
|----------------|---------|--------------------|
| Math           | Reading | English/Literature |
| Social Studies | Science | Religion           |

### **TEXTBOOKS –**

Textbooks are loaned to the students for the school year. Students have full responsibility for the care of the textbooks issued to them. Texts should be kept free from pencil or ink marks, torn pages, water damage, broken bindings and excessive wear and tear. Students may be fined for damage beyond the normal wear and tear or may be asked to pay full replacement costs for the books that have been lost, damaged or destroyed. All



- 8<sup>th</sup> Grade – May be exempt from mid-term and final exams, if the student's grade average is 94% or higher and the student meets the criteria established by the middle school staff with regard to behavior, absences and tardies. The exam will count for no more than 20% of the final average.

**ASSIGNMENT BOOKS/STUDENT PLANNERS –**

Assignment books are mandatory for all students in grades 3-8. The assignment book is one of the tools that allow teachers to communicate with parents as well as provides valuable information and quick feedback for both parties. Parents should check the assignment book on a regular basis and review assignments with their children. This monitoring on the part of parents ensures that the students are keeping up with their work and that parents are aware of the day-to-day progress of their children. Students are encouraged to record all assignments each day, even those assignments that have been completed. Parents can use this daily planner to see the work that the student completed that day. Future assignments and up-coming test dates should also be recorded.

**ON-LINE HOMEWORK REPORTING**

Parents and students may use RenWeb to check on homework assignments, long-term projects and other scheduled work. All of items that are to be posted will be placed on the teacher web pages in the RenWeb system. The school reserves the right to determine the content that will be posted and the frequency of that information.

**GRADING AND REPORT CARDS –**

The school year is divided into four quarters. All grades that are earned, both academic and conduct, are the result of honest and careful evaluation of all phases of the student’s work and effort by each teacher.

Students in Kindergarten are not issued written summaries for the first quarter, but will be issued reports for the subsequent three quarters. Progress reports for the first quarter will be discussed verbally at the first parent/teacher conference. Students in grades 1-8 receive report cards at the end of each quarter.

**ACADEMIC GRADE EXPLANATIONS –**

**Kindergarten –**

**Achievement Code:**

M= Mastered                      P= Progressing                      N= Needs improvement

**Grades 1&2**

**Academic**

E= Excellent  
G= Good  
S= Satisfactory  
N= Needs improvement

**Math and Reading Levels**

1= Extended grade level material  
2 =On grade level material  
3= Below grade level/modified curriculum

**Grades 3-8**

**Academic**

A= 100-94  
B= 93-85

**Math and Reading Levels**

1= Extended grade level material  
2= On grade level material

C= 84-76  
D= 75-70  
F= 69 and below

3= Below grade level/modified curriculum

### **CONDUCT GRADES –**

Conduct grades are based on the traits listed below:

- 1) **ATTENTIVE IN CLASS** – Student listens, follows directions, stays focused & on task.
- 2) **OBSERVES SCHOOL RULES**- Student follows school and classroom rules.
- 3) **RESPECTS AUTHORITY** – Student is polite and respectful toward all adults.
- 4) **RESPECTS NEEDS AND PROPERTY OF OTHERS**- Student is considerate and appreciates the worth and value of others and their belongings.
- 5) **COOPERATES WITH OTHERS**- Student works and plays well with others.
- 6) **IS WELL MANNERED**—Student is polite and exhibits Christian behavior.
- 7) **DEMONSTRATES POSITIVE ATTITUDE** – Student is positive about school.
- 8) **SHOWS SELF-DISCIPLINE** – Student practices self-control.
- 9) **WORKS INDEPENDENTLY** – Student is able to work without constant supervision.
- 10) **COMPLETES ASSIGNMENTS ON TIME** – Student hands in work when it is due.
- 11) **EXHIBITS ORGANIZATIONAL SKILLS** – Student keeps desk and other spaces organized.
- 12) **BRINGS REQUIRED MATERIALS TO CLASS** – Student has all necessary materials for all classes.
- 13) **PARTICIPATES IN CLASS** – Student is willing to volunteer answers and participates in other ways during class.
- 14) **USES TIME AND RESOURCES WISELY** – Student uses time and materials in a profitable manner.
- 15) **WORK REFLECTS NEATNESS AND ACCURACY** – Work is legible, accurate, neat, and organized.

### **Conduct Marks:**

Students in the middle school will earn conduct grades based upon the standards listed above. Students who choose to not live in community and therefore fail to adhere to these guidelines may be assigned a conduct mark by a classroom teacher. Marks will be noted by the number associated to the infraction and initialed by the teacher who has assigned the mark on the individual students' conduct log.

### **Conduct Logs:**

Every nine-week grading period each student will be issued a conduct log which is to be kept with the student at all times. Each week students will be required to have their conduct log signed by their parent. Conduct Logs are reviewed by teachers on a weekly basis. Conduct logs are issued to students each quarter and will be turned in to the homeroom teacher at the end of each nine-weeks grading period. A student who loses his/her conduct log will be assigned a Friday Morning Detention.

### **Conduct Grades:**

Students in grades 3-8 will be assigned a general conduct grade each quarter based on the number of marks that have been earned in their conduct log. Student conduct grades will be determined as follows:

|   |                  |
|---|------------------|
| A | 0-2 marks        |
| B | 3-5 marks        |
| C | 6-8 marks        |
| D | 9- marks         |
| F | 10 or more marks |

#### **RETENTION –**

Retention will be used with caution and only after careful consideration. The following policy is designed to identify a student's needs for academic success and the possibility that retention is in the best interest of the child. At anytime during the school year when a student may be identified as being unsuccessful in her/her core subjects according to established indicators (academic performance, attendance records, observed relationships with faculty, staff, peers, etc.), the following steps will be taken:

- A support team will be composed of the principal, parent(s)/guardian, core classroom teachers and school counselor.
- The support team will gather pertinent data. The data will include all factors that influence student performance and well-being.
- Recommend psychological or other testing when appropriate.
- Consider all alternatives to grade-level retention.
- Develop an **Intervention Plan** to identify a student's learning needs. The team will monitor progress to ensure the plan is effective, individualized, and adjusted as needed.
- The decision to retain a student rests with the school principal and the parents of the student. If the school and the family cannot agree on a decision to retain, it may be necessary for a family to consider another location for their child's education. A copy of the decision will be kept in the student's cumulative file.

#### **ACADEMIC FAILURE –**

Any student in grades 3-8 who fails two subjects for two quarters during a given school year will be automatically considered for retention at their current grade level. The retention of a student for failing grades will rest at the discretion of the principal. Students who fail one or more subjects during the school year will be required to have a meeting with the principal and the teacher(s) to discuss a plan for improvement. If this plan is ineffective and the student then fails for a second time, the school staff will meet with the parents to discuss the retention for the following year. In order for a student who has failed a grade level to be promoted, that student may be required to attend summer school that is provided through the local school districts, other private schools or another academic program.

At the discretion of the principal, and with the recommendation of the teaching staff, a failing student may attend summer school or individual tutoring to try to make progress to achieve a passing grade so that he/she may move on to the next grade. The decision regarding the progress of the student rests with the principal whose decision is final. If the school recommends that a student be retained, and the parent does not agree and will not comply with the wishes of the school administration and staff, the parent may exercise the option to attend another school. Should a parent choose to transfer his/her child to another school, he/she needs to be aware that the student's permanent record will

reflect their failing grades and the recommendation that the student be retained at their current grade level.

### **MODIFICATIONS TO THE CURRICULUM–**

When a student with a clearly defined learning difference is admitted to St. Joseph Catholic School or is identified while enrolled at St. Joseph, it may be necessary to make modifications to the curriculum or the instruction that will allow the student to perform at their highest level. **To qualify for modifications of any kind a student MUST have academic testing on file in the school office.** This can be in the form of a report from a counselor, a private academic diagnostician, a report from a diagnostician with the child's local Independent School District, or a physician's evaluation.

Upon receipt of the report, the principal, counselor, teachers, and parents will meet to discuss the most appropriate ways to modify the curriculum and instruction to ensure the greatest opportunity for student success. The plan will be documented and put on file at the school office and a copy given to the parents.

The responsibility for the implementation of the plan is equally placed on the school, student, and his/her family. Frequent communication will ensure that both the school and the student are following the plan and that it is working effectively. The plan will be reviewed at each parent/teacher conference and again at the end of the year. At the start of the following school year the plan will be reviewed. Changes may be made anytime based on new information.

### **DIAGNOSTIC TESTING RECOMMENDATIONS AND SURVEYS**

In the event that the School recommends or a family seeks academic or behavior testing from an outside agency or diagnostician, any evaluation or recommendation forms to be completed by staff must be sent to the school office and accompanied with an addressed envelope for direct mailing to the appropriate agency.

### **ACADEMIC COMPETITIONS –**

#### **Spelling Bee:**

St. Joseph Catholic School students in grades 5<sup>th</sup> through 8<sup>th</sup> participate in a school wide spelling bee to qualify for the opportunity to compete in the Diocese of Dallas spelling bee. Top spellers at the Diocesan Bee can compete in the Dallas County Spelling Bee.

#### **Geography Bee:**

The National Geographic Society sponsors a geography bee for students in grades 5-8. The top student in the school will take a written test to attempt to qualify for the state competition.

#### **Private Schools Interscholastic Association:**

The PSIA provides academic competitions to students in grades 1-8. St. Joseph students compete first at a district competition and from there can qualify for the state meet. Information on the district meet is distributed by the school during the second quarter. More information on PSIA can be found at [www.psiacademics.org](http://www.psiacademics.org)

### **Continental Mathematic League:**

The CML is a national math competition that holds five meets per year. Tests are administered at the local campus and scores are reported to the CML. During each meet, students complete six math word problems that require students to use higher level thinking skills to solve multiple step problems.

### **ANNUAL STANDARDIZED TESTING –**

The Catholic schools in the Diocese of Dallas conduct annual achievement testing of students using the Iowa Test of Basic Skills during the fall semester. Students in grades 1-8 are given the ITBS. Results are mailed to parents. Questions or concerns regarding the testing should be addressed to the student's teacher or to the school counselor.

### **PARTICIPATION IN PHYSICAL EDUCATION –**

Unless injury or illness prohibits, students are expected to participate in physical education classes. **A note from a parent or guardian must be sent to the physical education instructor in order to be excused from participation.** If a child cannot participate for more than one week, a doctor's excuse is required. Students in grade 6-8 will be required to wear the physical education uniform as directed by the school. This uniform includes a St. Joseph T-shirt and shorts and sneakers and socks.

### **STUDENT PERMANENT RECORDS –**

If a parent or student wishes to view a student's permanent record, the request must be made in writing to the school office twenty-four hours in advance. In the event of an 8<sup>th</sup> grade student who is applying to high school, all requests for letters of recommendation and record transfers must be made according to the deadlines established by the high schools. Adequate time for the teaching and administrative staff to review and prepare all documents is expected. All records are sent directly from St. Joseph to the new school(s).

## **COMMUNICATION**

### **CONFERENCES –**

Every effort will be made to keep lines of communication open to ensure that every family has the best educational experience possible at St. Joseph Catholic School. Parents are encouraged to contact the school when there are questions so that any issue can be addressed in a timely manner to ensure that the best interests of the child are represented.

Teachers will make every effort to return phone calls and respond to emails within 24 hours. Should the need arise, both parents or teachers may request a meeting to discuss the progress of students and plan for possible intervention. All requests for conferences should be made to the teacher directly.

### **PROGRESS REPORTS:**

Formal progress reports for each major subject will be sent home via RenWeb at the midpoint of each quarter for students in grades 3-8.

### **EMERGENCY SCHOOL CLOSINGS/EXTREME WEATHER CONDITIONS –**

In the event that it becomes necessary to close the school due to inclement weather or any other emergency, St. Joseph Catholic School will follow the lead of RISD and the guidance of the Diocese of Dallas in regard to cancellation of classes. The School will use RenWeb to alert families by all contacts provided by the parents in the system, be that home phone, cell phone, e-mail etc. Parents should also look for this information on local television, radio stations.. In the event that families live outside of the Richardson area and determine that weather conditions are unsafe for travel, they may contact the school and may be given an excused absence or a late arrival.

#### **CHANGES IN INFORMATION –**

Families are required to make any changes to address, phone or email directly in RenWeb in a timely manner. They should also notify the school if there is an email change, in order to continue receiving email correspondence.

#### **TELEPHONE USE –**

Children are permitted to use the school office phone only in an emergency. Students will not be called to the phone to receive messages during the school day. Only messages of an emergency nature will be relayed to students.

#### **CELLULAR TELEPHONES –**

St. Joseph Catholic School reserves the right to restrict the use of cell phones by students in the school. The need of a cell phone for emergency purposes is not necessary as the school office may be contacted when an emergency message needs to be delivered to a student. If a cell phone must accompany a child to school, the child **MUST** turn it in at the office upon arrival each day and may pick it up at the end of the day upon departure.

Cellular telephones are NEVER to be used by students during the day, in their possession in a classroom or on their person in the school building. Parents are to be advised that the contents of text messages, voice-mail messages, phone numbers or any games or photos that may be saved on that phone are always subject to the inspection of the school by a staff member or an administrator. The school reserves the right to inspect the contents of any phone brought to the school by a student.

#### **COMPUTER USE –**

The school recognizes the role that technology (computers, networks, software, media equipment and the Internet) plays in our society. The school seeks to train students in making use of technology as an enhancement to their academic pursuits and a resource for teachers to enhance their instruction. The use of the computer network at St. Joseph Catholic School is both a right and a privilege. Students are required to make use of the network to learn various applications in the use of this technology and mastery of the curriculum as well as to have access to resources available only on the Internet. No student is to ever visit a site that is not expressly allowed by the teaching staff. Students will not visit or access chat rooms, personal web sites, or answer e-mail that has been sent from an off campus location.

#### **CYBER BULLYING –**

St. Joseph Catholic School reserves the right to take action if an off-campus website is used to harm, harass, degrade, or otherwise negatively impact another student, even if the site is never accessed at the school.

- Students who use personal websites or social networks in a manner that carries a message that harms another student, staff member, or anyone associated with St. Joseph Catholic School or connects to a website that is determined to be inappropriate or pornographic, will be subjected to serious disciplinary consequences.
- Students, who use a privately created website to harass, demean, threaten, humiliate, or embarrass another student, staff member, or anyone associated with St. Joseph Catholic School, will be subjected to serious disciplinary consequences.
- The school reserves the right to protect its staff, students and the School itself from any negative, demeaning or threatening content. The consequences that may be imposed can range from loss of Internet privileges, school disciplinary consequences, or possible expulsion.
- In order to use the network, each student and the student's parents are required to sign the agreement attached to this handbook as Appendix C.

## **SCHOOL DAY**

### **SCHOOL HOURS –**

The school day for grades K-4 is from 8:00 am until 3:15 and for grades 5-8 is from 8:00 a.m. to 3:30 p.m. The school calendar will indicate all early release days, when students are released at 12:00 p.m. Students are not to arrive on the school grounds earlier than 7:30 a.m. Students go to the Dining Hall or gym upon arrival and wait in that location for their homeroom teacher. Unless a child is attending the Extended Day Program, he/she must be picked up no later than 3:45 p.m. Students not picked up by that time will be placed in Extended Care and charged a daily drop-in fee. A grace period is given, but charges for the EDP program begin at 3:56 pm.

### **ACCESS TO CAMPUS –**

St. Joseph Catholic School seeks to provide a welcoming atmosphere to visitors on our campus and maintain a safe and secure environment for our children. In order to provide this secure environment, we ask that visitors observe these basic policies:

- Parents or visitors should be aware of the areas that are marked as SAFE ZONES on our campus. A SAFE ZONE is an area that requires identification and/or a visitors badge to enter during the school day. These areas are marked with red signs.
- If a parent or visitor needs to enter a safe zone, they must proceed immediately to the school office to obtain a visitor's badge and sign in. Badges are to be returned at the end of the visit and parents/visitors must sign out.
- All volunteers need to obtain a badge to conduct their activities in the school and should limit their visit to the specific areas in which they are assigned.

### **LUNCH –**

Students eat lunch during the following time periods:

- Kindergarten – 10:45 – 11:15 am
- Grade 5 – 10:55-11:25 am

- Grade 1 – 11:00 – 11:30 am
- Grade 2 – 11:05 – 11:35 am
- Grade 3 – 11:15 – 11:45 am
- Grade 4 – 11:25 – 11:55 am
- Grade 6-8 – 11:40 – 12:05 pm

Students may purchase a hot lunch or bring their own lunch from home. Milk and bottled water are available with the hot lunch or for purchase by students who bring their lunch. Parents are billed at the end of the month for purchases. Students who bring lunch from home are asked not to bring carbonated beverages. Food is not to be taken out of the dining hall at any time.

**Parents are not allowed to bring in fast food or meals from outside establishments.** If a parent wishes to eat with their child, they are encouraged to purchase a meal from the dining hall. Please call the school office by 8:30 am if additional meals are needed for visitors. Daily hot lunches are available for the following prices:

|                                  |        |  |        |
|----------------------------------|--------|--|--------|
| Kindergarten – 4 <sup>th</sup> - | \$2.75 | 5 <sup>th</sup> -8 <sup>th</sup> Grade - | \$3.00 |
| Visiting Siblings/children -     | \$2.75 | Staff/visiting adults -                  | \$3.00 |

**Lunchroom Behavior:**

Students are expected to behave in a courteous and respectful manner during their lunch time. Students must follow the directions of cafeteria staff, teachers and volunteers at all times. General guidelines are below:

- Enter and leave the dining hall in an orderly fashion
- Stand quietly and patiently in line
- Speak in a quiet voice
- Remain seated while eating
- No trading of food
- Keep individual area clean and put all trash in bins
- Ask permission to use the restroom
- Report any spills to a volunteer
- Be helpful to adults and classmates

**RECESS –**

Students are expected to go outside (weather permitting) during recess. A note from a doctor is required if a child needs to stay inside. Children and families should exercise common sense in dressing their children during the cold weather months and send them with appropriate coats or jackets. Please label all clothing for easy recovery if lost.

**Playground Rules:**

- FOLLOW DIRECTIONS OF THE PLAYGROUND SUPERVISOR AT ALL TIMES.
- Play appropriately and safely on all equipment items.
- No running or jumping on bleachers located on the athletic field.

- Slides are to slide down, not climb up.
- One child on a slide at a time.
- No pushing on any equipment item.
- No throwing of wood chips or other items at any time.
- Students must be in view of the supervisor at all times.
- The classroom teacher or the principal may revoke recess privileges at any time.

## **DROP OFF/PICK UP PROCEDURES -**

### **Morning Drop-off :**

There are TWO drop off locations:

- Jupiter entrance
- Area by the church and rectory

You may use EITHER location. Children may NOT be dropped off until 7:30 am. There is NO supervision until 7:30 am. You can drop off your child(ren) until 7:55 am at either location. After that time, you must park and walk your child to the school office.

### **Afternoon Pick-up:**

There are TWO pick-up locations. Your pick-up location is determined by your child's grade level.

Families with Kindergarten - 1<sup>ST</sup> Graders Only:

- Pick up at the Jupiter entrance at 3:15-3:30 pm. Enter at the Spring Valley entrance and proceed past the fields and playground.

Families with 2<sup>nd</sup> – 4<sup>th</sup> Graders Only:

- Pick up at the Church/Rectory entrance at 3:15-3:30 pm. Enter from Spring Valley.

Families with Kindergarten - 1<sup>ST</sup> Graders **AND** 2<sup>ND</sup> -4<sup>TH</sup> Graders

- Pick up at the Jupiter entrance at 3:15-3:30 pm. Enter at the Spring Valley entrance and proceed past the fields and playground.

Families with 5<sup>th</sup> – 8<sup>th</sup> GRADERS ONLY:

- Pick up at the Church/Rectory entrance at 3:30-3:45 pm. Enter at Spring Valley entrance.

Families with Kindergarten – 1<sup>st</sup> Graders **AND** 5<sup>TH</sup> – 8<sup>TH</sup> GRADERS

- Pick up at the Jupiter entrance at 3:30-3:45 pm. Your younger child(ren) will wait in a secure area in EDP until your older child is out at 3:30pm. They will both be at the Jupiter entrance at 3:30 pm.

Families with 2<sup>nd</sup> – 4<sup>th</sup> Graders **AND** 5<sup>TH</sup> – 8<sup>TH</sup> GRADERS

- Pick up at the Church/Rectory entrance at 3:30-3:45 pm. Your younger child(ren) will wait in a secure area in EDP until your older child is out at 3:30pm. They will both be at the Church/Rectory entrance at 3:30 pm.

Any student not picked up by end of pick-up time will be escorted to EDP. Parents must then park and enter the Dining Hall to sign out their child. EDP fees begin at 3:56 pm.

### **Early Release Days:**

All of the same rules apply for days when school is dismissed at 12 p.m. Grades K-4 are dismissed at 11:45am. Grades 5-8 are dismissed at 12 p.m. The policies for the Extended Day Program are similarly applicable. No lunch is served on Early Release Days. Students must bring a lunch if they are staying for EDP.

### **ATTENDANCE –**

Parents/guardians are expected to honor the school calendar. Prompt and regular attendance at school is essential for successful class work. It is the student's obligation to obtain and complete classroom and homework covered during the period of absence. Teachers are not obliged to administer make-up tests for UNEXCUSED absences. It is the child's responsibility to make arrangements with the teacher for the tests at a time convenient for the teacher. Students will be allowed two days to make up each missed day of class

### **Absence**

When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the St. Joseph students.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

The school calendar provides for extended weekends throughout 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. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work. When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

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

Excessive absence (18) days or the equivalent of 18 days including tardies, can be cause for a student to be retained in the current grade for another year.

### **Absence during the School Day**

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

**Tardiness:**

The first bell rings at 7:55 AM and a second bell rings at 8:00 AM. Any student who is not in the classroom at 8:00 AM and seated will be considered tardy. Any student who arrives after 8:00 AM needs to obtain a tardy slip to be admitted to class. For every three (3) times that students are tardy, they will then receive (1) unexcused absence. Parents should be aware that any absence or tardy will render a student ineligible for any perfect attendance awards.

|                |
|----------------|
| <b>MEDICAL</b> |
|----------------|

**HEALTH –**

If a child is sent to the school office because of serious illness or injury, the parent or the person named on the emergency form will be notified immediately. It will be the parent's responsibility to get medical attention unless the emergency is so great that the child must be taken immediately from school for treatment. For the protection of all students, the following guidelines have been established: A child having one or more of the following symptoms will be sent home:

- ◆ Fever of 100 degrees or higher
- ◆ Suspected of contagious disease
- ◆ Vomiting
- ◆ Diarrhea

**A STUDENT MAY NOT RETURN TO SCHOOL UNTIL FREE FROM FEVER, VOMITING AND/OR DIARRHEA FOR 24 HOURS.**

Vision, hearing, scoliosis screenings, and acanthosis nigricans are conducted yearly as mandated by the State of Texas. The qualified screener may make referrals for further examination. If a child is referred, the necessary form with the results and the doctor's signature must be returned to the school and placed in the student's file. All students must meet state health requirements before attending classes. Required immunizations must be documented in your child's file. The school will send out the notices to those students requiring an update of their immunization records. Health history forms must be updated annually.

**COMMUNICABLE DISEASE CONTROL MEASURES –**

- ◆ **CHICKEN POX** – May return to school seven (7) days after appearance of eruptions if temperature is normal and no complications or moist lesions.
- ◆ **CONJUNCTIVITIS (Pink Eye)** – Readmit after a physician's certificate or health permit is obtained.
- ◆ **DIARRHEA /VOMITING** – Readmit when diarrhea subsides for 24 hours.
- ◆ **FEVER** – Readmit after free of fever for 24 hours.

- ◆ **HEAD LICE** – (Pediculosis) – Readmit when one medicated shampoo or lotion has been given. Second shampoo or lotion in 7-10 days is recommended. Student should be “nit-free” as determined by the school nurse.
- ◆ **IMPETIGO** – Readmit 24 hours after treatment has begun.
- ◆ **INFLUENZA** – Readmit when fever subsides for 24 hours.
- ◆ **MENINGITIS, BACTERIAL** - Readmit after a physician’s certificate or health permit is obtained.
- ◆ **PERTUSSIS** (Whooping cough) – Readmit after 5 days of antibiotic therapy.
- ◆ **RINGWORM** - Readmit after treatment has begun.
- ◆ **SALMONELLOSIS** - Readmit when diarrhea subsides for 24 hours.
- ◆ **STREPTOCOCCAL SORE THROAT/SCARLET FEVER** - Readmit after 24 hours from the initial antibiotic treatment.

**MEDICATION**–

Any medication (including lozenges, Tylenol, etc.) that a child brings to school must be turned into the office. Prescription medication must have a pharmacy label. Over the counter medications and cough drops must be in original packaging and labeled with the child’s name. It is the responsibility of the student to report to the office to take medication. Parent/guardian of the students taking medication will be required to sign a “Request for in-school administration of medication form” for students to be administered medication. A note from the child’s physician is required for administration of over the counter medication. Cough drops must be in the original package and sent to the nurse.

**STUDENTS WITH LIFE THREATENING ALLERGIES** –

Students who have a life threatening allergy (e.g. food, insect bite/sting allergy) including students with a history of trouble breathing associated with above noted allergy must have the following:

- EpiPen auto-inject dual pack and Benadryl
- Medical Administration form (found on school website) by the first day of school and accompanying physicians note. All forms previously submitted must be renewed annually at the start of each school year.

**DISCIPLINE**

St. Joseph Catholic School seeks to create an orderly climate, which permits teachers and students to work together to promote a positive academic environment.

**DISCIPLINE CODE** –

Students in grades Kindergarten through 5<sup>th</sup> grade are to follow the behavior guidelines and consequences set by their classroom teachers. The administration will support the teachers and work with parents to solve problems that might arise on a case-by-case basis.

The purpose of the discipline code of St. Joseph Catholic School is to help students in middle school grades 6-8 observe a code of conduct that is compatible with the Gospel

values. Students who choose to disregard these values must be aware of the consequences for poor choices and inappropriate behavior.

### **Disciplinary Guidelines:**

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible, Christian citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate action based on the following:

- Seriousness of the offense
- Student's age
- Grade level
- Ability and functioning level
- Frequency of misconduct
- Student's attitude
- Effect of misconduct on the school environment

### **Discipline and Privacy:**

Any and all disciplinary actions that affect any student will be kept in confidence with that student and their family. At no time will the School discuss the disciplinary situation of another student with anyone else nor the consequences assigned to another student with anyone else. In certain cases, when multiple students are involved in a single incident, some sharing of information may be necessary, but the School will not share any information concerning another student.

### **Off-Campus Conduct**

The administration of St. Joseph Catholic School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

### **Behavior Conduct Marks –**

Inappropriate behavior considered to be minor offenses will result in the student in middle school grades being issued Conduct Marks on the student's Behavior Log which are in effect for each quarter. This log is to be signed by the parent each week. Excessive Conduct Marks each quarter will result in Friday morning detentions based on the chart below:

- 3 conduct marks – Friday Morning Detention #1
- 6 conduct marks – Friday Morning Detention #2
- 9 conduct marks – Disciplinary Action Slip – 1 day in school suspension
- 11 conduct marks – Parent conference and discussion of formal probation and behavior modification plan for continued enrollment at St. Joseph Catholic School.

Conduct Marks are cumulative for the quarter and students start over each quarter with a clean Behavior Log. However, Disciplinary Action Slips and associated consequences are carried over for the entire year.

Detentions will be scheduled every Friday morning and will begin at 6:30 a.m. allowing the students will spend time reflecting on their behavior. There is a \$20 fee due at the time of the detention. Students who are assigned a detention will be give written notice of the detention, which needs to be signed by the parent. Failure to serve an assigned detention will result in a second Friday Morning Detention.

Some examples of conduct or behavior that may result in a Conduct Mark are:

- Frequent talking in class without permission of the teacher
- Disrespectful comments to other students, teachers, or other adult volunteers
- Offensive name calling
- Violating standards of behavior in hallway, church, dining hall, library or playground.
- Horseplay
- Writing or passing notes
- Minor violations of the Technology Use Policy
- Consistent disregard of the school's uniform guidelines
- Possession or use of a cellular telephone in the building
- Deliberate minor disruptions not specified here

#### **Uniform Violations –**

Students who demonstrate a disregard for the uniform policy will be issued a Uniform Violation Slip. Students who are issued three (3) uniform violation slips will be given a conduct mark in their behavior log.

#### **DISCIPLINARY ACTION –**

A Disciplinary Action may be issued to students for major infractions that cause a serious disruption to the school day or may be issued to a student who chooses to consistently and intentionally disregard the rules of the school. This is a serious step in the disciplinary program at St. Joseph Catholic School and the slip will require the signature of the parent, teacher and the school principal. Certain acts of conduct are so serious that they may result in expulsion. Acts of misconduct that may merit a Disciplinary Action are listed below.

- Showing disrespect or disobedience toward a faculty member or volunteer
- Fighting, either physical or verbal
- Demonstrating bullying behavior to another student(s).
- Using or possessing any kind of tobacco, drugs, or alcohol etc.
- Possession of any kind of weapon to school
- Use of profanity, spoken or written
- Cheating or assisting another student in cheating on an assignment/test etc.
- Vandalizing school property or personal property of teachers or other students
- Stealing
- Inappropriate displays of affection
- Leaving school property without permission

- A serious violation of the St. Joseph Catholic School internet use policy
- Causing deliberate and serious disruptions not specified here

Disciplinary Actions are cumulative and in effect for the ENTIRE YEAR. A Disciplinary Action excludes the student from achieving honor roll recognition during the grading period it was issued. The consequences for receiving a disciplinary action are as follows:

**Disciplinary Action #1 -**

- One day in-school suspension
- Exclusion from honor roll for that grading period
- Automatic D in general conduct for that grading period

**Disciplinary Action #2 –**

- 3 day in-school suspension
- Ineligible for all extra-curricular activities for the rest of the semester
- Exclusion from honor roll for rest of semester
- Automatic F in general conduct for the grading period

**Disciplinary Action # 3 –**

- Automatic 5-day suspension from school. A conference is required with parents, principal, student and teachers. The suspension may be either in or out of school at the discretion of the principal.
- Student is excluded from all extra-curricular activities for the rest of the semester, including field trips and athletics.
- Student placed on probation and return for the following year will be in jeopardy
- Automatic F in general conduct for the year on permanent record folder

**Disciplinary Action #4 –**

- Expulsion
- Meeting with parents to discuss the impending expulsion of the student

**SUSPENSIONS –**

The purpose of a suspension is to isolate a student from his/her peers so that he/she may reflect on a very serious or repeated infraction and avoid it in the future. Students will spend the suspension working in a quiet atmosphere. Teachers will send assignments to the office which will be delivered to the student. The student will eat lunch alone in the suspension location. Students are given breaks and access to restroom facilities. Students will attend Mass if they are suspended on a Mass day, seated away from their class.

A student may receive an in-school suspension without previously receiving any other form of disciplinary notice, depending on the seriousness of the infraction. The assignment of this type of suspension will rest at the discretion of the principal. Certain situations may occur that may fall outside the disciplinary plan that has been stated in this handbook. A second and third Disciplinary Action will result in suspension.

### **SEXUAL HARASSMENT –**

St. Joseph Catholic School believes that every student has the right to attend school and school related activities free from all forms of discrimination on the basis of sex, including sexual harassment from another student, a school employee, volunteer or visitor. The school treats sexual harassment seriously and will consider all disciplinary consequences up to and including expulsion, according to the nature of the offense. All students are expected to avoid behaviors that are offensive and stop behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student, school employee, or volunteer.

### **SAFE ENVIRONMENT PROGRAM –**

The Roman Catholic Diocese of Dallas has established a Safe Environment Program for Parishes and Schools. The purpose of this program is to provide protection for our children, and direct adults as to the appropriate behaviors when working with children to keep the children safe and to protect adults as well. St. Joseph Catholic School has and will fully participate in this program. This program is administered and directed by the St. Joseph Parish Safety Officer. Each staff member, volunteer or coach is required to attend training and to sign a form that acknowledges personal attendance at the training and briefing of the plan and that the individual understands the requirements and expectations on an annual basis. All staff members and parents will fill out an application and submit to a criminal background check, which will be updated every two years.

#### **Safe Environment Training:**

Any adult, who wishes to be involved in the school and have any contact with children during a school day as a formal volunteer, or as a chaperone or sponsor, or coach for any school activity, MUST meet all requirements of the Safe Environment Program, attend individual annual training classes, and complete all background and reference checks, etc. All new staff and volunteers must complete the required screening process that is administered by the School and Parish. All returning volunteers and employees are required to complete annual re-training.

### **BULLYING BEHAVIOR AND HARASSMENT OF OTHER STUDENTS –**

Students at St. Joseph Catholic School are expected to treat each other with an appropriate level of respect and courtesy. Students should never choose to participate in activities that harass, threaten, demean, or humiliate other students. Students will never physically harm or threaten to harm other students. Students may not use after school time to harass or threaten other students, in person, by telephone or via the Internet.

**St. Joseph Catholic School has no tolerance for this type of behavior as it is directly opposed to our stated mission and philosophy as a Catholic, Christian school.** Students who choose to engage in behaviors of this type will be dealt with on a case-by-case basis and be subjected to any and all school disciplinary measures deemed to be appropriate. Depending on the situation, students may be required to attend peer mediation, outside professional counseling, or family therapy. Should a student not make adequate changes in behavior, or should the family choose not to attend the recommended counseling or therapy, they may be asked to leave the school.

## UNIFORM POLICIES

### **UNIFORM SUPPLIER –**

St. Joseph Catholic School has chosen *Parker School Uniforms* as the sole supplier of uniforms for students.

### **GIRL'S UNIFORM –**

#### **Kindergarten through 4th Grade:**

- Uniform plaid uniform jumper with white short or long-sleeved round-collar camp shirt. Navy modesty shorts should be worn underneath the jumper.
- Uniform plaid skirt with burgundy short or long-sleeved polo with St. Joseph Catholic School embroidered on the shirt.
- Grey slacks with burgundy short or long-sleeved polo with St. Joseph Catholic School on the shirt. Students should keep shirts tucked in at all times.
- Black belt must be worn with slacks.
- **Socks** – Crew length only. White or burgundy socks may be worn; no logos, emblems, symbols or colors are acceptable. Only solid colors. Knee length socks are acceptable. Burgundy, white or grey tights of the same colors may be worn during cold weather
- **Shoes** – Only two types of shoes are acceptable for wear with the uniform:
  - Saddle oxfords, either hard or soft soled models. (do they need to be black and white only – blue?)
  - All white New Balance sneakers
- **Outerwear** – Young ladies may wear a burgundy cardigan sweater, burgundy fleece jacket, burgundy sweater vest, or school logo sweatshirt, with the standard school uniform. Additional outerwear (windbreaker, jackets, hoodies etc.) may be worn to school and recess but not worn at any time in the classrooms.
- **Mass Day Attire** – Students are not to wear hoodie sweatshirts, letter jackets or any other sports jackets to Mass. School uniform crewneck sweatshirts, fleece jackets and cardigan sweaters may be worn.
- **Jewelry** - One simple ring, 1 necklace, 1 simple bracelet, 1 watch and 1 pair of small earrings, pin post only, no larger than a dime may be worn. There may only be 1 earring per ear. **DANGLING OR HOOP EARRINGS ARE NOT TO BE WORN.**
- **NOTE** – If any clothing item or accessory not listed above is determined by a teacher or the principal to be distracting or inappropriate, the student will be required to remove the item immediately.

#### **5<sup>th</sup> through 8<sup>th</sup> Grade Girls:**

- Plaid uniform skirt with white poplin blouse or for 7<sup>th</sup> and 8<sup>th</sup> grade students, a black poplin blouse. The poplin blouses are not tucked in. If girls wear a shirt under the blouse, this shirt may not extend below the bottom of the blouse and should be tucked into the skirt. Skirt length must be no more than 2 inches above the knee.
- Grey slacks with burgundy short or long-sleeved polo shirt with St. Joseph Catholic School lettering. Polo shirts need to be tucked in at all times.
- **Socks** - Crew length only. White or burgundy socks may be worn; no logos, emblems, symbols or colors are acceptable. Only solid colors. Knee length socks are acceptable. Burgundy, white or grey tights of the same colors may be worn during cold weather

- **Shoes** – Only two types of shoes are acceptable for wear with the uniform:
  - Saddle oxfords, either hard or soft soled models.
  - All white New Balance sneakers
- **Outerwear** – Young ladies may wear a burgundy cardigan sweater, burgundy fleece jacket, burgundy sweater vest, or school logo sweatshirt, with the standard school uniform. Additional outerwear (windbreaker, jacket, hoodie and letter jackets etc.) may be worn to school but not worn at any time in the classrooms.
- **Mass Day Attire** – Students are not to wear hoodie sweatshirts, letter jackets or any other sports jackets to Mass. School uniform crewneck sweatshirts, fleece jackets and cardigan sweaters may be worn.
- **Jewelry** - One simple ring, 1 necklace, 1 simple bracelet, 1 watch and 1 pair of small earrings, no larger than a dime may be worn. There may only be 1 earring per ear. **LARGE DANGLING OR HOOP EARRINGS ARE NOT TO BE WORN.**
- **NOTE** – If any clothing item or accessory not listed above is determined by a teacher or the principal to be distracting or inappropriate, the student will be required to remove the item immediately.

### **BOY'S UNIFORM –**

#### **Kindergarten through – 5th Grade Boys:**

- Grey pleated shorts
- Grey pleated pants
- Burgundy short or long-sleeved polo shirt with St. Joseph Catholic School lettering. (If boys choose to wear an undershirt it should be a standard white round or v-necked undershirt with no logo or lettering of any kind). Shirts must be tucked in at all times.
- Black belt must be worn with slacks/shorts.
- **Socks** – Crew length only. Only black or white socks are acceptable, no logos or lettering on the socks are allowed. No-show or ankle socks are not acceptable.
- **Shoes** – Young men may wear black New Balance lace sneakers or the black Merrill Jungle Moc.
- **Outerwear** – Boys may wear a burgundy cardigan sweater, burgundy fleece jacket, burgundy sweater vest, or school logo sweatshirt with the standard school uniform. Additional outerwear (windbreaker, jacket, hoodies, etc.) may be worn to school but not worn at any time in the classrooms.
- **Mass Day Attire** – Students are not to wear hoodie sweatshirts, letter jackets or any other sports jackets to Mass. School uniform crewneck sweatshirts, fleece jackets and cardigan sweaters may be worn.
- **Jewelry** - Boys may wear one ring, one necklace which must be worn inside the shirt. Young men may wear watches. No earrings or piercings of any kind are acceptable.
- **NOTE** – If any clothing item or accessory not listed above is determined by a teacher or the principal to be distracting or inappropriate, the student will be required to remove the item immediately.

#### **6<sup>th</sup> through 8<sup>th</sup> Grade Boys:**

- Grey twill shorts.

- Grey twill pants.
- 6<sup>th</sup> Grade boys - Burgundy short or long-sleeved polo shirt with St. Joseph Catholic School lettering with school logo. (If boys choose to wear an undershirt it should be a standard white round or v-necked undershirt with no logo or lettering of any kind). 7<sup>th</sup> and 8<sup>th</sup> grade boys may wear a white long or short sleeved oxford shirt with the St. Joseph logo embroidered on the upper right side. Shirts must be tucked in at all times.
- Black belt must be worn with slacks
- **Socks** - Crew length only. Only black or white socks are acceptable, no logos or lettering on the socks are allowed. No-show or ankle socks are not acceptable.
- **Shoes** – Young men may wear black New Balance lace sneakers or the black Merrill Jungle Moc.
- **Outerwear** – Boys may wear a black cardigan sweater, burgundy fleece jacket, or school logo sweatshirt with the standard school uniform. Additional outerwear (windbreaker, jacket, hoodie or letter jacket etc.) may be worn to school but not worn at any time in the classrooms.
- **Mass Day Attire** – Students are not to wear hoodie sweatshirts, letter jackets or any other sports jackets to Mass. School uniform crewneck sweatshirts, fleece jackets and cardigan sweaters may be worn.
- **Jewelry** - Boys may wear one ring, one necklace which must be worn inside the shirt. Young men may wear watches. No earrings or piercings of any kind are acceptable.
- NOTE – If any clothing item or accessory not listed above is determined by a teacher or the principal to be distracting or inappropriate, the student will be required to remove the item immediately.

### **STUDENT GROOMING AND APPEARANCE GUIDELINES –**

- Coats and jackets worn during cold weather must be removed in the classroom and hung in cubbies or lockers. The official school sweatshirts, sweaters or jackets are the only outerwear allowed in the classrooms to cover the school uniform.
- Uniforms must be kept neat and clean and in good repair. If a student is wearing a uniform that is not in good repair he/she will be required to replace those items.
- Current and popular hairstyles are not necessarily in alignment with the guidelines in this handbook. In the event of non-compliance, the student will receive a verbal and then a written warning. Should the warnings not be heeded, the student will not be admitted to class until the haircut conforms to guidelines. The principal’s decision is final regarding hairstyle and accessories.
- Hair should be neat, clean and well groomed. Boys’ hair should be cut to be over the collar, over the ears, and out of the eyes, and girls’ hair pulled back or styled so it is out of the face. Hairstyles should be conservative, no long or excessively “bushy” styles are allowed. Hair should not be dyed in any way or styled in a manner that could be considered distracting. Hair that is dyed must be returned to the original color.
- No tattoos, temporary or permanent, are allowed at any time.
- No hologram contact lenses.
- Young ladies should not wear make-up of any kind. Clear nail polish only is allowed.
- Clothing should be labeled with the student’s name to ease the relocation of lost or misplaced items.

- Students, who demonstrate a consistent disregard for any aspect of the uniform policy, will receive a verbal warning and then a uniform warning slip. Three uniform warning slips will result in a conduct mark. If the student still refuses to comply, they may be required to stay out of class, or, in the event of consistent failure to comply, may be sent home until compliance is achieved. The decision to hold a student out of class or send a student home is at the discretion of the principal.

### **SPIRIT DAYS –**

Spirit Days are typically the second Thursday and the last Friday of the school month and are published in the school calendar. On Spirit Days, all students may wear any St. Joseph uniform shirt, St. Joseph t-shirt or St. Joseph sweatshirt that is school approved (i.e. school approved t-shirt, sweatshirt, etc.) with blue jeans, dress pants, or uniform pants or uniform shorts. No flip-flops are permitted. Students in grades K-3 may also wear appropriate length blue jean shorts in warmer weather. Shorts need to be the same length as uniform shorts. Students may wear their school uniform instead of Spirit Day attire.

### **PICTURE DAY –**

Individual and class pictures are taken on a designated date during the first few months of school. On this day students must wear uniforms.

## HONOR CODE

### **GENERAL ACADEMIC HONESTY –**

All students at St. Joseph Catholic School are expected to do their best work. It is never acceptable for a student to use any dishonest means to achieve a grade or complete an assignment. Cheating, plagiarizing, or any other misrepresentation of work is not acceptable. St. Joseph Catholic School students should not lie, cheat, or steal, nor should they condone anyone who does so. As a Catholic, Christian school, and to promote positive moral and ethical development, the School will expect the support of parents to work with students in this area. The consequences for academic dishonesty are listed in the discipline code and will be strictly enforced.

***“Ut in Omnibus Glorificetur Deus” “That in all things God may be glorified”*** is the motto that will serve as the honor statement at St. Joseph Catholic School. Students will seek to glorify God through all the work that they do at school and do their best at all times in their academic pursuits. Students should know that their best effort is all that is expected and required. Students may be asked to write the initials of the Latin version of the motto, UIOGD, on papers, projects or tests as a pledge of their honesty on a test or assignment.

## ATHLETICS

***“[I] consider sports as an instrument of education when it fosters high human and spiritual ideals; when it forms youth in an integral way in values such as loyalty, perseverance, friendship, solidarity and peace. Surmounting differences of cultures and ideologies, sports offers an ideal occasion for dialogue and understanding among peoples, for building the desired civilization of love. To put into practice these values, based on the***

*dignity of the human person, in face of possible interests that might darken the nobility of sports itself." - Pope John Paul (Sept. 16, 2002)*

**Mission of St. Joseph School Athletics:** The St. Joseph School Athletic Program dedicates itself to the pursuit of excellence in athletics within the framework of a Catholic community and in accordance with its primary role as an educator and spiritual guide. The athletics program is committed to providing opportunities for each individual student-athlete to reach his/her highest potential while developing the qualities and spirit of a Catholic Christian.

**Philosophy:**

As a Catholic school, St. Joseph upholds Christian values and principles. Though our athletic teams strive to win in the sense of having the best score, we recognize the real value of Catholic school athletics is realized only if it fosters the development of the human person—both in spirit and in body—by cultivating Christian character, strengthening personal integrity and responsibility, and promoting the pursuit of excellence in all endeavors. Participation on a team is a privilege. With this privilege come responsibilities in the areas of preparation, attitude, sportsmanship, and academics. These responsibilities exist both in and out of school, both in athletic and non-athletic settings. We recognize the need for God’s support and guidance in meeting these responsibilities.

**Athletic Director –**

St. Joseph has an athletic director on staff that is administratively responsible for all of the teams, coaches and players. This individual represents St. Joseph Catholic School to the Dallas Parochial League and to the Athletic Director of the Dallas Parochial League. The athletic director is the school’s representative for all matters that concern athletics and all questions and concerns of coaches and parents need to be addressed to this individual. In the case of a conflict, the principal and athletic director will cooperate to settle a dispute.

**League Affiliation:**

St. Joseph School participates in the Dallas Parochial League, a league comprised of diocesan Catholic schools. St. Joseph athletes play students from diverse backgrounds and skill levels. Parents who wish to know more about the DPL may go to the website at [www.dallasparochialleague.com](http://www.dallasparochialleague.com).

**Athletic Permission Form**

St. Joseph students wishing to participate in a sport must fill out a St. Joseph School Athletic Permission Form. Permission forms must be completed and returned on or before the deadline set before the first practice date.

**Fees:**

All sports offered at St. Joseph School have different costs required for operation. Fees will be disclosed prior to the start of the season and paid to the school through the athletic director. Fees cover the cost to enter teams in the league and for supplies and uniforms.

**Communication with Athletes and Parents**

St. Joseph coaches should establish clear procedures and guidelines for communication with athletes and parents that align with the philosophy and mission of St. Joseph Catholic School. E-mail should be used only to communicate basic information, such as time and location of games and practices. Discussions of concerns should always be done in person. If a face-to-face meeting is not possible, a phone call is acceptable. Before meetings, establish clear agendas and communicate that certain topics will not be discussed. Coaches do not have to discuss playing time, coaching strategies and specific plays, or information pertaining to other athletes.

### **Student Expectations and Requirements**

Students and parents should recognize that participation in the athletic program is not a right of all students, but rather a privilege to those selected individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the St. Joseph community in a favorable way. By joining the school's athletic program, a student becomes a representative of his/her team and of St. Joseph Catholic School.

### **Eligibility and Probation**

We expect student-athletes to maintain academic and behavioral standards in keeping with the St. Joseph Catholic School philosophy and the teachings of the Catholic Church. These regulations and procedures apply while on school premises, during practices and competitions, and in the public arena. A student will be considered ELIGIBLE to participate in interscholastic athletics at St. Joseph Catholic School if their most recent academic report reflects:

- ★ A grade of 70% or better in each subject
- ★ A grade of C or better in general conduct

A student-athlete will be considered INELIGIBLE should his/her most recent academic report and/or conduct report reflect any one or a combination of the following academic grades or conduct:

- ★ One failing grade in any subject
- ★ Below a 70% in any special subjects
- ★ A grade below a C in conduct
- ★ The issuance of a Disciplinary Action Slip for a single infraction or for accumulated infractions which result in a Disciplinary Action Slip.

A student who is INELIGIBLE will not be allowed to play in games for a two (2)-week period during which a student-athlete works to improve his/her grades and/or conduct. During this two-week period, a student is still considered a full, participating member of the athletic team, but time should be spent wisely in improving one's grades and conduct. Student-athletes are encouraged to seek extra help from those teachers in courses where he/she is struggling either before school or after school. St. Joseph Catholic School faculty and staff are always willing to assist students in their academic studies and personal growth as young adults.

### **Attendance**

All student-athletes must be marked as present in school on the day of practice or a game in order to participate.

### **Sportsmanship**

All student-athletes are expected to represent St. Joseph in an exemplary manner. This behavior is expected both on and off the court or field. Student-athletes are expected to display the best of Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. The athletic director and principal will make the final decision following a meeting with the athlete, coach, and parent.

### **Transportation**

Transportation to/from practices and games is the sole responsibility of the parents. Please ensure that your student-athlete is picked up promptly at the end of each practice/game.

### **Removal from Team – Parent Decision**

The principal, athletic director and coaches will respect and support the decision of a parent to remove his or her child from a team for any reason. However, once the child is removed, he or she may not return to that team for the remainder of the sport season.

### **Booster Club Membership**

Parents are encouraged to join the JLCCS Jaguar Booster Club if they have a child participating in DPL sports. The Jaguar Booster Club supports St. Joseph teams by staffing concession stands, raising funds, and working on fields and facilities.

## **MISCELLANEOUS**

### **FIELD TRIPS –**

Field trips require permission slips that must be signed and returned so that the student may attend a field trip. The dress code for a field trip will be determined by the classroom teacher. Students wear the school uniform on any trip off campus.

All parents or volunteers who accompany students on a field trip must have submitted to a criminal background check and have a volunteer application on file in compliance with the Diocese of Dallas Safe Environment Program. Chaperones help the teachers to supervise and ensure the safety of the students while off campus. The following are some key guidelines for chaperones:

- Parent chaperones help with supervision and ensure the safety of the children.
- Students, at the destination, will travel as a group and follow the directions of the chaperones and the teachers.
- Students should not use vending machines or enter gift shops.
- Chaperones should not bring younger siblings on any trip.

### **FORGOTTEN ITEMS - HOMEWORK, PROJECTS, AND LUNCHES ETC. –**

St. Joseph Catholic School asks that parents not bring a student's forgotten items to school. Students will not be allowed to use the telephone to call for a forgotten item. Students will not be allowed to enter the building before or after school hours to obtain forgotten items.

### **LOST AND FOUND-**

All articles of clothing, lunch boxes, and backpacks should be labeled with first and last names. All lost and found items will be kept in a container outside the school office.

### **PARTY INVITATIONS –**

Party invitations may not be given out at school unless all students in the class or all students of the same gender are invited.

### **BIRTHDAYS –**

The celebration of individual student birthdays should be limited to a small snack in the individual classroom at the approval of the teacher. Birthday treats should not be brought to the school dining hall or a special lunch should not be provided for the entire class in the dining hall. Any balloons, gifts, or other items that are sent to the school from a florist will not be delivered to the classroom, but may be picked up in the school office.

### **TOYS, ANIMALS, ELECTRONIC DEVICES - BROUGHT TO SCHOOL –**

Toys, electronic games, portable CD players, live animals etc. should not be brought to school. The school is not responsible for damage, breakage, lost items, or liability for injury. Watches must have alarms turned off. The teacher will hold items brought to school until the end of the day. Parents, not children, should come to pick up items that have been confiscated.

If a student wishes to bring an animal to school for a specific reason, (show and tell, science exhibits, etc.), permission from the homeroom teacher must be obtained. All live animals that will spend the day at school need to be brought in a cage or container and kept in a specific classroom or in the science lab. Live animals should never be loose in the school or carried from room to room by students.

### **VISITORS ON CAMPUS –**

All parents and visitors must check in at the school office and receive a visitor's badge before going to a classroom or any other campus area. Visitors should refrain from conversation with the teacher or students. Office personnel will answer questions and visitors must return to the office to sign out.

### **GRIEVANCE POLICY –**

St. Joseph Catholic School encourages students, parents, guardians, teachers, and staff to address a problematic situation at the level at which the situation occurs. Persons having a concern with another individual should go directly to that person: problems should be solved at the lowest level whenever possible. If there is a concern with a teacher, the concern needs to be discussed with the teacher first. The principal may be involved if a meeting with the teacher does not resolve the situation. Should all efforts to solve the problem at the local school level fail, a parent may request that the principal contact the pastor. The principal will contact the pastor and arrange a meeting if necessary. This should be considered a last resort for any conflict situation.

### **ADDRESSING THE ADVISORY COUNCIL –**

Persons who desire to address the St. Joseph Catholic School Advisory Council should contact the Chairperson of the Advisory Council or the principal in writing at least 10 days prior to the next meeting. The Council Chair and the principal shall decide if the issue will be presented. Persons who attend a meeting of the Advisory Council without first having been placed on the agenda will not be allowed to make a presentation.

During and following the presentation, questions of clarification may be asked. The Advisory Council is not required to provide a formal response to a matter addressed during the meeting. The Advisory Council members, in executive session, will discuss the presentation and formulate the response that will be sent in writing to the individual.

**CHAIN OF COMMAND –**

The Pastor of St. Joseph Catholic Church is responsible for the school. The pastor hires the school principal who reports directly to the pastor and is directly responsible for all day-to-day operations of the school. The School Advisory Council advises the pastor and the principal on matters that concern the school.

**RIGHT TO AMMEND THE HANDBOOK –**

The school and principal reserve the right to amend the handbook for just cause at anytime during the school year. Parents will be given prompt notification if changes are made to the handbook.

APPENDIX A  
St. Joseph Catholic School  
Student and Parent Handbook Agreement

I have read the St. Joseph Catholic School handbook for students and parents. I understand what is expected of me and my child at the school. I have discussed the handbook with my child.

I agree to support the policies and procedures set forth in the handbook. In addition, I agree to cooperate in good faith with the implementation and enforcement of policies and procedures stated in the handbook. I understand that if I fail to cooperate, the school may require me to withdraw my child from the school.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

I have read the St. Joseph Catholic School handbook for students and parents or have had it explained to me by my parents. I understand what is expected of me at the school.

I promise to obey the policies and procedures set forth in the handbook. In addition, I understand that if I choose to violate any school rules or policies, I am also choosing to accept the consequences. I agree to accept responsibility for my actions.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

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

**APPENDIX B**  
**St. Joseph Catholic School**  
**Sample Field Trip Permission Form**

I, the parent/legal guardian of \_\_\_\_\_, request that my child be allowed to participate in the field trip to

\_\_\_\_\_ on

\_\_\_\_\_. I acknowledge that this field trip will be educational for my

child. I have instructed my child to cooperate and conform to the directions and

instructions of the supervisory personnel in charge. During the activity, I can be reached at

(\_\_\_\_) \_\_\_\_\_.

I understand that my child is not required to attend the field trip. I release St. Joseph Catholic School from all liability and agree to hold it harmless for any sickness or injury occurring to my child during or in transit to or from, the destination of this field trip.

I give my permission to any teacher or other staff member of the school to consent to emergency medical treatment of my child should it be necessary on the field trip. Teachers or other school staff members have my permission to cause my child to be transported to a doctor or medical facility of their choice, and that doctor or medical facility has my permission to treat my child as necessary, within the reasonable medical opinion of the treating physician. I assume financial responsibility for any such emergency care.

|                              |       |
|------------------------------|-------|
| _____                        | _____ |
| Parent or Guardian Signature | Date  |
| _____                        | _____ |
| Parent or Guardian Signature | Date  |

**APPENDIX C**  
**St. Joseph Catholic School**  
**Computer and Internet Use Agreement**

I have read the St. Joseph Catholic School Computer and Internet Use Guidelines. I understand what is expected of me and my child at the school with respect to the use of the school computer network and the Internet. I have discussed the Guidelines with my child. I agree to support the policies and procedures set forth in the Guidelines.

I understand that the school provides Internet access for educational purposes only. I also understand that even though the school takes precautions to monitor access to inappropriate material on the Internet, it is impossible for the school to restrict access to all inappropriate materials. I will not hold the school responsible for any information accessed on the Internet. I give my permission to issue access to my child to use the school's computer network and the Internet.

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

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

I have read the St. Joseph Catholic School Computer and Internet Use Guidelines or my parents have explained them to me. I understand what is expected of me at the school with respect to use of the school computer network and the Internet.

I promise to obey the policies and procedures set forth in the Guidelines. In addition, I understand that if I choose to violate any computer rules or policies, I am also choosing to accept the consequences. I agree to accept responsibility for my actions.

\_\_\_\_\_  
Student Signature                                      Date

\_\_\_\_\_  
Student Signature                                      Date

\_\_\_\_\_  
Student Signature                                      Date

**APPENDIX D**  
**St. Joseph Catholic School**  
**Suggestions for Changes to the Handbook**

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

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

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

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

List of page numbers and comments:

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