

Parent – Student Handbook
2020-2021



**St. Joseph
Catholic School
1954-2019**

“The Spirit Comes Shining Through”

**119 W. Fay St.
Edinburg, TX 78539
www.St-Joseph-Catholic-School.com**

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

The Parent/Student Handbook reflects the policies of St. Joseph Catholic School for the 2020-2021 school year. It is a resource for students and parents that outline important details in regards to academics, discipline, and student life.

Please read this document carefully and sign the attached agreement at the end of this handbook. This agreement states that you have read, understood, and intend to abide by the policies of St. Joseph Catholic School during the 2020-2021 school year.

The priest, administrator, faculty, and staff at St. Joseph Catholic School look forward to working in partnership 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.

“Holy Redeemer, by your grace, give us your eyes that we may see the heart of every student we serve”

Patricia Flanagan, MEd

Rev. Gregory T. Labus, Pastor
Mrs. Angelina Karpinski, Principal

St. Joseph Catholic School

MISSION STATEMENT

The cooperative mission of St. Joseph Catholic School extended community is to provide a family oriented Catholic Christian environment of academic excellence where each child has the opportunity to mature in faith through spiritual guidance; to develop intellectually, emotionally, and physically in order to prepare for service to others.

VISION STATEMENT

St. Joseph Catholic School prepares young people for the future to meet the challenges of life as Catholic Christians rooted in faith, committed to academic excellence and dedicated to community service.

PHILOSOPHY

As a Catholic School, St. Joseph addresses and challenges the intellectual, moral, physical, social and spiritual growth of students. St. Joseph Catholic School fosters in students an appreciation of their self-worth, respect for others, and sensitivity to the challenges and promises of the future. Working together as one family, we at St. Joseph Catholic School continually strive to actualize our motto: "The Spirit Comes Shining Through".

ACCREDITATION

St. Joseph Catholic School is accredited by the Texas Catholic Conference of Bishops Education Department (TCCBED) in conjunction with the Texas Education Agency (TEA) and the Diocese of Brownsville.

The last TCCED state accreditation visit was held in March 2018.

SCHOOL ORGANIZATION

Pastor

The chief executive officer of the school is the Pastor of St. Joseph Catholic Church. The pastor is responsible to the Bishop and has the final authority in school matters.

Principal

The Principal is the Chief Administrator of St. Joseph School, and is appointed by and answers directly to the pastor. The principal administers policies set by the Diocesan Catholic Schools Office and the accrediting agencies.

The Principal works with the School Council to achieve the Mission of St. Joseph Catholic School. The Principal has final responsibility for the educational and religious programs of the school, long-range planning, as well as all aspects of the school's general operation, financial management and institutional advancement.

Faculty

The faculty is responsible for the academic instruction of the students, the evaluation and grading of scholastic achievement, and the classroom management under the guidance of the school administration, in accordance with the requirements of accrediting agencies, the Diocesan school office, and the policies of St. Joseph Catholic School.

School Council

The St. Joseph School Council is an appointed advisory body to the Pastor and Principal for operating the facilities of St. Joseph School. Its duties are to develop local school policies, provide long range planning, oversee the school budget, and promote the merits of Catholic Education.

General Hours Information

School Business Office Hours

The school office is responsible for student applications, registration, student transcripts, tuition and other fee collections. It is located in the main entry of the school lobby on Fay and 10th Street.

Office business hours are 8:00 a.m. – 5:00 p.m.

Daily School Hours

7:30 - 7:45 a.m.	Supervision available in the Gym
8:00 a.m.	School day officially begins for all students
3:30 p.m.	Final dismissal bell rings
3:30 - 4:00 p.m.	Dismissal from the Gym
4:00 p.m.-5:30 p.m.	After school care

PARENT – STUDENT HANDBOOK

Section One

ACADEMICS/CURRICULUM

St. Joseph Catholic School follows the Diocesan required academic curriculum standards, which are consistent with the State of Texas Education Agency guidelines, in the teaching of all secular areas. Subject textbooks and programs are chosen for their alignment with these guidelines.

St. Joseph Catholic School offers students opportunities for growth in the following subjects:

Religion: Religious education is at the core of the St. Joseph Catholic School curriculum. All students receive daily instruction in Catholicism. Religion, as an academic subject is designed to have students develop a working knowledge of Catholic dogma, traditions and practices. Of equal importance is the goal to have all students develop a relationship with God, and express this relationship through Catholic experiences of prayer, worship and service. Students receive instruction in preparation for the sacrament of First Reconciliation and First Eucharist. Religion is a separate academic subject that is also integrated into every other academic subject. The Catholic faith permeates the entire program by integrating religious truths and values into the education and everyday life of students.

Liturgical services are held once a week on Thursday for the entire school community. In addition, each grade fulfills service hours by serving as musical leaders for the 6:00 p.m. Sunday Mass according to the calendar. Students in grades 5 and 8 take the ACRE (Assessment of Catechesis of Religious Education) Test each spring.

Fine Arts: Music - Choir participation at Mass is part of the religion curriculum at St. Joseph Catholic School. Students are required to participate in Choir for weekly School Mass as well as Vespers and Sunday evening Mass according to the calendar.

Language Arts: Reading, English, Spelling, Vocabulary, Composition, Library Skills, Latin, and Appreciation of Literature. The Accelerated Reader Program is part of the Elementary and Middle School Curriculum. 8th grade students may earn a high school credit in English.

Mathematics: Mathematics Skills, Pre-Algebra, and Algebra I. Algebra I is a high school level course taken for high school credit. This course brings with it an elevated expectation of time and effort.

Students in 8th grade Algebra take the State End of Course Algebra Test in May for high school credit.

Physical Education: Physical fitness programs are in place, appropriate for each grade level.

Science: General Sciences and Laboratory Experiences.

Social Studies: History, Geography, Economics, State History, and Current Events.

Spanish: Grades 1st – 8th Vocabulary, common expressions, grammar, conversation, and culture. 8th graders can earn a high school credit in Spanish.

Montessori Program

The Montessori classroom is a prepared environment which has a definite order and purpose. The classroom curriculum includes religion, practical life, sensorial, language, math, science, and cultural areas.

Classical Core Curriculum

The Classical Core Curriculum is a complete classical Christian curriculum that emphasizes the traditional liberal arts of language and mathematics and the cultural heritage of the Christian West as expressed in the great works of history and literature. The curriculum has an early focus on the basic skills of reading, writing, and arithmetic and a special emphasis on Latin. Latin is the best way to gain an academic vocabulary, to learn the formal system of grammar, and is, along with math, the best early critical thinking skills training. The curriculum's study of the cultures of Athens and Rome, as well as Biblical and Church history, is designed to provide a basis for a proper understanding of European and American history.

Report Cards

The academic year is divided into 2 semesters, 2 quarters per semester of 9 weeks each quarter.

Report Cards with numerical grades are issued every nine weeks for students in 1st – 8th grades.

Student grades are posted in real time on the parent and student Facts site. Parents are encouraged to check their child's progress weekly.

Progress reports will be emailed mid-way through the quarter since grades are accessible daily on www.factsmgt.com, allowing for parent monitoring of student progress before quarterly report cards are issued.

Grading Policy

94 – 100 = A 86 – 93 = B 75 – 85 = C 70 – 74 = D 69 and below = F (failing)

Grades are weighted for students in 1st - 8th as follows:

Tests	55% of academic grade
Classwork/Quiz	30% of academic grade
Homework	15% of academic grade

Class projects may be counted as a test, quiz, or classwork grade as per the teacher's discretion.

Requests for grade error change must be made in writing to the teacher or front office within 2 days of distribution.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who *can* learn, but choose *not* to learn. Students on academic probation are not allowed to participate in any sport or academic competition until the grade has improved to passing. The student's academic progress will be assessed when Progress Reports are sent out.

A student failing two core subjects may not be promoted to the next grade level at the end of the school year. Retention may be at the discretion of the Principal and Teacher.

Honor Roll

It is the policy of St. Joseph Catholic School that honor roll recognition is based on academic grades, is granted per quarter, and defined as the following:

“A” Honor Roll grades for all core subjects must be 94-100.

“A/B” Honor Roll grades for all core subjects must be 86-100.

Core subjects are Religion, Language Arts, Social Studies, Science, Math, Spanish, Latin, and Music.

Homework

Homework is an important part of the student's educational experience. It is given for reinforcement and enrichment purposes. It is also given to foster habits of independent study and to meet growth needs of individual students.

Assignments are expected to be neatly written and completed when due. These assignments may include research, science, technology, or in preparation for a test.

The following guidelines are recommended for parents and students:

Primary (1-8th)

- Homework is due the day following the given assignment, unless otherwise noted by teacher. It is checked and returned in a timely manner by the teacher.
- Parents will be notified if homework is not being consistently returned. This inconsistency may be noted on progress report.

- Students who are absent due to illness or family emergencies and are given excused absences are given a day for each absence to make up their missed homework.
- Missed work or tests will not be given for unexcused absences.
- When advance notice is given for a long-term assignment, no excuse is accepted for lateness. It is our goal to help each child develop responsibility in completing their assignments.
- Students absent 3 or more days are given additional time to make-up work if they have received such permission from their teacher.
- Homework may not be given when student is absent one day only.
- Parents may contact front office to request homework for students out more than one day.

Make-Up Work and Testing

It is the responsibility of the student (grades 3-8) to arrange time and place for make-up work with the teacher. Students are given one day per each excused absence day to make up missed work or tests. Students who do not make up work during the allotted time or dates will receive a grade of **zero 0% credit** for missed work.

Work missed during out-of-school suspension will receive zero 0% credit, as this is an unexcused absence due to disciplinary action. However, students are expected to complete assignments to remain current with coursework.

Testing of students may include the following:

- Assessment of Catholic Religious Education (ACRE) Level 1, administered to grades 5 & Level 2 administered to grade 8.
- Iowa Test of Basic Skills (ITBS) administered to grades K-8 during the fall and spring semesters.
- Classroom testing (weekly/quarterly) for student performance assessment
- Special academic needs testing will be done by appropriate agency or school district in which the child resides.

Valedictorian/Salutatorian

Students who have attended and completed the entire 3 years of 6th, 7th, and 8th grades at St. Joseph Catholic School qualify for consideration as Valedictorian and Salutatorian.

Valedictorian will have the highest grade point average of the three combined middle school years. Salutatorian will have the second highest average of the three combined middle school years. Ties for the positions are permitted.

St. Joseph Awards for 8th Grade

The St. Joseph awards will merit the commitment to academic excellence, sportsmanship, athletics, extracurricular activities, leadership ability, and modeling of Catholic Christian values – personifying an education at St. Joseph Catholic School.

Awards are given to a male and female student selected by 8th grade teachers.

Promotion

A student is promoted to the next grade level if, considering his/her academic abilities, he/she has satisfactorily completed the work for the current grade level and adhered to the attendance policy. The following are the specific regulations for promotion:

Kinder 5 yrs.

A student must have completed the requirements for Kindergarten and have the social maturity to move on to the next grade level. This decision may be made jointly by teacher, parents, counselor, and Principal.

Grades 1-8

A student must have passing grades in all major core subjects: Religion, Language Arts, Math, Science, Social Studies, Spanish and Music.

SUMMER SCHOOL

Middle School students who fail major courses must sign up and successfully complete a Summer School Program in order to be considered for promotion. Upon completion, the highest grade awarded to the student will be a grade of 70 for the course.

Academic Integrity

St. Joseph Catholic School places high value on academic integrity. It does not permit any form of dishonesty or deception that unfairly, improperly or illegally enhances a grade on an individual assignment or course grade.

This includes but is not limited to:

- Cheating on exams
- “borrowing” or “sharing” answers on tests and exams
- Taking tests for other students
- Plagiarism in any submitted coursework

Students who choose to violate these guidelines face a failing grade, detention, suspension, and/or expulsion.

Admissions & Enrollment Requirements

NONDISCRIMINATORY POLICY

St. Joseph Catholic School exists primarily for Catholic students, and secondarily for students of any other denomination who choose a Catholic School. St. Joseph Catholic School will not discriminate on the basis of gender, race, color, national or ethnic origin in the administration of its admissions, academic, athletic, or tuition assistance programs.

The application process begins with an application form and a deposit of \$200.00 (registration fee). If a student is not accepted and/or a space is not available at St. Joseph Catholic School, the \$200.00 deposit is refunded. After enrollment is completed and the student is officially accepted, the registration fee and tuition payments are non-refundable.

The criteria for enrollment are as follows:

Pre-Kinder and Kinder (3, 4, 5 yrs.)

- a. Submission of all required documents: Application, Immunization Records, Birth Certificate, Baptismal Certificate.
- b. The child must be toilet-trained (Pre-Kinder 3-4)
- c. Child is emotionally and socially ready for a school environment
- d. One (1) evaluation form from previous Preschool, Day Care Director, or parent must be provided.
Child has some understanding of the English language
- e. Admission is subject to space availability and interview process
- f. Child must meet September 1st Texas mandated age requirements.
- g. Approval by school Principal

Grades 1-8

- a. Standardized test scores of “50 percentile” or better on Reading Total, Math Total, Language Total, and Battery Composite
- b. Children entering first grade must meet September 1st Texas mandated age requirements.
- c. Submission of all required documents
- d. Passing grades of C or better in all subjects
- e. Behavior ratings of satisfactory or better
- f. Two (2) recommendations from current school
- g. Admission is subject to space availability and interview process
- h. Approval by school Principal

St. Joseph Catholic School does not accept new 8th graders *unless* they are coming from a diocesan school or have attended Catholic schools in 6th & 7th grades and have requisite credits. Approval by Principal and Superintendent required.

ADDITIONAL CRITERIA FOR ADMISSION OF NON-CATHOLIC STUDENTS

The non-Catholic applicant should:

- a. Understand, accept, and support actively the philosophy and goals of the school
- b. Relate responsibly to the members of the school community, whether adults or students
- c. Cultivate personal talents and abilities to the extent that he/she is able
- d. Attend religion classes
- e. Attend church service and/or liturgy at the school and understand the reasons for invitation
- f. Participate in the school's service projects

Immigration: St. Joseph Catholic School complies with Immigration and Naturalization Service (SEVIS) requirements regarding non-immigrant, F-1 students. Such students entering the United States to study must hold passports with a U.S. student visa. Authorized personnel will complete all information required using the Student and Exchange Visitor Information System SEVIS registration. Our offices must conform to all policies issued by SEVIS and all student information must be accurate and kept current. Once families receive the SEVIS issued I-20, it must be taken to the consulate to have it validated. It would expedite the procedure if this is done on the same day it is issued.

Enrollment Block: The school reserves the right to dismiss or block re-enrollment of a student for the following reasons:

- * Repeated violations of the Discipline & Behavior Policies
- * Violations of Specific Policies
- * Excessive unexcused absences or tardiness
- * Excessive non-compliance with academic requirements,
- * Continued non-compliance with tuition payment policy
- * Continued uncooperative/non-supportive behavior on the part of the parent

Because it is impossible to foresee all problems which may arise, this clause empowers the administration to block enrollment for any repeat behavior which violates the spirit and philosophy of St. Joseph Catholic School even though not specified above.

Withdrawal/ Transfer Policy:

- Notice of withdrawal of a current student during the school year should be made by the parent verbally or in writing to the school principal.
- An official withdrawal form must be completed by the school along with the parent.
- Registered students who withdraw after the 1st of any month are required to pay that month's tuition.
 - **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

Student Records:

- Records of students transferring to other schools will only be sent from "school to school" once officially requested by their receiving campus. They are official and legal documents.
- A permanent student file is kept in a secured area and contains academic transcripts, testing scores, grades, earned credits, sacrament certificates, and promotion information.
- Health records are kept in the nurse's office.

Students requesting records/transcripts/recommendations must make a three school-day request to the School Office. All forms should be submitted to the St. Joseph Catholic School Office for distribution.

- **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

Probationary Period (New Students K3 – 8th): If a student is admitted to St. Joseph Catholic School, a probationary period of nine weeks exists during which time a decision is made whether the school can continue to meet the academic and behavioral needs of the child. Parents will be informed by the principal of the need to enroll the child elsewhere if the school is not able to meet the needs of the student. This decision may be based on academics, attendance, and code of conduct violations.

AFTER SCHOOL CARE PROGRAM

The After School Care Program at St. Joseph Catholic School provides a safe environment for children of working parents. This is not a babysitting program.

A student, enrolled in ASC, who is picked up from school before or at dismissal time, may not return to ASC the same day. Failure to abide by the school policies may result in removal of the student from the program.

ARRIVALS AND DISMISSALS

Arrivals

Supervision begins at 7:30 a.m. Children are required to go to the gym thru the gym entrance doors on the corner of Stubbs and Closner Streets. All other doors will not be open or attended and will be locked. Morning assembly for all students begins promptly at 7:45 a.m. in the gym. Students arriving after 8am should enter through the front to get a tardy slip and proceed to their classrooms. Use of the playground during arrival and dismissal time is not permitted.

Students arriving after 9:00 a.m. or leaving before 10:30 a.m. and not returning are marked absent.

Dismissals

All parents are to follow Dismissal Site instructions provided by the school. Dismissal will be in the Gym on Stubbs Street. There will be a car lane for drive thru traffic in front of the Gym doors heading East on Stubbs.

- No student is allowed to wait in the office area or outside the school building without supervision while waiting to be picked up. These rules are formulated to ensure the safety of each child while on the school campus.
- Parents must notify the school in writing when a student is allowed to go home with another student or adult not on the parent's designated pick-up list.
- Students staying after 4:00 p.m. for tutoring, after school enrichment programs or After School Care will be dismissed from the front office area. Students in sports will be dismissed by Coach from the gym entrance; if they are not picked up on time, these students will be sent to After School Care for a fee.

ATHLETICS PROGRAM

All students in 5th, 6th, 7th, and 8th grades are eligible to try out and participate in the interscholastic sports program offered by the school. Continued participation is determined by academic performance and behavior. Refer to the Athletic Handbook for more details regarding eligibility and participation.

ATTENDANCE, ABSENCE, TARDINESS

Attendance

In compliance with the Texas State Education Law and the Texas Catholic Conference Education Department (TCCED, accreditation agency), St. Joseph Catholic School follows compulsory attendance laws. Therefore, a student in PK3 - 8th grade who is enrolled in school must meet the legal attendance requirements. A school calendar provides a total of 180 instructional days. A student, who does not attend school for a minimum of 164 of those days or misses more than 18 days (10%) of the school year, may be retained for loss of academic instruction. The school calendar is published prior to the beginning of each school year and provided with this handbook. Parents/guardians are expected to honor this calendar when planning vacations and appointments. Regular attendance is essential for a continuous, uninterrupted program of instruction as a basis for academic success.

In the event that a student fails to attend the required 164 days, the parent or guardian is required to meet with the school Principal before May. Parent or guardian must furnish reasons for the absences, including medical verification before credit is given for the school year.

Acceptable reasons may include the following as "extenuating circumstances" for the purpose of granting credit: personal sickness, sickness or death in the immediate family or quarantine.

Absences

A written statement giving reasons for an absence **must** be brought **within 3 days** to the student's teacher upon the student's return in order for the absence to be marked **Excused**. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

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 **two 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 4:00 PM – 4:30 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.

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

Early Departures during School Day

When a student is to leave school before the regular dismissal time, a written note is required. The note is to be presented to the teacher in charge at the time of departure. The student is to report to the office at the designated time and is to be picked up by the parent who signs out the child. Class is not interrupted to call a student to the office. The school does not release a child to anyone other than the parent, legal guardian, or adult listed on the school record. A student may not be released early on a continual basis. Patterns of early departure or consistent appointments made at the same class time will result in a conference with administration. The school encourages all doctor and dental appointments be made after 3:30 p.m. when the instructional day has ended.

Excused and Unexcused Absences

Excused absences are granted for illness, death in the immediate family, or any other unusual and unexpected events which must be cleared by the school Principal.

Pre-planned absences, such as vacations, will be counted as "Unexcused" and are discouraged. Teachers will not accommodate parents by outlining lesson plans in advance and no assignment will be

given in anticipation of the vacation. Teachers will not be required to give make-up tests or assignments for absences **due to vacations**.

If an absence excuse has not been submitted within the required 3 days, the absence will be marked Unexcused. An unexcused absence will result in non-graded make-up work, and zero (0%) credit will be issued for that assignment. Zero credit is averaged into recorded grades and is detrimental to a student's final average. For that reason, any unexcused absences are strongly discouraged.

Tardiness

Promptness is an indication of good self-discipline. Habitual tardiness seriously disrupts the educational process of other students and affects school performance of the student who is tardy. It is the responsibility of the **parents** to make sure the student is punctual to school. Habitual tardiness will require a conference between the parents, student, and Principal.

Excessive Absences and Tardiness

The following consequences will be in place to address excessive absences and tardiness:

- **3 tardies equal 1 day of absence per 9 weeks quarter. In order for a student to receive their report card, they will need to make up their time.**
- **18 tardies (maximum for full year) may result in possible blocked enrollment (grades PK-7th), and results in elimination from extracurricular activities for the school year.**
- **8 Unexcused Absences – elimination from extra-curricular activities (per quarter).**
- **16 Absences (excused or unexcused) may result in possible academic retention or blocked enrollment for the following school year as per TCCED mandate. Exclusion from extracurricular activities for remainder of school year will be implemented.**

ASBESTOS MANAGEMENT PLAN AND GAS PIPE TESTING PLAN

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), enacted in 1986, all schools, public or private, are required to have an inspection of all buildings, for asbestos-containing building materials (ACBM), by accredited asbestos-trained personnel. All Catholic School facilities of the Diocese of Brownsville were inspected in 2016, including St. Joseph Catholic School campus in Edinburg, TX. The St. Joseph Catholic School campus was inspected for ACBN by personnel from EFI Global, Inc. (EFI), an environmental consulting firm located in Houston, Texas. EFI is accredited and licensed by the Texas Department of State Health Services (TDSHS) to perform asbestos condition assessments of all suspect and identified ACBM. Building materials at St. Joseph Catholic School were observed to be in undamaged condition and/or present minimal hazards, if any, to building occupants. Periodic surveillance is also conducted semi-annually by campus personnel.

This management plan assures that students and personnel are free from any exposure to asbestos containing material. The inspection findings, both current and previous, and management plan are on file in the administrative office. These are available for review upon request at any time during normal school hours.

In compliance with the mandate from the Railroad Commission of Texas, St. Joseph Catholic School undergoes Gas Pipe Testing every two years.

BACKPACKS

Rolling Backpacks are not allowed for the following reasons:

- There are many companies who now manufacture and sell ergonomic backpacks that support the back and waist.
- The majority of student books are consumable workbooks and pages may be removed and sent home in the case of homework, eliminating the need for books taken home.
- There have been many accidents and injuries of students tripping over long-handled rolling backpacks.
- There is no space in the classrooms or lockers for the number of rolling backpacks being brought to school.
- Students are bringing rolling luggage and calling it backpacks. There is a significant difference.

- Often when staff inspects backpacks, unnecessary items adding to the weight such as multiple sweaters, library books, student toys, notebooks, food, etc. are found. Parents are urged to clean out their child's backpacks periodically.

CAMPUS CRISIS PLAN

St. Joseph Catholic School adheres to all regulations contained in the Campus Crisis Plan issued by the Diocese of Brownsville Catholic School Office. This Crisis Plan covers emergencies that may arise at school and includes response procedures, emergency numbers, and other pertinent information. The Crisis Plan is available for review in the school office.

CELL PHONES

Cell phones and other personal electronic devices are **NOT** allowed in school. Students may **NOT** bring or use cell phones, Mp3 players, tablets, radios, cameras, smart watches or any other electronic devices on school grounds. Such items if brought to school and/or used by a student will be confiscated and turned into the principal's office. If a cell phone is absolutely needed, the parent may bring in the cell phone into the front office where it will be held until dismissal. Students can then retrieve their cell phones from the front office at the end of the day.

When a student retrieves a cell phone at the end of the day, it must remain turned off and stored in the student's backpack until they are picked up by a parent or guardian. If a student is found with a prohibited cell phone during the school day (**whether having been used or not**) the student's phone will be confiscated and a parent will have to retrieve it from the principal. In addition, the student will receive a Discipline slip. A second violation of this ban will result in a student receiving a detention. A third violation of this policy will result in disciplinary action at the discretion of the Principal.

ALL cell phones will be collected after morning announcements in the gym and will be returned to students at dismissal in the gym. If a cell phone is not turned in and a student is caught with it during the school day, the cell phone will be confiscated and held in the office for a week, to be picked up by a parent or guardian

CLINIC AND SCHOOL NURSE

IMMUNIZATION RECORDS

All immunizations must be up-to-date within 30 days of entry into school. Failure to comply will result in the child's removal from school. The most recent schedule of immunization according to the State of Texas will be followed. All new students will need a TB test before school starts.

EXEMPTION FROM IMMUNIZATION

The Catholic Bishops of the US and Catholic moral and ethical theologians have concluded that the use of vaccines is not morally wrong, therefore, no exemptions will be granted in the Diocese of Brownsville on the basis of religious beliefs.

Texas State law forbids the dispensing of medications by school employees without the written request of the parents or legal guardians.

A student with severe health issues such as diabetes, epilepsy, asthma, etc. needs a note from the doctor summarizing the condition, to be kept in the student's emergency file.

If your child requires medication during school hours, this medicine must be sent to the office with a note containing the following information:

1. Name of student
2. Name of the medication
3. The prescribed dosage of the medication
4. The time(s) and exact dates of administration of the medication
5. In the case of prescription drugs, the full name of the doctor prescribing the medication
6. The signature of the parent or legal guardian
7. Medications must be prescribed by a U.S. physician and come from a U. S. pharmacy.

Sick Child Policy and Procedure

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with 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.

COMMUNICATION/CONFERENCES

The lines of communication should always be open and positive between student, teacher, parent, and administration. Therefore:

- Students are encouraged to approach their teachers first in the event of any concerns or questions in regards to academics, school policies, extra-curricular activities, or events.
- Parents are encouraged to keep in close contact with their child's instructors. Although teachers strive to maintain contact with every parent, the reality is that due to instructional demands, this is not always done in a timely manner. Do not wait for that teacher phone call if you have concerns. Call the front office and a message will be forwarded to the teacher or a parent conference will be set up.
- Teachers have designated parent/teacher conference times. If these times are not possible, accommodations will be attempted, including before and/or after school hours.
- All conferences should be conducted in a professional, confidential manner, and in an appropriate setting. Hallways and sports game sites are not appropriate settings.
- Conferences will be limited only to the parent's child and other students' behavior will not be discussed.
- The teacher has the right to stop the conference if a parent becomes verbally or physically abusive and the parent will be asked to leave the building.
- A parent asking to meet with the Principal in regards to student concerns will always be encouraged to meet with the teacher first. It is in the spirit of open communication that we support resolving issues at the root.
- If a parent and teacher cannot resolve an issue, the Counselor or Principal is asked to step in and mediate.
- The Principal will step in when all mediation has been exhausted.

FACTS

Our school has contracted with FACTS, a hosting communications company, to develop and maintain direct electronic communication between students, parents, and teachers. This will include emails and grade links. The website is www.factsmtg.com.

School Website

Our school website includes a copy of the handbook, calendar, and much more. You can find the school website at www.St-Joseph-Catholic-School.com.

Facebook

St. Joseph Catholic School Edinburg and SJCS PTO maintain recognition on this site.

Email/Class Dojo/Whatsapp/etc.

Teachers have school email accounts and parents may communicate with them through these accounts, always remembering to be professional in their correspondence. Staff is discouraged from communicating with parents through social media such as personal Facebook accounts, Twitter, texts, etc.

Many teachers use school email, Class Dojo, and/or Whatsapp to communicate immediate changes in assignments, send project reminders, or field trip information. The teacher will contact parents as to how to be included in the Class Dojo, Whatsapp, and/or any other form of communication.

Telephone Calls

- Teachers will be given the message to respond to parent telephone calls by having said messages placed in their teacher in-boxes. Teachers check their boxes between classes or during their planning times. If the concern is urgent, the secretary will let the teacher know.
- School phones are to be used for official business only.
- Students are not called out of class to answer a parent phone call. In an emergency, the phone call will be directed to an administrator.
- Telephone calls requesting a student told of a change in transportation, After School Care, etc. are discouraged and accepted only if done before 2pm. Since relaying these messages can be very disruptive to the learning process, as well as to the front office staff's duties.

CONFIDENTIALITY

School staff, including teachers, counselors, and administrators, will keep confidential information entrusted to them as long as no one's life, health, or safety is at stake. Parents will be notified promptly if there is an immediate concern.

DISCIPLINE – REFER TO SECTION TWO OF THIS HANDBOOK.

EDUCATIONAL FIELD TRIPS

All trips will be related to some aspect of the curriculum being studied or has been studied. Field Trips are initiated by the teacher and approved by the Principal and must be done before May 1st.

Permission slips must be signed by a parent or guardian, and returned to teacher along with applicable fees requested. Verbal permission by telephone or written permission by fax will not be accepted in lieu of an official permission slip due to liability issues.

Students not participating in the trip must attend school. Students who are participating in the field trip must ride the bus to and from the field trip with their class. School staff may dismiss a student to their parent attending the field trip at the end of the event but the parent must sign off on the permission slip that the school is not liable.

Medications including an EpiPen and a copy of the student's Emergency Health Care Plan must accompany the student. The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

These educational field trips are a privilege, not a right; thus, participation can be denied if a student fails to meet academic and/or behavioral requirements.

EMERGENCY CONTACT INFORMATION

In order to assure our ability to make contact in case of emergency, parents must update Emergency Contact information as changes are made to home addresses, home phone or cell phone numbers, or emergency contact persons.

EXTRACURRICULAR ACTIVITIES

Students participating in Extra-Curricular activities are evaluated at each reporting period. Any student receiving a failing mark in any subject will be ineligible for extra-curricular activities until the next Progress Report, after which the student will recover his/her eligibility. Continued participation in any activity is contingent on behavior and compliance with school policies and the Code of Conduct. Grounds for removal from an activity can include, but are not limited to, serious violation of the Code of Conduct, behavior contract, excessive discipline slips, and suspension.

STUDENT COUNCIL

Student Council is a service organization that plans activities for the student body, and works with the PTO, the Athletic Program, faculty, and staff to promote school spirit and unity. Student representatives are elected during the beginning of the school year and once elected, continued membership is determined by academic performance and behavior. Please refer to Student Council contract for more details.

NATIONAL JUNIOR HONOR SOCIETY

St. Joseph Middle School is a participating member of the NJHS. This organization is part of the National Honor Society, the oldest and most respected organization for recognizing the academic accomplishments of young scholars in America. Any student in the seventh and eighth grade who meets the challenging academic standards set forth by the organization's Charter is eligible for selection and possible induction. Selection, discipline, and dismissal will be reviewed and recommended by the Faculty Council as set forth in the NJHS Constitution.

8TH GRADE RETREAT

The 8th grade class takes an annual retreat. In order to qualify for this experience, a student must maintain a passing yearly average for all classes as well as be passing all subjects during the quarter the retreat is taken. The student must also be in compliance with behavior requirements. A student will be ineligible for the retreat if they have faced multiple disciplinary actions during the year, including but not limited to, detention, placed on contract, probation, or suspended more than once during the year. Final decision as to a student's attendance will be made by the Principal.

FAMILY/CUSTODIAL SITUATIONS IN RELATIONSHIP WITH THE SCHOOL

St. Joseph Catholic School is finding an increasing number of families experiencing transitions in parental custodial relationships. For this reason we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Joseph Catholic School personnel will, therefore, send home notices, communications, etc., with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, conference appointments, report cards, discussions with school personnel, tuition statements, and extra-curricular activities.

In families experiencing separation of parents, or ending in divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interaction at school, parents are asked to inform both the Principal and teacher of this fact so that appropriate support can be given to the child. St. Joseph Catholic School personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the Principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the Principal. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. We will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class-work and papers or routine communications sent home through the child to the home of residence. In these cases the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children.

In cases of "joint" custody (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all situations: It is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both parents wish to be present. It is assumed that parents are also to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstandings and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties' involved, alternative arrangements may be discussed with the Principal, subject to the approval of both parents, and further reviewed by St. Joseph Catholic School's legal counsel. Every effort will be made to keep communication open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this statement of procedures or circumstances you feel necessitate other arrangements, please contact the Principal personally.

GRADUATION CELEBRATIONS

Kinder parents coordinate the graduation decorations and reception.

8th grade parents coordinate the graduation photographer and reception.

GRIEVANCE PROCEDURES

A grievance is a complaint based on any alleged violation or inequitable application of policy or a dispute over the meaning or interpretation of the terms contained in this handbook.

This procedure is intended to resolve a grievance informally at the lowest possible administrative level in a Christian atmosphere. Persons with concerns regarding application or interpretation of a policy should first attempt to address the concern with the teacher. Only after such attempts have failed should administrators be contacted.

The following levels of submitting and resolving a grievance are:

INFORMAL ACTION – RESOLUTION/CONCILIATION

Level 1 - Presentation to the Teacher

Level 2 - Presentation to the Principal

FORMAL ACTION

If a satisfactory resolution is not reached at the resolution/conciliation level, the complainant shall state his or her complaint in writing (on a form to be provided by the principal), setting forth the nature of the complaint, all relevant details and the remedy sought. This form should be submitted to the pastor within ten (10) working days following the meeting with the principal.

Level 3 - Presentation to the Pastor

Level 4 Decisions corresponding to any matter other than school personnel are final and will not be considered at Level 5.

Level 5 - Presentation to the Superintendent

GUIDANCE PROGRAM

St. Joseph Catholic School provides a part-time counselor. The counselor provides individual, group, and class sessions. Parents may request additional counseling services by submitting the appropriate forms available in the school office.

LATE PICK UP

Students not picked up by 4:00 p.m. will be sent to the After School Care Program. There is an \$8.00 charge, per day, for students in PK3 – 8th grade for this service. There is an additional charge of \$1 for every minute past 5:30 p.m. This will be billed directly to the student's account. Continual late pick-up will result in a parent conference with an Administrator.

LIBRARY

The library is central to the school's total educational mission. As such, the library program is fully integrated into the curriculum, serving the school's educational goals and objectives. The library offers both traditional resources and new technologies as teaching and learning tools. The library is accessible to teachers and students during the instructional day.

Students regularly visit the library to check out books, to receive instruction of library techniques, and to do research. When in the library they are under the supervision. Fines (10 cents per day) are assessed for overdue books and all lost or overdue fees must be paid at year's end to receive report card.

LOCKERS

Lockers are provided as a convenience for students in 6th – 8th grades. Students are responsible for keeping their lockers clean and orderly. No decorations are allowed on the outside of the locker. Students need to provide their own lock. Students are advised not to share their locker combinations with others. Locker assignments are handled by the Home room teacher.

PARTIES

Grades PK – 8th are permitted two class parties per year (Christmas and Valentine's Day). School sponsored dances and sports activity days are scheduled only for Middle School.

Class time is not taken for birthday parties. Birthday cupcakes or cookies may be brought to share with classmates during snack time for PK & Kinder students or at the end of the day for the other grade levels. This requirement is a result of excessive celebrations in previous years.

Birthday invitations may be distributed in class only with teacher approval. Distribution may only be made to the entire class or boy/girl sections. Invitations given out during morning assembly or lunchtime may be confiscated. These requirements are for the emotional well-being of all students. It is very hurtful to see classmates receive an invitation while one is left out.

Students may not bring refreshments or collect money for any celebration without approval from administrators. Delivery of flowers, balloons, etc. to the school is discouraged. Such deliveries will be held in the front office and given to students at the end of the school day.

PHYSICAL EDUCATION

All students are required to participate in the gym classes unless a written note from the student's physician is presented stating the reason and duration of the exemption. Copies should be given to the classroom teacher and coach. Students in 5th – 8th grades are required to wear a school P.E. uniform.

SCHOOL CLOSINGS OR EVACUATIONS

Notification of school closings due to weather will be announced on TV Channels 4, 5, and 48. Notice will be posted on the school Facebook page, Website, and through the school messenger email.

In case of a school evacuation, students are to be picked up at West Park, located on Fay & 8th Street.

SCHOOL FACILITIES

Use of the school facilities is encouraged for programs which provide a significant religious, educational, or civic contribution to the public, provided that such programs do not interfere with regular school activities or create expenses or liabilities which jeopardize the school's operation.

The principal in conjunction with the pastor will determine the conditions under which their school facilities may be used. Adequate insurance or bonding must be supplied.

For the safety of the children, our school facility is considered closed campus. No one is to enter school grounds without checking in at the front office first. Our children's safety depends on our knowing who is on campus at all times. Parents are welcome to visit the school, but must clear the visit with the office and sign in first. During the hours of instruction, no visitors are allowed into the classrooms or instructional hallways without permission from administration. All parents and visitors need to check in the office where they will receive a Visitor's Pass. Parents who volunteer or have appointments in the building may not drop into a classroom to see their student or a teacher during the day. This is an interruption to the teacher and to the educational process.

It is understandable for the first week of school to escort small or new children to their classroom until they are more familiar with the school environment. However, once children are oriented parents may not enter the instructional hallways when dropping children off in the morning. Teachers are required to give the children in their care 100% of their attention, and they cannot visit with a parent when they must be attending to their class.

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

SCHOOL SAFETY

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

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

SERVICE HOURS

Each family is required to perform 10 hours of service to the school community. There will be many events throughout the year where extra help is required and school staff and school budget cannot fulfill that need. This is when parent volunteers are extremely welcome!

This service can be performed at a variety of events during the school schedule throughout the school year. These functions may be during the week or on weekends (giving working parents more opportunity). Incomplete service hours will be billed to the family account at \$10.00 per hour. Further details are available in the Volunteer and/or Service Hours Handbook Guidelines.

- **Although weekend events will be available for service hours, we recognize that work constraints may affect a parent's volunteer time. Therefore, grandparents and immediate relatives may help with minimal hours.**

STUDENT COMMUNITY SERVICE

- In an effort to instill in our students the Church's teachings on social justice and call for all of the faithful to contribute to the common good of all its members, and in fulfillment of our school's mission statement, all students in grades 6,7,8 will be required to do 15 hours of community service during the school year. This service is part of their Religion grade and service opportunities may be provided by the school.

STUDENT SERVICE HOURS

- "As for me and St. Joseph, we will serve the Lord" – School Mantra
- **7 hours yearly required of service for grades Kinder through 2nd**
- **9 hours yearly required of service for grades 3rd through 5th**
- **15 hours yearly required of service for grades 6th through 8th**
- In keeping with St. Joseph's mission of service, 3 of the service hours will be required by each student to be fulfilled in choir participation at Vespers and 6:00 p.m. Mass on Sunday. The dates will be assigned to each class. Choir participation at Mass is part of the religion curriculum at St. Joseph Catholic School. While it is recommended for students to fulfill their service hours with their own class, students can fulfill their hours on any scheduled "Service Mass". The school Mass schedule will be sent out at a later date.
- The itinerary of each Mass is as follows:
 - 5:00 p.m. Warm-up in the choir room
 - 5:30 p.m. Vespers in the church
 - 6:00 p.m. Mass begins.
 - 7:00 p.m. Mass ends.
- In the event that a student has not fulfilled their service hours by the end of each semester in choir, parents and students will be required to attend a meeting with the Pastor and the Principal so that the issue can be resolved.

SMOKING

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco or any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. The battery of an e-cigarette has been known to explode and/or catch on fire.

SOCIAL MEDIA

Facebook® and other Social Media Postings of Student Photographs

St. Joseph Catholic School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. St. Joseph Catholic School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at St. Joseph Catholic School are discouraged from posting photographs taken at school sponsored events that include the images and names of students other than their own on their personal Facebook® page. Such postings are a violation of the St. Joseph Catholic School's adherence to FERPA and the Child Protection Act.

Instagram®: Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices which are brought to school face suspension and/or expulsion. In accordance with the law, the Edinburg Police Department will be notified.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.seconddlife.com®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

SOLICITATIONS

Literature promoting private businesses, organizations, or political candidates may not be distributed through the school.

STUDENT FUNDRAISING

Students may not engage in fund-raising activities without the approval of the Principal, either individually or as a club.

TECHNOLOGY

St. Joseph Catholic School's computer facilities provide opportunities to explore and use a varied and exciting set of educational resources including computer programs, CDs, and access to the Internet.

We recognize that the Internet's access to virtually limitless sources of information poses a hazard. Some Internet sites contain materials which are sexually explicit, offensive, or contrary to our educational mission. St. Joseph Catholic School does use filters and a firewall that limit access to undesirable web sites. However, these measures are not completely effective in deterring individuals who are intent on accessing such sites. Therefore, we provide supervision wherever computers are in use.

Engagement in online blogs such as, but not limited to, Facebook, InstaChat, MySpace.com®, Xanga®, Friendster®, Snapchat, WhatsApp, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

We place primary responsibility on the student to use our computer facilities for appropriate means only. The rules for computer usage and guidelines for on-line conduct will be posted in each room where computers are available for use. Failure to meet any of these expectations may result in revocation of the student's permission to use the school's computers and/or other disciplinary action.

To be granted permission to use the school's computers, the student must:

- Sign the Acceptable Use Policy (AUP) Agreement;
- Obtain a parental signature on the AUP Agreement;
- Return the signed copy of the AUP Agreement to the Homeroom Teacher.

The following are considered as serious violations, which may lead to suspension or termination of privileges:

- Use of the network or Internet to plagiarize or violate copyright laws
- Use of the network or Internet to send or display offensive and/or obscene messages or pictures
- Use of computer to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people
- Use of the network or Internet to harass, insult, or attack others
- Use of the network or Internet for commercial purposes or sending of unsolicited junk mail, or chain letters
- Trespassing in another's folder, work, or files FOR ANY REASON
- Use of DVDs, USB data devices (regardless of source or content) without the permission of the network administrator or classroom teacher
- The creation, propagation, and/or use of computer viruses
- Acts of vandalism, which include, but are not limited to, any attempt to harm or destroy the network/Internet or any networks or sites connected to the network/Internet
- Attempts to breach security codes and/or passwords
- Willful destruction of computer hardware, software, or attempts to exceed or modify the parameters of the system (will require restitution for costs associated with system restoration, hardware, or software)
- Attempts to read, delete, copy, or modify the electronic mail of other system users
- Deliberate interference with the ability of other system users to send or receive electronic mail
- Electronic snooping for any purpose or transmission of discriminatory or harassing language by any student, school employee, or volunteer
- Threats to carry out any of the above

Online Safety

When using the Internet, students are expected to act in a proper and ethical manner and to abide by these general rules when using school computers:

- Being polite. Not writing or sending abusive messages to others.
- Using appropriate language. Not swearing, using vulgarities, or any other inappropriate language.
- Not revealing personal addresses or phone numbers, or those of fellow students, or sends my picture to anyone without getting my parent's permission.
- Never arrange a meeting with any person encountered online while using the school's computer system.
- Notify a staff member if a request for personal information or threatening statements, or any transmission that causes the receiver to feel uncomfortable is received through the school's system.
- E-mail is not guaranteed to be private. People who operate the system do have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not buy or order anything online or give out credit-card information

PARENT PERMISSION FOR MEDIA RELEASE

Parents or Guardians must give permission for St. Joseph Catholic School to use a child's name, picture, or comments in any materials used to promote school programs, recruit new students, and/or dispense public information. **This permission is to be granted or denied during orientation and kept on file throughout the school year.**

TEXTBOOKS

All student textbooks, workbooks, and paperbacks must be cared for at all times. Students who lose, deface, or misplace a textbook, workbook, or paperback are required to replace it at their own expense. Student accounts will be billed for the cost of the replacement book plus shipping.

TUITION, FEES, & MANDATORY FUNDRAISER

Annual tuition is to be paid in either twelve (12) equal payments with the first payment due on June 1st or ten (10) equal payments with the first payment due on August 1st. The remaining payments are due on the first (1st) of each month and payable until the tenth (10th). Payments are to be made at the office. Current tuition and registration amount may be obtained on www.factsmgt.com or by calling the school office 956-383-3957.

The school conducts two mandatory fundraisers per year:

- Fall Turkeyfest Raffle, commitment* is \$300 (30 tickets @\$10.00)
- Spring Walkathon commitment is \$300.

*As per the enrollment application and registration forms, families are asked to commit to selling raffle tickets for the school's major fundraiser. The funds from this raffle help to supplement the school's operating costs.

- All book/registration/technology fees and tuition are non-refundable.
- Educational trip fees that have been paid are non-refundable.
- There is a thirty-dollar (\$35.00) charge on all returned checks. A returned check constitutes grounds for payment in cash or by cashier's check. This applies to all checks made out to the school, not just tuition.
- A late fee of twenty-five dollars (\$25.00) is added to each payment received after the 10th of the month. If the account is not cleared by the last day of the month, the student is not admitted to class until all financial obligations are met.
- If any obligations cannot be met, you must make arrangements in writing with school administration. Failure to make these arrangements may result in your child not being allowed to continue at St. Joseph Catholic School.
- In order to be eligible for early registration for the next school year, all financial obligations must be cleared. The school reserves the right to block enrollment if there is a documented history of non-compliance with the tuition payment policy.
- The school will not forward records for students who withdraw with an outstanding balance.

UNIFORM DRESS CODE

In a society where there is so much emphasis on external appearances and material possessions, it behooves us as parents and educators to help our children grow in the ability to see through and beyond these concerns to more important values. In an effort to teach our children that it is neither the clothing nor the possessions that make each person special, we require all students to wear the uniform prescribed for their grade level unless they have been given specific permission to do otherwise.

All students must be in uniform every day. If a student is not in uniform, a uniform compliance slip will be issued, and/or the parents will be called and asked to deliver the necessary items to school for the child. The school will have “dress-down” days (blue jeans, non-uniform clothing, theme day, etc.) which will be announced during the course of the school year. P.E. classes from 5th -8th have a required gym uniform as well and may be obtained in the uniform store.

St. Joseph Catholic School has a uniform contract with Duratex Apparel. A list of the prescribed uniform clothing is available through their office as well as in this handbook. No part of uniform shirt/blouse or pants may display a NAME BRAND. Examples would be POLO, AF, OLD NAVY, etc.

St. Joseph Catholic School recognizes that financial difficulties may hinder the purchase of uniforms from Duratex Apparel. Therefore, flexibility is allowed as to the purchase of pants/shorts, grey polo shirts, and white Oxford shirts. However, the color of the navy pants/shorts and grey polo shirts/white Oxford shirts **MUST be as close as possible to the color and design used by Duratex Apparel.**

Carpenter or cargo navy shorts/slacks are not allowed. Duratex Apparel has the school emblem.

- All grey polo shirts and white Oxford shirts **must** have the school emblem.
- Scouting uniform may be worn to school on the day of regular meetings or for special Scout events. Administration needs to know of Scouting uniform days a week in advance.
- All visible clothing must conform to uniform code.
- All clothing must be clearly marked on the inside with the student's name in as many areas as possible.
- Any official school shirt may be worn on Spirit Day (most Fridays) as long as the name of the school is on the shirt.

Girls Uniforms

Pre-K – 5th Grade EVERYDAY

Navy shorts* or slacks* Shorts, length at knee

Grey polo shirt with logo

All white or all black tennis shoes or white with black (Adidas, Nike, Converse, etc.). **No other colors.**

All white crew socks. **No ankle socks or below shoe line.**

6th – 8th Grade EVERYDAY

Plaid Skirt, length at knee

White blouse with plaid tie matching the skirt

Navy vest with logo

Navy tie

White crew socks **No ankle socks or below shoe line**

All white tennis shoe, all black tennis shoe or white with black (Adidas, Nike, Converse, etc.). **No other colors**

Pre-K – 3rd Grade MASS UNIFORM

Plaid Jumper with logo, length at knee
White blouse
Navy tie
White knee-high socks or white tights. **No ankle socks or below shoe line**
Black ballet flats or dress shoes

4th – 8th Grade MASS UNIFORM

Plaid Skirt, length at knee
White blouse with plaid tie matching the skirt
Navy vest with logo
Navy tie
White knee-high socks or white tights
No ankle socks or below shoe line
Black ballet flats or dress shoes

18 months - 4-year olds must use Navy blue walking shorts/slacks with elastic waist with grey polo shirt with logo year-round.

18 months – 4-year old’s shoes must not have laces for safety purposes.

***If shorts or slacks have belt loops, a black belt must be worn. 1st – 8th graders only.**

5th – 8th Grade Girls P.E. Uniform

Navy P.E. mesh shorts, length at knee
Grey P.E. t-shirt

Boys Uniforms

PK – 5th Grade EVERYDAY

Navy shorts* or slacks*. Shorts must be to the knee

Grey polo shirt with logo

White crew socks

No ankle or below shoe line

All white tennis shoe, all black tennis shoe or white with black (Adidas, Nike, Converse, etc.). **No other colors**

6th – 8th Grade EVERYDAY

Navy Slacks*

Blue Oxford shirt with logo

Navy tie

White crew socks **No ankle or below shoe line**

All white tennis shoe, all black tennis shoe or white with black (Adidas, Nike, Converse, etc.). **No other colors**

PK – 8th Grade MASS UNIFORM

Navy Slacks*

White Oxford shirt with logo

Navy tie

Navy/black crew socks, **no ankle or below shoe line**

Black dress shoes

***If shorts or slacks have belt loops, a black belt must be worn. 1st – 8th graders only.**

5th – 8th Grade Boys P.E. Uniform

Navy mesh shorts, length at knee

Grey P.E. t-shirt

Winter or Cool Weather Clothing – Girls/Boys

Designated Uniform Sweaters/Pullovers, Jackets in Navy or Grey

- St. Joseph Catholic School recognizes that financial difficulties may hinder the purchase of uniforms from Duratex Apparel. Therefore, flexibility is allowed as to the purchase of jackets. **The recommended color for all jackets and sweaters is NAVY BLUE or GREY with no visible brand name or logo.** These may be worn during the school days. We suggest you purchase a navy-blue sweater for your child to wear in the classroom.
- A cotton hooded jacket in navy blue or grey is acceptable.

GROOMING

- Students must keep a neat appearance at all times. Shoe laces are to be kept tied.
- Boys' shirts must be kept tucked in.
- Boys' and Girls' hair may not be bleached, tinted or dyed, nor be in any type of "shaved" style.
- Boys must maintain a neat haircut. Hair must not cover the ears, eyebrows, or collar.
- Girls' hairstyles are to be worn in a controlled style. **(Barrettes, bows, and combs that match the uniform jumper or skirt are to be in school colors ONLY)**
- Girls may NOT wear beads, strings, colors, etc. in their hair.
- Only one pair of stud earrings may be worn (one in each ear lobe), even though a girl may have multiple piercings.
- Earrings are not allowed for male students.
- No other visible body piercing or tattoos are permitted.
- One ring, one bracelet, one watch may be worn.
- One necklace or a chain, medal, or cross may be worn inside the blouse or shirt.
- **Hair sprays, deodorant sprays, fingernail polish, colognes, or perfumes may not be brought to school.** These will be confiscated. (Roll on deodorant is recommended for use after P.E. class.)
- Only clear fingernail polish may be worn in all grades. Removal of all other will be done by the office. No artificial nails allowed.

VISITORS AND GUESTS

St. Joseph Catholic School is a closed campus. All parents, visitors, and guests are required to check in at the front office and receive a pass. A photo ID or Driver's License is required. Visitors pass must be obtained for adults joining their child for lunch and birthday celebrations.

VOLUNTEERS

All volunteers dealing directly and consistently with students must undergo a criminal background check or name-based search through law enforcement databases as well as training in a diocesan program on recognizing child abuse called "Protecting God's Children". "Protecting God's Children" sessions will be announced. Volunteers doing community service will be assigned an area and duties explained on tasks they will be responsible for. Cell phones should not be in use during assigned duty. More information may be reviewed in the Volunteer Handbook.

RIGHT TO AMEND

If changes are necessary during the school year, St. Joseph Catholic School maintains the right to amend the contents of this publication.

PARENT – STUDENT HANDBOOK Section Two

DISCIPLINE & CONSEQUENCES

CATHOLIC SCHOOL DISCIPLINE:

Discipline is as fundamental in Catholic Education as it is in Catholic life. Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self-discipline. Discipline also promotes a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process. Helping children develop self-control while interacting with their peers in a Christian environment is the priority of our discipline policy.

DISCIPLINE POLICY:

In the Diocese of Brownsville and at St. Joseph Catholic School emphasis is placed on the individual growth of the student. The goal of this Discipline policy is to help students achieve habits of self-discipline, to safeguard the rights of all, and to foster virtuous living by each member of the school community. Thus, each person in the school community bears a responsibility for the success of this discipline policy by ensuring that his or her actions are in accord with the highest standards of behavior. It is the individual student's responsibility to exercise self-discipline, and to strive to fulfill the school's expectations.

Teachers and administrators hold both the authority and the responsibility to implement the philosophy, goals, objectives, and policies of St. Joseph Catholic School. Therefore, when a student fails to exercise self-discipline, it is the **teacher's** responsibility to respond with appropriate corrective action that will support the values of the school, teach the student the appropriate way to act, and safeguard the rights of other members of the school community. It is the Principal's responsibility to ensure the given corrective actions follow the discipline plan in a just and constructive manner.

Discipline procedures and policies:

CLASSROOM/TEACHER DISCIPLINE PLANS:

Within each class positive discipline will be modeled and used. This will vary between grade levels and will be explained to the students by their teachers and administration. Parents will be informed classroom rules and consequences through teacher handouts.

All school staff is responsible for issuing a range of consequences for minor offenses which may include loss of a privilege, a time-out period, loss of recess, discipline or detention slips, etc. Parents will be notified by the teacher or principal if the misbehavior persists. Parents will be asked to come in for a conference if the teacher notices a pattern of misbehavior. Good communication is essential for understanding the problem and shaping behavior changes.

The essence of Christian discipline is self-discipline. Rules and regulations pertaining to the management of student behavior are necessary for the development and maintenance of an orderly, safe, Christian school environment.

Because student behavior needs to reflect the Catholic values of St. Joseph Catholic School, the following Code of Conduct has been established. It is applicable at any time a student's behavior would reflect upon the school or parish community, **whether the action takes place on or off school property.**

CODE OF CONDUCT & POLICIES

POLICY REGARDING BULLYING

St. Joseph Catholic School is committed to providing an atmosphere conducive to learning with a focus on the personal worth and dignity of every child. All efforts are made to educate children in a Christ-like setting. Therefore, verbal, written, or on-line acts of name-calling, taunting, bullying, harassment, physical aggression, acts causing physical injury, or acts causing another to do the same are not tolerated. Victims or witnesses to these actions should report them to the teacher and/or administration immediately. All allegations are investigated, and prompt, appropriate disciplinary action is taken.

Disciplinary action may include any or all of the actions indicated in the ‘DISCIPLINE POLICY’ section of this Code of Conduct or as required by law.

POLICY REGARDING SEXUAL HARASSMENT

The administration and staff of St. Joseph Catholic School believe that all students are entitled to study and work in school-related environments that are free of sexual harassment. St. Joseph Catholic School does not tolerate sexual harassment of any type. (*Harassment: Engaging in any type of unwanted and unwelcome verbal or physical behavior*).

Victims or witnesses of these actions should report them to the teacher and/or administration immediately. Allegations are investigated and prompt, appropriate disciplinary action is taken. Parents of both parties are notified.

Examples of peer sexual harassment include, but are not limited to: verbal, written (including texts, chats, social media), or on-line taunting, bullying, other offensive, intimidating, or hostile conduct, gestures or touches, actions, clothing or accessories, music, verbal, written, or on-line communications, graffiti, jokes, nicknames, stories, pictures, cartoons, drawings, or objects which are offensive, annoy, abuse, or demean an individual or group.

Disciplinary action may include any or all of the actions indicated in the ‘DISCIPLINE POLICY’ section of this Code of Conduct or as required by law.

POLICY REGARDING STUDENT THREATS

All student threats to endanger or inflict harm to oneself or others are taken seriously. Anyone hearing a threat must report it immediately to the supervising adult or Principal. A student making a threat, whether verbal, written, on-line, or other, is taken to the office for supervision.

Judgment as to the seriousness and immediacy of the threat will indicate notification of the parents and/or police, as the situation warrants, along with any intended or potential recipients of the threat (i.e., adults or, if the threat is directed against a student, the parents of the student).

Disciplinary action may include any or all of the actions indicated in the ‘DISCIPLINE POLICY’ section of this Code of Conduct or as required by law.

POLICY REGARDING FIGHTS

Any student engaged in a fight is subject to immediate disciplinary action appropriate to the age and maturity of the student.

Disciplinary action may include any or all of the actions indicated in the ‘DISCIPLINE POLICY’ section of this Code of Conduct or as required by law.

POLICY REGARDING WEAPONS

A weapon includes but is not limited to any instrument, device, or object capable of inflicting injury and designed or specifically adapted for use as a weapon, and possessed or carried as a weapon. This includes any dangerous object (firearm, knife, deadly weapon, explosive, incendiary device) or look-alike.

This policy expressly prohibits the use, possession, transmission, sale or discharge of any weapons, instruments, or explosive devices in the school, on school grounds, or at school-sponsored activities. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

Disciplinary action may include any or all of the actions indicated in the ‘DISCIPLINE POLICY’ section of this Code of Conduct or as required by law.

POLICY REGARDING DRUGS OR ALCOHOL

Students will not possess, sell, use, transmit, or abuse drugs or look-alike drugs, alcohol, tobacco, or any illegal substance. If it is determined that this policy has been violated, the parents of the offender shall be immediately contacted and shall cooperate with the disciplinary process.

Disciplinary action may include any or all of the actions indicated in the ‘DISCIPLINE POLICY’ section of this Code of Conduct or as required by law.

POLICY REGARDING SEARCH AND SEIZURE

Because school officials have a legitimate interest in the safety and protection of all students within their care and custody, the school reserves the right to search anything brought on school property.

Lockers are the property of the school and are subject to search at any time. The Principal reserves the right to conduct locker inspection and/or search if circumstances warrant it. Students tampering with another student's lock or locker are referred to the office for disciplinary action. The Principal reserves the right to have students empty their pockets, purses, and/or backpacks for stolen articles, weapons, and/or drugs.

Disciplinary action may include any or all of the actions indicated in the 'DISCIPLINE POLICY' section of this Code of Conduct or as required by law.

POLICY REGARDING SUSPECTED CHILD ABUSE

Texas State law requires teachers, administrative personnel, and other employees of any public or private school to report all suspected incidents of child abuse to the Child Protective services (CPS). Child abuse includes physical abuse, physical neglect, sexual abuse, and emotional maltreatment. St. Joseph Catholic School will follow the State of Texas guidelines for the CPS investigation.

STUDENT RESPONSIBILITIES

1. Respect Authority - students will not defy school authorities and/or challenge school rules and policies.
2. Accept consequences for your actions - students will not refuse to accept discipline and the consequences of their behavior.
3. Avoid school or classroom disruptions - students will not deliberately disrupt any school activity.
4. Avoid endangering yourself or others - students will not endanger the well-being of themselves or others and avoid all forms of assault or violence and will not bring to school or have in their possession any article or object judged to be harmful to themselves or others or the good order of the school.
5. Show affection appropriately - any expressions of affection between/among students will be simple and appropriate to the school situation.
6. Avoid foul language - students will not use profane, vulgar, disrespectful, or hurtful language.
7. Maintain a "Bully-Free" environment - students will not tease, bully, harass, and/or coerce others.
8. Respect school and personal property - students will not damage, destroy, or deface any property and will be required to make restitution as directed.
9. No unauthorized snacks - students will not chew gum or have or consume any unauthorized snacks, food, or beverages on school property.
10. No illegal substances - students will not possess, sell, use, transmit, or abuse any drugs or look-alike drugs, alcohol, tobacco, or any illegal substance and will participate in the education and prevention programs provided or recommended by the school.
11. Follow the Uniform policy - students will follow the school uniform code regulations.
12. Complete assignments and do your own work - students will be truthful and honest and not engage in any form of cheating or dishonesty.
13. **Leave all electronic devices at home - students will not have in their possession personal cell phones, smartwatches, pagers, electronic games, beepers, recording/ listening devices, or unauthorized software.**
14. Follow arrival and dismissal policies - students will follow all school policies for arrival and dismissal and will not leave the school premises or assigned classes without authorized permission during the school day.
15. Follow rules and procedures - students will not violate the **Code of Conduct** or its **Specific Policies.**

SCHOOL RESPONSIBILITIES

Administrators, faculty, and staff at St. Joseph Catholic School are committed to:

1. Motivating and assisting students to follow the Code of Conduct as a means of personal growth, an expression of Christian moral behavior, and respect and care for oneself and others
2. Enforcing the school rules and discipline policies with fairness and discretion
3. Allowing for adjustments in disciplinary actions as deemed necessary due to circumstances and maturity of the student
4. Maintaining effective and respectful communications with parents regarding student behaviors and appropriate parental responses
5. Continually updating their understanding of student behavior and its influences, and the techniques of classroom and student management.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians have the responsibility as primary teachers and disciplinarians of their child to:

1. Model and support their child's practice of the Catholic faith
2. Support school policy and the authority of the administration and teachers
3. Insist that their child obeys the regulations and principles of good behavior
4. Support teachers and administration in the discipline of your child and respect their judgments as they apply the school discipline code
5. Be aware of and monitor external influences like TV programs, movies, social media, etc.
6. Sign and return all correspondence in the time prescribed
7. Encourage their child to complete all assignments
8. Communicate openly with faculty and staff when necessary and avoid any criticism of teachers and school policy within and without the school building
9. Follow the policies and procedures stated in the handbook
10. Pay all fees (tuition, lunch, etc.) on time
11. Reimburse school for property destroyed (accidentally or intentionally) by their child.

CONSEQUENCES

When a child chooses to disregard the rules that have been put in place, it is important that he/she understands that consequences will take place.

DISCIPLINE SLIPS

A discipline slip is a written warning issued to students by a staff member witnessing a violation of school policies. It is given after a verbal warning has been previously issued. A copy is given to administration, a copy is sent to the student's Homeroom teacher, a copy is sent home for parent signature, and **the staff member issuing the discipline slip informs the parent by RenWeb email or a phone call that a discipline slip is coming home that day.**

The Supervising teacher may issue a Discipline Slip for any of the following infractions but not limited to:

1. Disruption of classroom learning
2. Disregard of classroom or school rules
3. Inappropriate physical contact
4. Disrespect of staff or peers

Discipline slips, signed by a parent, must be returned to school the next school day. If the student fails to return the slip, the student will call home from the office to let the parent know that the slip will be coming home again that night. It is important that the parents support this process and that they take time to discuss the infraction that occurred and a plan for how their child can improve his/her behavior.

*When a student has earned **THREE** written Discipline slips, the student will serve a detention.

AUTOMATIC DETENTION MAY BE ISSUED FOR THE FOLLOWING INFRACTIONS:

1. Fighting, harassment, bullying and any forms of intimidation
2. Defacing of school property
3. Dishonesty – which could include but may not be limited by the following: cheating on tests, copying someone else's work, letting someone else copy your work, looking at a test, quiz or exam of another student's, signing a parent's name, etc.
4. Abusive, profane, indecent language or gestures
5. Stealing

DETENTIONS

Detentions are determined at the discretion of the Principal, and /or Discipline Committee and are issued immediately when serious offenses occur. A detention is also given automatically when a student receives his/her **THIRD** Discipline Slip, or with every **FOUR** tardies recorded on their Attendance Record (**grade levels 4th through 8th**). Detentions are held on Thursdays from 3:45 p.m. – 4:45 p.m. in an assigned room. Any extracurricular activities scheduled for this day are forfeited.

After a student has served **TWO** detentions, a conference may be held with the student, parents, the Principal and teachers to discuss consequences and strategies for improving the student's conduct. A plan will be put in place for helping the student follow the discipline code; improvement in behavior must take place. If the student earns a **THIRD** detention, the Disciplinary Committee (as defined below) will meet to determine a strategic plan for the improvement of behavior. The plan will be presented to the student and parents. If subsequent referrals are issued, the student will receive an in - school suspension. Any infractions after an in - school suspension require a mandatory meeting with the parents, and out-of-school suspension will be issued.

IMMEDIATE SUSPENSION AND/OR EXPULSION MAY BE ISSUED FOR THE FOLLOWING INFRACTIONS

1. The use or possession of drugs, alcohol, or weapons of any kind
2. Fighting that causes or has the potential to cause serious injury
3. Leaving the school grounds during school hours without permission
4. Flagrant violation of the Acceptable Use Policy for technology
5. Flagrant inappropriate physical contact
6. Direct physical or verbal threat to students or staff

SUSPENSIONS / EXPULSIONS

Any deliberate action that is contrary to the moral climate, serious in nature, and having potential to cause harm to any student or staff member may result in a suspension of up to three days and/or expulsion. St. Joseph Catholic School has a Disciplinary Committee who serves in an advisory role to the Principal when serious infractions have occurred. The Disciplinary Committee which consists of the Principal, the school counselor, and representative teachers from the primary, elementary, and middle school level makes a recommendation about a course of action to follow when a student's offense is of a serious nature.

Suspensions may be "in-school suspensions" or "out of school suspensions" depending on the seriousness of the offense. The suspended student will **NOT** receive credit for missed work. All assignments given during those days of suspension (including classwork, homework, and tests) will result in a **zero average**. Prior to any suspension or expulsion, the Principal will conduct a conference with the student, the parents of the student, and the student's teacher. The Pastor will be informed of the incident and invited to attend the meeting. The final decision will rest with the Pastor and the Principal. The parents will then be informed as soon as possible of the decision.

DETRIMENTAL CONDUCT

A student who engages in conduct detrimental to the school's reputation, on or off school grounds, can be subject to suspension or expulsion.

UNIFORM VIOLATIONS

Students will be issued a uniform violation when they are not wearing the correct uniform. After **THREE** violations the student will earn a Discipline Slip. Uniform violations also include Physical Education uniforms required for students in 5th through 8th grades.

PERSONAL ELECTRONIC DEVICES

Cell phones and other personal electronic devices are **NOT allowed in school**. Students may **NOT** bring or use cell phones, Mp3 players, tablets, radios, cameras, smart watches or any other electronic devices on school grounds. Such items if brought to school and/or used by a student will be confiscated and turned into the principal's office. If a cell phone is absolutely needed, the parent may bring in the cell phone into the front office where it will be held until dismissal. Students can then retrieve their cell phones from the front office at the end of the day.

When a student retrieves a cell phone at the end of the day, it must remain turned off and stored in the student's backpack until they are picked up by a parent or guardian. If a student is found with a prohibited cell phone during the school day (**whether having been used or not**) the student's phone will be confiscated and a parent will have to retrieve it from the principal. In addition, the student will receive a Discipline slip. A second violation of this ban will result in a student receiving a detention. A third violation of this policy will result in disciplinary action at the discretion of the Principal.

PARENTAL SUPPORT OF THE DISCIPLINE CODE

Each teacher implements a plan of discipline for his/her classroom. It is the student's responsibility to follow the behavior guidelines provided by the staff and learn what behaviors are acceptable in the classroom, at recess time, and in the cafeteria. Students will be held accountable for following rules. Parents are expected to support the Discipline Code. If any Discipline Slips are brought home, parents should take them seriously because it is an indication that the child is deviating from acceptable behavior. If a child or parent consistently ignores rules, it becomes apparent that he or she has not embraced the school mission at St. Joseph Catholic School and the student may be asked to leave.

A note to parents

As the parent/guardian of a St. Joseph Catholic School student, you are principally responsible for the behavior and conduct of your child. As school administration and teachers, our goal is to assist and support you in this responsibility. Also, through our direction and our code of conduct, we hope to provide motivation and guidelines for your child's behavior. In a particular way of fulfilling your many parental responsibilities, we ask that you be especially mindful of your child's use of and exposure to our contemporary media and entertainment (television, films, games, music, internet access, etc.). More than ever, these expose our children to extremes of violence, sexuality, and personal disrespect, which can affect their own attitudes, values, and behaviors.

Elastic Clause

Because it is impossible to foresee all problems which arise, this clause empowers the administration to take disciplinary action for any behavior on the part of student or parent which violates the spirit and philosophy of St. Joseph Catholic School even though not specified in this Code of Conduct.

THE PRINCIPAL RESERVES THE RIGHT TO MAKE CHANGES TO THE DISCIPLINE POLICY AS NEEDED.

2019-2020
HANDBOOK ACKNOWLEDGMENT FORM

This page of the handbook is to be signed and kept in the office.

As parents and/or guardians of

_____, Grade _____,
(Print Student's Name)

We have read and discussed the handbook with our child(ren).

Our child(ren) and we understand the rules and regulations and will support the policies and philosophies of St. Joseph Catholic School.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Please return this form to the office no later than Friday, August 5, 2020.