

# SAIN<sup>+</sup> JOSEPH

REGIONAL CATHOLIC SCHOOL

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Archdiocese of Galveston-Houston

## **Parent-Student Handbook 2019-2020**

*“Where Every Day Begins in Prayer”*

1811 Carolina Street  
Baytown, Texas 77520  
[www.stjosephbaytown.com](http://www.stjosephbaytown.com)

## FOREWORD

The Parent-Student Handbook is provided to inform students and parents of the procedures and policies of Saint Joseph Regional Catholic School. We ask parents to carefully read the handbook and review the appropriate sections with their child or children

Saint Joseph Regional Catholic School operates in accordance with the Archdiocesan Board of Education policy number 621 that reads:

"A school within the boundaries of the Archdiocese of Galveston-Houston that will be known as a Catholic School shall follow the regulations as set forth by the Catholic School Office."

Saint Joseph Regional Catholic School adheres to the guidelines established by the Texas Catholic Conference Education Department, which is recognized by the Texas Education Agency. We hold membership in the National Catholic Education Association.

Catholic schools in the Archdiocese of Galveston-Houston admit all students to the rights, privileges, programs, and activities made available to the student body. Catholic schools do not discriminate on the basis of race, religion, color, age, sex, or national or ethnic origin in the administration of its admission, loan, athletic or scholarship programs.

**Saint Joseph Regional Catholic School and administration maintains the right to change or withdraw any policy or matter set forth herein at any time any and will notify school families of such changes.**

The enrollment of a child in Saint Joseph Regional Catholic School is considered to be an agreement on the part of the student and parents/guardians that they will comply with school procedures, regulations, and policies including, but not limited to, those in this handbook. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

After reviewing the handbook with your child or children, please sign the acknowledgment form and return it to your oldest child's homeroom teacher.

## **Mission Statement - Archdiocese of Galveston-Houston**

Catholic Schools in the Archdiocese of Galveston-Houston call young people to holiness and prepares them to live and proclaim the Gospel of Jesus Christ.

In collaboration with families, we teach the values of our faith and tradition, serve our community, and ensure academic excellence.

Our schools are committed to the evangelizing mission of the church to educate and form witnesses who transform the world.

## **Catholic Identity**

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

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

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be free to appreciate and understand the living organism called Earth, the peoples and cultures that inhabit it, and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic school must call its students to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides.

The truly successful Catholic school student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for the pursuit of holistic enrichment and shares these gifts for the common good.

## **School Philosophy**

At Saint Joseph Regional Catholic School, we recognize that parents entrust their children to us because of a shared belief that this Catholic school is a unique environment. The student is presented with a challenging academic atmosphere while enjoying the personal and physical growth afforded by opportunities to unite in worship, develop an understanding of Catholic doctrine, and respond to the needs of the school and church communities through fellowship, service, and the sharing of their own gifts.

The school encourages in each student a strong positive self-image by providing a friendly, supportive atmosphere characterized by understanding, gentleness, and sensitivity to the needs of others. We believe that each student is capable of developing his/her ability to think critically and judge intelligently, using high moral values. Therefore, we emphasize the importance of the individual's potential, academic achievement, and intellectual growth.

## **Charism of St. Joseph**

St. Joseph Regional Catholic School strives to embody the Charism of the St. Joseph the father, husband, and worker. Similarly to St. Joseph's role as the father to the Holy Family, the staff and faculty actively care for the holistic formation of the students and families that are entrusted to the school through familial outreach, formal education, and the shaping of the Catholic conscience. The catechesis of the whole person is evident in the compassionate mentorship and high-expectations of discipline of the students. St. Joseph's devotion to the Blessed Virgin Mary is a practice that is paralleled by the school through the reverence found evident in the daily prayers, May Crowning, and the rosary. Through the spirit of servant leadership, the school takes strides towards the model of St. Joseph the worker. Service projects and opportunities provide the freedom that individuals can utilize to put into practice their Catholic education. Just as St. Joseph was the humble protector of Christ, the school looks to prepare its body to motivate and lead others to one day change the world.

## **Mission Statement**

The mission of Saint Joseph Regional Catholic School is to reach the minds, touch the hearts, and shape the souls of its students, while teaching them to know, love, and serve God by serving others and achieving this full potential.

## **Amendment Statement**

The principal retains the right to amend this handbook for just cause and reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

## **Goals of the School**

In the area of Catholic identity, Saint Joseph Regional Catholic School will focus on strengthening our visibility in the local and parish communities. Each student will become a life-long learner, with experiences that empower him/her to search for truth, to employ his/her creative imagination, and to think critically and independently. Parents will be assisted in meeting their responsibility of educating their children in Gospel Values.

## **Administration**

### **Role of Principal**

The principal is the educational leader of the school, possessing full administrative responsibility for the instructional program of the school. As the educational head of the school, the principal is held accountable for the school policies as outlined in the Texas Catholic Conference Education Department Accreditation Principles and Standards, Archdiocesan School Goals, Archdiocesan Board of Education Policies, State Rules for Curriculum, Catholic Schools Office Administrator's Handbook of regulations and policies established by the Saint Joseph Regional Catholic School Board.

### **Role of Pastor**

The designated pastor under the authority of the Cardinal Archbishop is the primary leader of the parish of which the school is a part. The pastor is responsible for fostering, nurturing, guiding and coordinating the ministries of the parish. He delegates the administration of the school to the principal who administers the school in accordance with diocesan policies and guidelines.

### **Role of School Board**

The board is an advisory one and consults with the pastor and principal and adheres to school council policies. The school board assist the principal and pastor in Archdiocesan regional schools to recommend policy, identify and articulate the educational needs and aspirations of the school and school community and engage in long range strategic planning.

All boards function for the good of the persons they serve. To ensure their proper structure and function, guidelines have been established for board members, executive officers, and pastors. The principal of each school is the educational professional to guide and assist the board members in their role, as it relates to the school.

## **Organization**

Saint Joseph Regional Catholic School is an integral part of Saint Joseph Catholic Parish.

The chief executive officer of the school is the Pastor of Saint Joseph Catholic Church with the Principal responsible for the administration and instructional program of the school. The School Board cooperates with the Pastor and the Principal in developing the philosophy and goals of the School and in formulating policies, which will enable the attainment of these goals

The Texas Education Agency (TEA) through the Texas Catholic Conference Education Department (TCCED) accredits Saint Joseph Regional Catholic School. Saint Joseph Regional Catholic School is staffed by degreed and certified teachers and qualified staff chosen, supervised, and evaluated by the Principal for their competence and dedication to the development of each student to his/her potential.

## **Hours of Operation**

Office Hours: 7:30 a.m. - 3:45 p.m.

School Hours: 7:45 a.m. - 3:00 p.m.

Morning Care Hours: 6:30 a.m. - 7:00 a.m.

Extended Day Hours: 3:00 p.m. - 6:00 p.m.

## **Student Admissions**

Saint Joseph Regional Catholic School is a fully accredited school with classes for pre-kindergarten students through eighth grade. Saint Joseph Regional Catholic School admits all students to the rights, privileges, programs and activities made available to the student body. The school does not discriminate on the basis of race, religion, color, gender, physical handicap, and national or ethnic origin in the administration of its educational policies, admission policies, and scholarship programs, athletic, or other administered programs.

All parents/guardians fill out an application form authorizing the release of information from the previous school. It is imperative that the school makes use of the application prior to offering a registration, and reviews carefully the information on the form before making a decision to accept a child. Parent and student interviews must be held.

Students applying must present their proof of immunization, state-issued birth and baptismal certificates, and if applicable, standardized test results and report cards. Upon receipt of the academic records and standardized achievement tests, the principal will make a decision whether to grant admission to the student and to assign the grade placement of the student.

If the student is assigned grade placement, probationary periods exist for six weeks; during that time, a decision is made as to whether or not the school can meet the needs of the child. After the first four weeks, the teacher meets with the principal and then the parents. At the meeting, a report is given to the parents regarding the progress of the student. At the end of the six weeks, the principal meets with the parents regarding the school's ability to meet the student's needs and the acceptance of the child as a student in the school.

All students new to Saint Joseph Regional Catholic School are enrolled on a provisional basis. The student must demonstrate: proficiency in academic work and ability to succeed on the grade level of placement; conduct and effort considered appropriate for level of grade placement; social, intellectual, and emotional skills in order to succeed in that specific level of grade placement; Regular attendance (free of excessive visits to the clinic, excessive absenteeism, excessive tardiness or early dismissals, and or late after- school departures) is mandatory; parents/guardians must demonstrate cooperation with the policies of Saint Joseph Regional Catholic School.

Should any of the above requirements not be met, the student may be moved to a more appropriate educational setting at Saint Joseph Regional Catholic School (i.e., a lower grade level) or the parents may be asked to withdraw the child and place him/her in another school. When withdrawal is deemed appropriate by the principal, parents must comply immediately. Upon transfer to another school, no fees will be refunded. Tuition may be refunded on a per diem basis.

### **Pre-Kindergarten (PK) through First Grade Requirements**

A pupil entering PK (3) must have reached his/her third birthday on or before September 1. PK (4) must have reached his/her fourth birthday on or before September 1. A pupil entering kindergarten must have reached his/her fifth birthday on or before September 1. A pupil entering first grade must have reached his/her sixth birthday on or before September 1.

The birth certificate, baptismal certificate, social security card, report card/progress report, results of standardized tests (if administered), Saint Joseph Regional Catholic School teacher recommendation form, and the required evidence of prescribed immunizations and vaccinations must be provided prior to enrollment. Screening is required for all PK and Kindergarten applicants. Testing may be required for applicants in grades 1-8 if deemed necessary. The ultimate approval of any applicant is at the discretion of the administration.

### **Second through Eighth Grade Requirements**

Students transferring to Saint Joseph Regional Catholic School are ordinarily accepted on grade level based upon their previous successful academic record. The birth certificate, baptismal/sacramental certificates, social security card, most current report card, transfer notice, Saint Joseph Regional Catholic School

teacher recommendation form, the required evidence of prescribed immunizations and vaccinations and the standardized test results are required for enrollment. A copy of the cumulative record will be requested from the previous school for every transfer student. Testing may be required for applicants in grades 1-8 if deemed necessary. If it becomes apparent that a student is having difficulty on grade level, help will be provided for a period of adjustment before a more appropriate placement is made.

### **Re-Registration**

Re-registration packets inviting students to return to Saint Joseph Regional Catholic School for the following school year are sent home in January/February with the youngest child. Currently enrolled students and new siblings are enrolled at this time. Following recommendation by the School Board, the school announces approved tuition and registration fees for the coming year at this time.

### **Withdrawals**

To officially withdraw a student, notice in writing must be given to the school office prior to the date of withdrawal. Any family who withdraws ordinarily must wait one (1) full year before reapplying.

### **Special Testing**

Under the advisement of the administration, counselor or teachers, your child may be referred for academic, behavioral or speech therapy evaluations. Lists for referral recommendations including GCISD may be obtained in the counselor's office. Parents may also choose to use their own private health care providers. Once the testing, evaluations or assessments are completed, a meeting is held at the school to discuss results and recommendations for your child's academic success at Saint Joseph Regional School. A copy of the test results must be provided to the school office.

If a student has been tested for special concerns, a copy of the test results must be submitted to Saint Joseph Regional Catholic School. Failure to provide this information may prohibit the staff of Saint Joseph Regional Catholic School from meeting the individual needs of the student, and consequently, present reason and provide cause to question his/her continuation in the school program.

### **Serious Chronic Illness**

Parents will inform the Principal if their child has a serious and possibly life-threatening chronic illness or condition before entry into school. Prior to the first day of school, parents will meet with the Principal or appropriate staff to develop an "Individualized Health Care Plan" that will include instructions for observation of the illness, care and treatment, medication orders and special instructions such as calling EMS or parent notification. (Asthma, Epilepsy, Diabetes, Allergy, Food Allergies, etc.)

If medications or treatments are involved, the “Scheduled and “As-Needed” (PRN) Medication Permission Form” must be filled out and signed by the physician or a nurse practitioner and returned to the school. A statement signed by the physician or health care provider with the same information may also be provided. Any medication or equipment must be provided to the school by the parents.

If necessary, students may carry and self-administer asthma medication with physician orders and Saint Joseph administration/staff approval. Special forms for these students must be completed by the parent/legal guardian and will be kept on file in the school office.

### **Custody Information**

Divorced or separated parents must file a court-certified complete copy of the divorce or separation decree with the Principal’s office. The school will not be held responsible for failing to honor arrangements that have not been made known to the school. Pertinent

### **Arrival And Dismissal Information Carpool Guidelines**

Rationale: In order to provide safety for the students and to improve traffic flow, Saint Joseph Regional Catholic School expects to limit pedestrian crossing in the parking lot during the time of arrival and dismissal. It is imperative that the school has the cooperation of all parents and students.

- Parents must work in cooperation with the school and act as a model to the students of the need to follow safety rules.
- Every driver must hang their carpool number from their rear view mirror so that it may be seen by the teachers on traffic duty.
- For everyone’s safety, traffic parking patterns must be observed by all. **Please observe 5MPH speed limit and do not pass other vehicles**
- Students are required to wait in the school for carpool pick-up in the afternoon.
- Parents should not devise shortcuts - all students are expected to be picked up in the carpool line.
- No students are to cross in between the exiting cars in the carpool line unless accompanied by a faculty member.
- Parents, students, and visitors are to use the designated crossing area at the front of the school in order to avoid crossing through vehicle traffic.
- Parents should instruct their child to always walk in front of their own car when loading or unloading.
- During morning drop-off, parents should stay in their vehicle and students should exit the vehicle in a prompt and organized manner.
- No student is allowed to walk through the parking area to a parked car unless accompanied by an adult.
- Students are not allowed to run, play ball, etc. in the carpool loading area.
- **The use of cell phones when operating a vehicle on the church/school grounds is prohibited.**
- Parents must handle exceptions before or after the regular pick-up. If assistance is needed, the parent should call the school office.

- Group transportation (athletic games, scouts, etc.) will be coordinated so as to limit interference with the regular pick-up procedure.
- Parent offenders of any statement in this policy are subject to a conference with the Principal and to further consequences at the Principal's discretion.
- Please respect the neighboring residents by not blocking their driveway areas or cars during pick-up and drop off.

### **Morning Drop-off/Arrival Procedure**

During morning drop-off, cars may enter the campus through the main entrance from Carolina Street. Circle around the center parking area and move along by the curb. Please proceed to the car in front of you. Students are to be dropped off and picked up at the front entrance of the school.

**Early arrival (6:30-7:30 am)** - all students arriving before between 6:30 a.m. and 7:30 a.m. may enter through the gym door and gather inside the gym when a teacher is present.

**Arrivals from (7:30-7:55 am)** – all students will enter through the front doors and go to the gym for morning assembly. There will be teachers on duty and students will be asked to maintain good order. They will sit with their classmates in an assigned area. Parents and students are asked to use the designated crossing area at the front of the school so as not to cross through drop off traffic.

Thank you for helping us make this process as safe as possible.

### **PK Drop-off Procedure**

Parents may walk PK3 and PK4 students to the classroom for the first week of school. For the remainder of the school year, PK3 and PK4 students will follow the morning drop-off and afternoon pick-up procedure. Middle School students will be available to walk the younger students to the gym from the carpool line for the first few weeks of school.

### **Afternoon Pick-up/Dismissal Procedure**

Parents may use the carpool system to pick up students from 3:00-3:15 p.m. **All students who have not been picked up by 3:15 will be taken to Aftercare. The first time your child goes to Aftercare will be free and you will receive a letter explaining the charges for future visits.**

**Parents must not walk up to retrieve their child or children from the School.**

## Early Dismissal

Please make every effort to schedule routine medical, dental or other appointments on this early release day to minimize disruption to students' academic schedules.

If a student must leave school early, the student must bring a signed note from the parent to obtain an early dismissal slip. The note must state the time of dismissal and the designated person picking up the child. Early dismissal pick-up must be before 3:00 p.m.

A parent/guardian or designated person must come to the office to sign the student out of school. If a student returns to school the same day, he/she must check in through the school office to obtain an admit slip before proceeding to class. A teacher will not admit a student to their class without an admit slip.

**PK Early Dismissal:** PK Early Dismissal: Half Day PK students are dismissed after lunch at 12:00 p.m.

A parent/guardian or designated person must sign the child out from the school office before picking them up from the early childhood building.

## Aftercare Program

Saint Joseph Regional Catholic School's aftercare program is designed to provide a safe and academically productive environment for students of parents unable to pick up their child at the dismissal time. The goal of aftercare is to allow students to experience an environment that inspires imagination, encourages spiritual growth, and fosters students to reach out for homework help.

**Non-Enrolled Students:** Students not enrolled in the aftercare program, but whose guardians have not arrived to pick them up will be teacher escorted to the office. Office staff will work with the student to ascertain the guardian-approved arrangements. Once arrangements are determined, and if necessary, the student may join the aftercare program for that day only. A staff member will then record the student's attendance. At sign-out, the student's guardian must sign out the student and make plans with the office to provide payment for the care of the student.

## After-school Activities

All students must be picked up in carpool unless they are participating in after school sports or a school sponsored activity **immediately** after school.

**A parent or an adult appointed by the parent; must be in attendance with the child at all games or events. Students in violation of this rule will be sent to the office to phone for pick-up. Parents are responsible for the supervision of students who attend games or events. Students are not to leave the gym to go outside. This includes younger siblings who may not be unsupervised at any time. The behavior of any student attending a game or event must comply with the rules and regulations of the school. Students who misbehave at games or events are subject to disciplinary action.**

## After School Club Members

At the conclusion of meetings and/or activities, students waiting for pick-up will do so quietly in the library with their club sponsor. Club members are NOT to attend aftercare unless their guardians have previously made arrangements to attend.

## Attendance

In compliance with Texas Catholic Conference Education Department (TCCED) and the State of Texas Family Code, Schools of the Archdiocese of Galveston-Houston follow compulsory attendance laws. Ordinarily, a student may not receive credit for a class unless the student is in attendance for at least ninety percent (90%) of the days the class is offered. **Promotion or credit may be jeopardized if a student misses more than eighteen (18) days, excused or unexcused (10% of the school year).** (Archdiocesan Policy)

Saint Joseph Regional Catholic School establishes and publishes a school calendar prior to the beginning of each school year. Parents/guardians are expected to honor the calendar established by the school. Daily school attendance is the only effective way to assure continued academic progress. We strongly discourage extended vacations outside the scheduled school holiday periods.

Excused absences are: personal illness, injury, weather or road conditions making travel dangerous, a natural disaster such as a hurricane, student participation in a court proceeding, days missed as a runaway as defined by Texas Law, celebrations of sacraments for family members, and illness or death in the family. Other extenuating circumstances must be submitted in advance to the principal for review. Vacations and business trips with the family will not be considered extenuating circumstances.

**If a student accumulates five (5) or more unexcused absences and/or tardies during a quarter, a conference will be scheduled with the parents, teacher and administrator to review the nature of the absences and/or tardies.**

Excessive absences may jeopardize the student's school success, continued enrollment or re-enrollment for the following year, and can contribute to a recommendation for student retention.

Students are expected to make-up assignments, quizzes, and tests given during absences. Students will be given an allowance of one school day for each day absent to complete make-up work. If the absence is prolonged (more than 3 consecutive days), this allowance will be extended to students only with a written excuse from the doctor. When advance notice is given for tests, absent students are expected to take the test at a time arranged by the teacher. Students will be given assignments upon their return to school. Assignments for students absent for 2 or more days may be picked up through the office. **Assignments will not be given in advance of an absence.** If a parent/guardian opts to schedule activities that warrant student absence on compulsory attendance days, the school staff is not obligated to provide special services or make special arrangements for the student.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Note: Family Emergency – If a family experiences an emergency such as a death in the immediate family or a serious or prolonged illness; it is always handled on an individual basis. Special care and consideration for the student and his/her family dictates the procedure that the school follows in such circumstances.

Absence due to Illness – If a student is unable to come to school due to illness, the parent/guardian is expected **to notify the school office by 9 a.m.**

Parents/guardians are to send a written note upon the student's return to school.

**Tardiness – The tardy bell will ring at 7:45** when morning assembly begins. A student who is late is required to obtain a tardy slip from the school office before being admitted to class. Habitual tardiness seriously affects school performance. Parents will be contacted when this situation arises, and the consequences will be discussed. Students must also report to class on time during the school day. Adequate time is allowed in the schedule to change classrooms. Excessive tardiness will be subject to administrative review.

## Visitors

All visitors to the school must obtain a visitor's pass from the school office. A visitor pass, issued by the office must be presented to the teacher before a visit to the classroom is permitted. **Visitors are required to leave their IDs in the front office for the duration of their visit to be retrieved as they exit the building back through the front office.**

## Birthdays

Student birthdays will be recognized during Morning Prayer Circle. The school invites parents/guardians to join their child for lunch on their child's birthday. If your child's birthday falls on a weekend or holiday, you may choose another day on which to join your child. If your child has a summer birthday, you may choose to celebrate on his/her half-birthday or choose a day at random with prior approval from the teacher. Please do not wait until the last week of school. Snacks in individual servings (i.e., cupcakes, cookies, etc.) can be distributed at lunch in the cafeteria to all classmates. Because classes eat together, snacks need to be provided for the entire grade. No other celebration is permitted, i.e. balloons/flowers/posters/locker decorating.

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

## Birthday Book Club

We invite you to purchase a book in honor of your child's birthday to be placed in the Saint Joseph Regional School library. The cost is a \$12.00 donation to the library. Your child will be the first to check out the special book they have selected. A nameplate will be placed in the book to honor your child's special day for many years to come. Birthday book forms are sent home the first Tuesday of the month or you may use the form on the school website. Please complete the form and return it to your child's teacher or the library.

## Cell Phones And Electronic Devices

Students are not permitted to use electronic devices on campus while school is in session including, but not exclusive to, cell phones, cameras, music devices, and tablets.

Students **may not use cell phones (including texting) on campus during school hours (7:15 a.m.-3:45 p.m.)** Use of cellular phones by students during school hours is prohibited. (Archdiocesan Policy). Cell phones must be turned off and in the students' lockers or backpacks while on campus. The school office phone may be used for emergencies only. Calling parents for forgotten homework, projects, or making social plans, etc. does not constitute an emergency.

- For the first offense (all grades), confiscated cell phones and electronic devices will be held and returned to the student at the end of the school day.
- For the second offense, the confiscated electronic device will be held by the Principal and returned to the parent at the end of the following school day.
- For a third offense, the confiscated electronic device will be held by the Principal for a week and returned to the parent after a \$50 fine has been paid.
- Should any further offense occur, the principal reserves the right to meet with the family regarding the behavior and consequences.

The school is not responsible for confiscated items.

**Parents/Legal Guardians:** Calling or texting students during school hours (7:15 a.m.–3:45 p.m.) is strictly prohibited. Messages of an emergency nature will be relayed to students if you call the school office. We ask that you please respect this policy so as not to place your child in a disciplinary situation.

Parent cell phones must be turned off or put on vibrate while on the school campus or while attending school activities.

**For the safety of our students, the use of cell phones by drivers during carpool is prohibited.**

Specifically:

- During morning carpool, cell phone use is prohibited from when a vehicle enters the campus until the vehicle exits the campus.
- During afternoon carpool, cell phone use is prohibited from when the line begins to move until the last car exits the campus.

Offenders of this policy are subject to a conference with the Principal and to further consequences at the Principal's discretion.

### **Child Abuse Policy**

In order to protect the students, Saint Joseph Regional Catholic School, the Archdiocese, and the Church, the school has a child abuse policy which addresses: (1) identification and reporting of child abuse and (2) training school personnel and volunteers to identify child abuse. School personnel in the Archdiocese of Galveston-Houston have a moral and legal obligation to report child abuse or neglect. The school personnel should document all observations and conversations and report to the Principal immediately, and to the Child Protective Services within twenty-four (24) hours. The Principal will determine the need to follow up with the child and/or the parents.

## **Complaint/Appeals Process**

Although the Archdiocese endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, a parent or guardian meeting with the immediate authoritative person to discuss the matter can resolve such matters informally. If, however, the matter is not then settled to the parent or guardian's satisfaction, the parent or guardian may institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the Archdiocese's current appeals process/grievance procedure for further details. Also, please note that the current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievance within Archdiocesan schools. Contact local School's Office for forms and procedures. Archdiocese of Galveston-Houston July 2012

## **Deliveries During School Hour**

**DO NOT bring student's forgotten items to school.** An important part of building responsibility in children is allowing them to experience logical and natural consequences. When a student has to leave class to call home for forgotten items, he/she is losing valuable instructional time.

**Classes will not be interrupted to deliver books, and homework, etc.** Students will not be allowed to use the school phone to call home for forgotten items.

## **Emergency Policy/Procedures**

A crisis management plan is designed to provide immediate assistance in the case of an emergency. The crisis management plan addresses concerns regarding safety, receiving accurate information and a long-term plan to minimize the effects of the crisis. Every Archdiocesan School has a crisis management plan. Teachers know procedures to shut down classrooms and contact administrative officials in the school in case of an outside threat and are also trained in case of an inside threat (i.e. fire, gas leak, etc.) which would result in an evacuation of the school. Saint Joseph Regional Catholic School follows the guidelines of the Archdiocesan School Office for bomb threats, fire drills and tornado drill procedures.

Saint Joseph Regional Catholic School follows the guidelines of the Archdiocesan School Office and Goose Creek Independent School District regarding weather-related school closings. During periods of severe inclement weather, the local radio/TV stations carry frequent bulletins of the Catholic Schools and /or G.C.I.S.D. school closings. If the Catholic Schools or G.C.C.I.S.D. close, Saint Joseph Regional Catholic School will be closed also. **Saint Joseph Regional Catholic School uses email blasts, school website, school Facebook, Instagram and Remind 101 to notify parent/guardian of these and other**

**situations. It is of vital importance that SJRCS has updated email addresses and phone numbers for all of our families.**

Because of the wide area from which our students come, conditions near each home may require special consideration; therefore, parents/guardians are expected to exercise their own judgment regarding their child's safety and security.

### **Extended Care**

The Extended Care Program is offered for students who are enrolled at Saint Joseph Regional Catholic School. This is an extension of the school day and as such, will follow the official school calendar and rules in the Parent-Student Handbook. Extended Care is provided, both before school from 6:30 a.m. -7:00 a.m. and after school from 3:00-6:00 p.m. The After School Program is a planned program of snacks, homework time, and structured activities. It serves as a safe place for students whose parents are unavoidably detained at pick-up time. Students, whose parents have not arrived within 15 minutes after dismissal, will go to After Care. Complete Extended Care School Handbooks will be given to each family who enrolls their students in these programs.

### **Field Trips**

Class visits to places of cultural and/or educational significance enrich classroom instruction. Teachers shall coordinate field trip plans. Permission slips must be signed and returned so that students can participate. Permission cannot be given over the telephone. All field trips are part of regular school curriculum and are considered regular school days.

When a parent/guardian is asked to chaperone a field trip, he/she is responsible for students who must receive chaperones' undivided attention. This makes it impossible to bring young siblings along. Please note this when volunteering to chaperone.

Students must leave from school and return to school with their class on field trip days. They may not be dropped off or picked up at the site of the field trip.

### **Financial Information**

#### **Financial Account Responsibilities**

Parents are expected to keep current all financial accounts at Saint Joseph Regional Catholic School. Report cards, transcripts and school records are not released if an outstanding debt exists. All past financial obligations to the school must be fulfilled, including any assessed late fees, for the school to consider re-registration or admission to a new school year.

It is assumed that all checks payable to Saint Joseph Regional Catholic School have sufficient funds for their deposit. Checks are ordinarily not held for any period of time and post-dated checks are not accepted. Any returned check is subject to a \$30.00 charge.

### **Tuition**

All financial matters are to be transacted with the school's office manager. Tuition payments are collected August through May. Tuition is due on the first of each month. It is the parents' responsibility to communicate with the office manager to request a payment extension. Report cards will not be issued to the parent nor will any records be forwarded to another school until financial obligations are paid in full. This includes all extracurricular fees, which may include but not limited to fees assessed due to library fines, lunch purchases and Extended Care services.

### **Financial Aid**

Applications for tuition assistance for students in grades K-8 are available in the Business Office during re-registration and must be completed and submitted prior to March 30 to PSAS for any consideration. Families are notified by the school administration of available assistance. Qualifying students must maintain satisfactory academic progress and a record of good conduct. Participants are expected to keep the school apprised of changing financial needs following acceptance of assistance.

### **Athletic Fees**

Students who participate in interscholastic athletic activities are assessed a fee per athlete for each sport. The fee enables the school to help provide for uniforms, officials, transportation, entrance, and participation fees. Fees are due following tryouts, on or before the first day of practice. The Athletic Director coordinates fees for student/athlete participation with the administration and the Sports Advisory Committee.

### **Lunch Schedule/Visits**

Lunch is considered part of the regular school day. Parent lunch visits are limited to birthdays or half-birthdays and our Brown Bag Days. Time spent outside of the classroom is important teaching and learning time in a school. Our teachers are spending lunchtime with their classes and value that time with their students in another environment. Students need this time together to build social skills and to learn to interact with each other outside of the classroom. Thank you for helping us with this important aspect of your children's education. Parents must sign in at the school office and receive a visitor tag for birthday lunches.

**Students must either bring their lunch or purchase their lunch in the cafeteria. Forgotten lunches will be accepted until thirty minutes before their assigned lunch period. If it is not possible to deliver your child's forgotten lunch by that time, we will be sure that he/she is provided a lunch from the cafeteria.**

Students are expected to follow all school rules and promulgated cafeteria rules throughout the lunch periods. They are expected to clean up after themselves and refrain from any activity such as throwing food, running, shouting or any other disruptive behavior while at lunch.

### **Cafeteria Rules and Regulations**

All food and drinks are to be consumed in the cafeteria. It is expected that students exercise proper conduct at all times in the cafeteria. Any student who does not obey cafeteria rules will be subject to the consequences established in school disciplinary guidelines. Students are expected to:

1. Speak at a reasonable volume.
2. Eat properly with mouth closed while chewing
3. Listen and show respect for all adults.
4. Enter and exit the cafeteria quietly and orderly.
5. Remain seated while eating.
6. Ask permission to leave the cafeteria.
7. Clean their area after eating.
8. Students are to remain with their homeroom class.

### **Medication/Clinic**

In the event of an illness or injury a student will be taken to the school office. No student is to be left at the school office once ill or injured. The school office is a temporary place for an ill or injured student to wait as comfortably as possible until a parent/guardian or designee can pick up the student and best provide for the student's welfare.

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

Schools of the Galveston-Houston Archdiocese follow a uniform policy regarding the dispensing of medicines.

Parents/guardians are encouraged to schedule the administration of student medication in such a manner that medicine brought to school will be kept to a minimum. For example, the physician may be able to prescribe medication before/ after school and at bedtime.

Medicine (prescription AND non-prescription) may be administered to students only upon the written request of the parent AND a physician. This means the school cannot give even aspirin/Tylenol without a physician's signed request. A copy of the physician's request for administration of medication by school personnel is at the end of this handbook. This form is also available in the school office and clinic. The form that will be used by every school in the Archdiocese contains a liability release, which must be signed by a parent/guardian before a medicine is dispensed.

Students are not allowed to transport medicine back and forth to school. Parents, guardians, or a designated adult must deliver and pick up medicine to be administered. The school will keep the medicine as long as requested by the physician or until end of the current school year. After such time, an adult will be responsible for picking up unused medicine or it will be discarded.

Texas State Law also requires that the medicine be sent in the ORIGINAL PHARMACY CONTAINER (prescription or non-prescription) labeled with the student's name.

All medicines will be kept in the school office and be dispensed by the office staff. It is the student's responsibility to come to the Office when it is time to receive his/her medication. For students requiring medication for six weeks or longer the physician prescribing the medication must complete a permission form. These forms may be obtained from the school clinic. If deemed necessary, students may carry and self-administer asthma medication with physician's orders and Saint Joseph administration staff approval. Special forms for these students will be kept on file in the school office. (See Section VIII for examples of forms).

No student should be sent to school with a fever (temperature of 100 degrees or above) or vomiting. The student should remain at home until he/she has been free of fever or vomiting for 24 hours. This is for the safety of the student and his/her classmates.

### **Release Of Student To An Impaired Parent/Legal Guardian**

No student will be released to a parent, guardian, or parent designee if the school personnel believes the person to be impaired (i.e. inebriated) and, therefore, unable to care for the student. Another person from the student's emergency contact list will be called.

### **Security**

Saint Joseph Regional Catholic School teachers, Extended Care staff, and the night cleaning company have been instructed to keep the gates locked at all times. The cleaning crew has been instructed NOT to open the gates or doors for anyone. Please refrain from asking them to do so.

## **Supplies/Books**

Annual tuition includes a curriculum fee and the rental of school-owned textbooks and the annual purchase of consumable books. Students are expected to augment supplies needed throughout the year. Students are responsible for the care of the books issued to them. All school-owned textbooks are to be covered at all times to provide protection for the books and to minimize wear and tear. If a student loses a book, he/she is responsible for notifying the teacher. The student will be charged the price to replace the book so that a new book can be purchased. Consumable workbooks/materials are also issued to the students. If a workbook is lost, the student must pay the full price for a second workbook.

At the end of the school year, the rented books are returned to the school. Students will be fined for books that are damaged while in their possession. The condition of the book is noted on the inside front cover at the time of issue. Fines will be assessed according to the amount of damage and/or misuse during a given school year.

## **Uniform Policy**

Saint Joseph Regional Catholic School students wear uniforms in grades Pre-Kindergarten-Eighth. Parents are expected to help children be in compliance with the school uniform code. At Saint Joseph Regional School we wear uniforms in order to:

- Represent our Catholic school image
- Help instill discipline which contributes to academic success and other endeavors in life
- Discourage differences brought about by various income levels, thus eliminating unnecessary peer pressure and allowing the attention of the students to be directed to learning
- Assure that the dress standards of the school emphasize neatness
- Promote an image of pride both at and away from school and help create a positive climate of discipline and responsibility
- Promote an attitude of moderation and modesty
- Provide cost effective clothing that is easily maintained

## **Purchasing Uniforms**

All students must be in complete uniform at all times. Uniforms can be purchased anytime through Tommy Hilfiger Uniforms.

## **Required Dress Uniform**

The following dress uniform will be required whenever the students attend all-school liturgies and at any other time directed by the administration. If a student is not dressed appropriately, when dress uniform is required, he/she is at risk of participation in the activity.

**Girls Pre-Kindergarten – 3<sup>rd</sup> grade:** Plaid Jumper (with navy modesty shorts), White Blouse.

**Girl's 4<sup>th</sup> – 8<sup>th</sup> grade:** Plaid Pleated Skirt (with navy modesty shorts), Blue Oxford Shirt, Plaid Tie, Navy Sweater Vest.

**Boys Pre-Kindergarten 3 & 4:** Navy Pull-On Pants, Blue Oxford Shirt

**Boys Kindergarten – 3<sup>th</sup> grade:** Navy Pants worn with a Black Leather Belt, Blue Oxford Shirt

**Boy's 4<sup>th</sup> – 8<sup>th</sup> grade:** Navy Pants worn with a Black Leather Belt; Blue Oxford Shirt, Plaid Tie, Navy Sweater Vest

### **Optional Uniform**

Students are allowed to dress in the following uniform whenever the Dress Uniform is not required.

**Girls Pre-Kindergarten – 3<sup>rd</sup> grade:** Navy shorts or pants worn with a Black Leather Belt, Plaid Skort, Navy sweater, Yellow Polo Shirt, Navy Zip Fleece Jacket w/ logo

**Girl's 4<sup>th</sup> – 8<sup>th</sup> grade:** Navy shorts or pants worn with a Black Leather Belt, Navy sweater, Yellow Polo Shirt, Navy Zip Fleece Jacket w/logo

**Boys Pre-Kindergarten – 8<sup>th</sup> grade:** Navy shorts worn with a Black Leather Belt, Navy sweater, Yellow Polo Shirt, Navy Zip Fleece Jacket w/logo **or** Navy school blazer.

### **Uniform Standards and Personal Grooming**

**Jumpers** must be purchased from Tommy Hilfiger School Uniforms. The length is to be no shorter than the top of the kneecap. Navy Shorts are to be worn under the jumpers for modesty purpose. Leggings may not be worn.

**Skirts** must be purchased from Tommy Hilfiger Uniforms. The length is to be no shorter than 2" above the knee. Shirts must be tucked in at all times. The skirts must be worn at the waist (never rolled to make the skirt appear shorter). Navy Shorts are to be worn under the skirt for modesty purpose. Leggings may not be worn.

**Shirts** must be purchased from Tommy Hilfiger Uniforms. Shirts must be long or short-sleeved Blue Oxford or Yellow Polo shirts. All shirts must be tucked into the waistband.

**Shoes and Socks:** ALL students must wear rubber-soled **BLACK LEATHER shoes with laces or Velcro closures. Socks must be worn at all times. Knee-highs, anklets or tights must be in a solid uniform (white, yellow, navy or black) color. NO ATHLETIC SHOES**

**Belts** must be worn with pants and shorts at all times and must be black.

**T-Shirts:** A white T-shirt may be worn UNDER the uniform shirt. T-shirts worn under the uniform shirt must not be turned inside/out or have anything printed on it.

## **Physical Education Uniform Policy**

Students in Grades 4-8 will be required to wear a PE uniform for all PE classes. The uniform consists of an Ash Gray t-shirt and Navy Mesh Shorts purchased from Tommy Hilfiger Uniforms.

In addition to the t-shirt and shorts mentioned above, students are required to wear socks and athletic shoes. Students will be given 5 minutes before PE class to change into their PE uniform and 5 minutes at the end of class to change back into their uniform.

Students may not arrive in their PE uniforms

**School Sweatshirts/Jackets:** Only uniform outerwear (navy cardigan, navy jacket with monogram, navy blazer with the school emblem, and sweatshirt with monogram) may be worn in the school building during the school day. All other coats or jackets must be removed upon entering the classroom.

**Jewelry and Make-up:** Make-up is NOT allowed at any time, including non-uniform days. This includes fingernail polish, artificial nails, tinted lip-gloss or lipstick, blush, mascara, eye shadow, foundation make-up or powder. Tattoos and/or body art are not allowed. Girls may only wear one pair of stud earrings, no hoops. Only medical alert bracelets may be worn. Watches may be worn. A small cross or religious medal may be worn on a chain inside the blouse or shirt. No other jewelry may be worn at school. No facial piercing of any kind is allowed.

**Hair:** Hairstyles are to be neat, clean and conducive to a quality-learning environment, while not drawing attention to oneself. Hair color should be one's own natural color, without dyes, bleaches or streaks. Boys and girls are to keep their hair out of their eyes. Hair ornaments should be the colors of the uniform: solid white, yellow, navy, or our plaid.

**Faculty may, at their discretion, ask a student to remove makeup or other inappropriate items.**

## **Non-Uniform Days Policy**

During the school year, special days may be designated as non-uniform days. Students are instructed as to what constitutes appropriate attire for these occasions. Failure to dress appropriately will result in a student being given a school uniform from lost and found, sent home, or excluded from the special activity/event.

Certain types of apparel are inappropriate for school even on non-uniform dress days. Such clothing would include halters, short skirts and shorts; spaghetti-strap tops or dresses, inappropriate T-shirts other than Saint Joseph Regional Catholic School Spirit shirts, backless shoes, and ragged clothing. Parents will be called to bring appropriate clothing for students who report to school in such attire.

## **Visitors and Guests**

### **Visiting Procedures**

For the protection of every student in attendance at Saint Joseph Regional Catholic School, no one is allowed on the school premises without first receiving clearance from the school office. State law prohibits the interruption of a teacher during class time or while performing any official duties.

All parent volunteers, visitors, and guests are required to check in at the school office, obtain a visitor/volunteer badge to be worn while he/she is on the school campus, and leave his or her ID in the front office to be retrieved as they exit the building through the front office.

Student visitors to Saint Joseph, such as family members and graduates, are expected to make arrangements in advance with the Principal. These visits are ordinarily limited to the lunch period. Our expectations are that all visitors will remain well-mannered and be well-dressed while on campus. All visitors are expected to check in and out of the school office. Volunteers are asked to sign in and designate where they are assisting. This will enable the office staff to locate them if they receive an emergency call at school or need to be reached.

## **Volunteers**

Volunteers are required to sign in at the front office and receive a volunteer's badge before reporting to their work area. If you cannot be at school during scheduled times, please arrange for a substitute. Upon completion of work, volunteers must sign out in the office and return their volunteer badge. Please refrain from visiting classrooms. Volunteers are encouraged to ask for assistance as needed. **Please make other arrangements for younger siblings, as they may not be brought to school during volunteer hours.** At home assignments are available upon request. Volunteers represent the church and school. They should show support for the school and governing policies at all times.

Archdiocesan Ethical and Moral Conduct policies hold all volunteers bound by confidentiality. Administration may terminate service of any volunteer that fails to uphold the policies and procedures of the school. All comments and concerns should be addressed with school administration.

If you are at school as a room parent or by teacher request during school hours, you are considered a chaperone, which means you need to devote full attention to the supervision of students. Younger siblings cannot accompany parents to classrooms during school hours.

### **CMG Connect Safe Haven Training (Required for all Volunteers)**

All volunteers are required to follow specific guidelines. The Archdiocese of Galveston-Houston requires that volunteers in the Catholic school system complete the Application for Volunteer Service, Volunteer Code of Conduct, Criminal Background Check, and complete a CMG Safe Haven online training class. A criminal background check will be conducted on each volunteer.

CMG Connect Online Safe Environment Training is a child sexual abuse awareness program adopted by the National Council of Catholic Bishops. The training is a one-hour session. Everyone who takes the training will be registered with the archdiocesan database and will be added to the Saint Joseph Regional Catholic School Approved Volunteer List. If it has been more than 5 years since completing the last training, a refresher course is required of all volunteers.

The Safe Environment Online Training is the newly adopted replacement for the VIRTUS program.

### **Volunteer Dress Code**

Volunteers should dress appropriately for a Catholic school campus. Overly casual attire, exercise clothing, sports attire, or shorts/skirts of an inappropriate length should not be worn.

### **Volunteer Responsibilities**

As a volunteer, you are responsible for:

- arriving on time and staying for the agreed upon time;
- notifying the appropriate persons if you are going to be absent or tardy;
- performing your tasks to the best of your ability;
- understanding that the administrator values your service, but may not always be able to honor your preferences for days, times and places of service;
- supporting the authority of staff and administrators;

- upholding parish and program rules;
- keeping confidential information that you have gained during your volunteer service that is private to young persons and/or their families;
- promptly making known the confidences of young persons that involve issues of health, life and/or safety;
- keeping young people under your supervision safe and appropriately occupied;
- notifying your supervisor or the administration about unsafe conditions or issues causing you concern;
- supporting the teachings of the Catholic Church and living in accordance with those teachings;
- enjoying being part of our ministry team; and
- praying for our community and the youth we serve. Volunteers in Catholic Education by Mary Angela Shaughnessy, SCN (NCEA, 2007)

## **Liturgy And Worship**

### **All-School Mass**

All students are expected to attend Mass on Friday. The Mass is the foundation of a Catholic education. Therefore it is mandatory that each student actively participates. School Mass starts promptly at 8:00 a.m. Students need to be at school at 7:45 a.m. to line up and walk to church. **All students must be seated with their class in the church by 7:55 a.m.** Please make every effort to have your student at school on time. Students arriving late must be brought to the office and will be counted tardy. Parents are then responsible for seeing that their children get to the church. No students will be allowed to remain in the school building. Parents are welcome to attend Mass and sit opposite the child's class.

## **Discipline Codes**

### **Philosophy of Formative Discipline**

Many times the term "discipline" is taken as being negative; that is, it is usually related to a student's violation of a rule and the punishment of that student for breaking the rule. In taking a positive approach to discipline and to the development of self-discipline and self-direction, Saint Joseph Regional Catholic School employs a belief that discipline is a learning experience.

The intent of this program is to form responsible individuals with values rooted in Christian precepts. The program is corrective in nature, rather than being merely negative. It is modeled after the sacramental life of the Church, with a special emphasis on the sacrament of reconciliation. In this sacrament, a faith-filled person acknowledges and takes responsibility for the wrongful actions he or she has chosen, atones and makes a sincere effort to do better. Similarly, in the formative discipline program, a student is challenged to acknowledge and take responsibility for the wrongful behavior, learn from the mistake, and make amends by consistently trying to avoid this behavior in the future. All parties involved in the disciplinary process firmly believe that with effort from the individual student, God's grace will lead him/her to a fulfilling Christian life

The goal of formative discipline is to assist the student to achieve self-discipline. Because student behavior should reflect the Catholic values of Saint Joseph Catholic School, the following behaviors are expected of each student:

### **Respect for God**

Students are encouraged to practice the Catholic faith through active participation in liturgies, reverence to God through their actions, and sharing of oneself through community activities.

### **Respect for Self**

Each individual is a child of God. Each student's behavior will reflect this self-respect through the use of proper body language, including posture and facial expressions and fulfillment of all student responsibilities.

### **Respect for Others**

Each student, parent, teacher, staff member and visitors will be treated as a child of God. Each student's behavior will reflect this respect for others through cooperation with students, parents, teachers, staff members and visitors; treatment of others with kindness in words and actions; modulations of one's voice; promptness; preservation of the privacy of others; and preservation of another's personal space, by compliance with the "hands-off" policy.

### **Respect for Property**

Students are expected to utilize facilities and material properly through use of school property and equipment in the manner for which they were intended; preservation of all areas of the school campus by keeping them clean, neat and tidy (such as cafeteria, restrooms, hallways, playground, and compliance with the "hands-off" policy which extends to the personal property of others (such as backpacks, purses, lockers, lunches, supplies and books).

## Discipline Policy

The goal of any discipline program is to assist the student to achieve self-discipline that is consistent with good moral principles. Teachers work in cooperation with the Principal to ensure that everyone in the school community respects the students' right to learn and the teachers' right to teach. Interference in the process will not be tolerated and will result in disciplinary action that may include removal from class.

The discipline program utilized at Saint Joseph Regional Catholic School consists of well-defined regulations and consequences for student behavior. Classroom/school rules and consequences are clearly communicated to parents and students, and rules are posted in the classroom. If a serious discipline problem arises with a student, either the teacher or the Principal will notify the parents. When a parent wishes to seek redress for any matter relating to a student, **the teacher should be approached first**. If the matter cannot be satisfactorily settled with the teacher, the parent may then bring the matter to the Principal's attention in writing. Students are expected to be courteous and respectful to one another, to all school personnel and to volunteer workers at all times. Students will obey the directives found in the handbook and those given by teachers and staff.

All students are expected to:

- Be respectful of others and school property
- Be courteous and considerate of others
- Obey classroom and school rules
- Be honest, truthful, and trustworthy
- Exhibit Christian behaviors and morals
- Report behavior that is inappropriate or threatening to them or others to an adult
- Ask for support when needed

Students are expected to cooperate with all School personnel as they perform their duties as employees of the school. Refusal to identify oneself or walking away from an employee in a contemptuous manner will result in disciplinary action.

When two children have an altercation, they will be given an opportunity to state their sides. Mediation by a teacher or the Principal will foster a community of reconciliation and reparation.

A student is subject to removal from class, which may result in suspension, expulsion, or referral for prosecution, if while on school property or while attending a school sponsored or school related activity on or off school property there is a question of:

- Conduct that is inappropriate for a Christian student
- Threatening other's safety
- Participating in assault that results in physical injury to a student or any school personnel
- Making verbal threats (about causing physical injury to others)
- Chemical substance use or acting or violation of our Drug and Alcohol Policy
- Medication misuse or overdose
- Possession of a weapon

Teacher will complete a Behavior Referral form for any student that is removed from class and sent to the School Office. Administration will counsel the student appropriately and determine consequences, if applicable. A copy of the Behavior Referral form will be sent home with the student for Parent signature on the same day that the incident occurs.

Behavior away from school that might reflect negatively on the school may be considered grounds for disciplinary action. A student who is accused of serious wrong can be placed in a home-study program. Only students who adhere to the disciplinary policy will be invited to reregister.

### **Disciplinary Probation**

A student's continuous misbehavior may result in being placed on disciplinary probation by the Principal. The Principal will determine the length of the probation and notify the teacher, student and parents of the reasons for the terms of probation. Probation may occur in class or in a setting of in-school suspension. During the probation and at the end of the probation, the parents will be informed of the student's progress. At the conclusion of the probation, the Principal, in consultation with the student's teachers, will determine whether sufficient improvement in behavior has occurred. If insufficient progress is noted, the Principal may consider other actions.

If a problem persists, the child may be removed from class until parents attend a conference with the teachers and/or the Principal.

### **Parent/Teacher/Student/Principal Conferences are held for the following:**

- \* Use of profanity
- \* Leaving the classroom without permission
- \* Cheating

- \* Violent displays of behavior
- \* Possession, display or sharing of materials considered to be restricted
- \* Disrespectful and disobedient behavior toward teachers or school personnel

### **Detention, Suspensions and Expellable Offenses**

**Detention:** will be scheduled as necessary for any child whose actions have not improved or whose behavior warrants this option. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc. Failure to serve detention on scheduled time/date will be directed to Principal to determine immediate action moving forward. Students may be required to serve detention before school, after school, and during school or lunch as a consequence for a variety of reasons. Action plans and consequences may also be assigned as deemed appropriate by the Principal.

**Suspension** shall follow the failure of a student to respond to repeated efforts of the teacher to correct an intolerable situation, which interferes with the teaching-learning process. Suspension is used when the student is seriously interrupting the education of other students and should lead to positive change.

**In-School Suspension:** The student receives a 20% deduction on all daily work and homework assigned that day. Test and major grades are not affected. It is the student's responsibility to make up the work while in the office. Parents must confer with the administration before the student may return to class.

**Out-of-School Suspension:** The student receives zeros for all daily work and homework assigned that day. Students will receive a 20% deduction on all major grades missed, but be able to make up the major grade assignments. Parents must confer with the administration before the student may return to class. Student cannot participate in any extra-curricular activities that day.

**Expulsion:** Reasons for expulsion include, but are not limited to, violations of the drug policy of Saint Joseph Regional Catholic School, physically violent behavior, verbally abusive behavior and any other serious misconduct inside or outside the School. Expulsions are a very serious matter and every other possible solution must be explored, in consultation with the parents, before expulsion. If a student is expelled, written notification stating the circumstance and the date of the offense will be sent to the Superintendent of Schools at the Archdiocese Galveston-Houston and the parents.

### **Harassment Policy**

Harassment, including bullying, is prohibited at Saint Joseph Regional Catholic School. The result of such behavior is the student being sent to the Principal immediately. Therefore, consequences up to and including expulsion shall be taken against any person who engages in any type of harassment including electronic harassment (cyber- bullying).

Harassment, including bullying, includes, but is not limited to the following:

- Unwelcome and persistent behavior that makes a person feel threatened, humiliated, uncomfortable or unsafe.
- Verbal conduct such as racial slurs, the use of vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements made about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including, but not limited to, threatening gestures, assault, unwanted touching, and blocking or normal movement that interferes with another student's work, study, or play.

Cyber-bullying is defined as use of the Internet, cell phone or other electronic devices to send or post text messages or visual images intended to hurt or embarrass another person.

Cyber-bullying includes, but is not necessarily limited to the following:

- Cruel instant computer messaging or threatening e-mails.
- Mean, repeated cell phone messages.
- Creating a website for the purpose of mocking certain students or school personnel.
- Posting humiliating "photo shopped" or digitally modified images of certain students or school personnel.
- Forwarding "private" photos or videos to other students.
- Pretending to be someone else by using someone else's online screen identity.

Acts of harassment, including bullying and cyber-bullying, will result in disciplinary action. Students are encouraged to report any incident of harassment to a teacher or the principal. The principal has the responsibility to investigate a harassment or bullying complaint in an expeditious manner. Retaliation or intimidation for having reported or threatened to report harassment or for assisting the school in the investigations is strictly prohibited.

## **Drugs And Controlled Substances**

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

A student on school property or attending a school-sponsored or school-related activity is subject to removal from class, suspension, expulsion and/or referred for prosecution if he/she:

- Uses a chemical substance, possessing for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs; alcohol, inhalers, marijuana, or a controlled substance)
- Acts under the influence of an illegal drug-alcohol, narcotic, marijuana, or a controlled substance
- Misuses or overdoses on prescription or over-the-counter medication.

Upon discovery of a drug-related situation stated above, the Principal reports the incident to the superintendent, and notifies parent/legal guardian immediately, and requests a conference. After a conference with the parent/legal guardian and student, the student is subject to removal from class, suspension, expulsion, or referral for prosecution. A recommendation to the parents/or legal guardians is made for evaluation and possible treatment for the student. (Archdiocesan policy)

## **Academic Policies**

### **Homework**

Homework assignments are an outgrowth of classroom teaching and are used as needed to provide practice, drill, discipline, and enrichment. Check that your child has completed and returned homework assignments to school.

### **Homework Requests**

If a student is unable to come to school due to illness, the parent/guardian is expected to notify the school office by 9:00am. It is the student's responsibility in grades 6-8 to obtain notes for missed class time. Parents/legal guardians are to send a written note upon the student's return to school.

### **Late Work/Make-Up Work Guidelines**

Homework assignments are expected to be returned on time. Ten points may be deducted from the grade for each day the homework assignment is late. Habitual failure to return homework will result in the telephoning of parents to discuss possible solutions to help the student remember homework.

### **Grading/Report Cards and Progress Reports**

Report cards are issued four times a year, at nine-week intervals. The first and third are distributed via a parent-student-teacher conference. Second and fourth report cards are given to our students for parents to review and sign. These cards are important messages from the school regarding the student's progress. Mid quarter progress reports are also distributed to inform parents of the student's academic and behavioral strengths and weaknesses. Parents who have questions about the report card may arrange a conference with the student's teacher(s). Report cards and records are withheld when financial responsibilities to the school have not been met.

## Grading System

Pre-Kindergarten and Kindergarten students do not receive traditional letter or numerical grades. Student progress is determined and reported to parents through a variety of means including an Early Childhood Report Card and parent-teacher parent communication.

Students in 1<sup>st</sup> through 8<sup>th</sup> Grade receive numerical grades. The grading scale is as follows:

A		100 – 93
B		92 – 86
C		85 – 78
D		77 – 70
F		69 and below

E	Exemplary	Student exceeds classroom standards for conduct and participation; is a role model for other students; considerate of other students and adults; self-disciplined.
S	Satisfactory	Student meets the classroom standards for appropriate conduct and participation.
N	Needs Improvement	Student does not meet the classroom standards for conduct and participation. This grade may require a student-parent-teacher conference to plan for the student’s success.
U	Unsatisfactory	Student is inappropriate in conduct and participation.

### **Educational Accommodations - Rationale and Policies**

The sole purpose of accommodations of any type is to provide for the appropriate instruction of the students with special needs. As a result of diagnostic evaluation, it may be determined that a student meets certain criteria to qualify for accommodations to his/her schoolwork. Only students who qualify are eligible for accommodations and recommended accommodations must be noted in the student’s educational evaluation and reported on the student’s academic transcript. Documentation and approval by the principal is needed before accommodations are implemented.

Accommodations may apply to the volume of work, the content covered, delivery of instruction and grade reporting. The educational evaluation must be current. **Reevaluation is required every year.** Parents must be informed before accommodations to work/grades can be implemented. Level(s) of operation may only be indicated when a student is functioning below grade level and is using materials appropriate to the functional level.

## **Special Needs Learners and Referrals**

### Introductory Statement

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese seeks to include students with special needs in our schools to the extent that the need of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of special need students. However, Saint Joseph Regional Catholic School and the other Catholic Schools are cognizant of the fact that admission of special needs students must be considered and reviewed on an individual basis.

### *Legal References to Special Services*

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability (for Saint Joseph Regional Catholic Schools, the local district is Goose Creek ISD). This "Child Find" process must be conducted in consultation with private schools representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as "parentally placed private school children with disabilities," and the benefits available to them differ significantly from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently called "Section 504"), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all those who seek a Catholic education. Within our resources, Saint Joseph and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

### *Records for Special Needs Learners*

All psychological and educational evaluations/reports regarding special needs testing of students received from local public schools, persons, or agencies are forwarded to Saint Joseph Regional Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file and are accessible only to the principal and any other appropriate staff member working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

### *Criteria for Acceptance of Students with Special Needs*

In making a determination regarding the admittance of a particular student, the school will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the need of the student applicant. Consideration will be given to the following:

- Student's demonstrated ability to meet grade level requirements;
  - Record of student's ability to follow school rules and regulations;
- and
- Student's ability to meet the physical requirements of attendance.

### *Saint Joseph's Services for Special Needs Learners*

*New Students* – When the Admission Office or the principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal and other appropriate school staff will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

*Currently Enrolled Students* – If a teacher (or parent) is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the parent/family and the Principal as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating the student. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some cases, the campus may not have the resources necessary to help the child be successful. The principal will then assist the family to locate an appropriate educational program for the child. Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*. Accommodations for a child will be noted on the report card and in the child's permanent folder.

*Student Success Expectations for Special Needs Learners* -All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress in all areas. Concerns about a student will be addressed initially by the classroom teacher and parent. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request withdrawal of the student or deny admission for the following year.

*Accommodations for Special Needs Learners* - The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. As a result of a diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his/her schoolwork. In many instances, accommodations (changed in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the Principal and teacher after the administration has verification of the student's recommended accommodations. (Curricular modifications are not provided because modifications require alterations of curricular objectives.) The number of intervention sessions per week, length of sessions, and goals will be determined by the, principal, and classroom teacher after all available information has been reviewed.

#### *Standardized Assessment for Students with Special Needs*

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program.

Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher. These testing arrangements must be planned for in advance through a meeting with the Principal and other appropriate school staff. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

### **Academic Rewards**

Saint Joseph Catholic School awards the academic achievement of its students in an annual awards ceremony.

“A” Honor Roll – Honors reserved for those students who have received all A's during the academic school year.

“A / B” Honor Roll – Honors reserved for those students who have received A's and B's during the academic school year.

### **Academic Dishonesty**

Cheating and plagiarism are not tolerated. Personal integrity and honesty are always expected. Saint Joseph Regional Catholic School will not tolerate cheating or dishonesty such as the following:

- Copying someone else's homework or classwork  
or giving homework or classwork to someone to be copied  
or plagiarizing – using another person's work, ideas, or a quotation as if it were one's own  
or using unauthorized methods (i.e.: using a “cheat sheet” of any kind)
- Completion of class assignments and projects by a parent/guardian  
o Giving or receiving help on a test by: talking to another person or showing work to another person during the test or talking about the test after it has been taken to someone who has not yet taken it.
- Committing forgery (i.e.: forging a parent's/guardian's or teacher's signature)

All students involved will serve a detention and receive a zero on the assigned task.

On some occasions, students will collaborate (work together in pairs or in groups) on cooperative learning projects. Projects requiring collaborative efforts will be clearly defined and announced as such.

### **Testing Program**

The IOWA Test of Basic Skills (ITBS) is administered to students in Kindergarten through 8<sup>th</sup> Grade in March. The Cognitive Abilities Test (CogAT) is also administered to students in Grades 2, 4, and 6. Saint Joseph Catholic School participates in this Archdiocesan-wide achievement-testing program both for the

purpose of monitoring individual achievement and for program evaluation. Each student's test results are given to the parents and are recorded on the student's permanent record.

### **Parental Access to Records**

Parents/guardians are required to provide proper identification, for example, a Texas Drivers License, to access records. This process is handled in the school office and follows the Galveston-Houston Archdiocese policies and procedures.

### **Authorization to Release Information About a Student**

Parents/guardians are required to sign an authorization to release information form before records are released to other schools and agencies.

### **Media Release Form**

Before information is released to any type of news media, the Archdiocesan Communication Department is required to review, approve or deny the release of any type of communication, including school events. The Principal is responsible for submitting the news to the Archdiocesan Communication Department.

### **Non-Custodial Parent/Custodial Parent Rights**

Saint Joseph Regional Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. By law, both parents (whether married, separated or divorced) have access to the records of a student who is a minor or a dependent for tax purposes. Therefore, in the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and inform them of other school-related information regarding the student. The school will follow certified court ordered decrees on file in the school office in regard to visitation and the release of a student to a non-custodial parent, as well as the viewing of a student's records.

A parent whose rights have been legally terminated will be denied access to the student's records. It is the responsibility of the custodial parent to provide the school with an official copy of the court order. If a child lives with a custodial parent, a complete and signed copy of the divorce decree is required to be on file in the office according to Archdiocesan policy guidelines. If parents share custody, the school will provide duplicate copies of relevant information upon request.

## **Obligation to inform Administrators/Parents/Police/CPS**

It is the law that anyone who suspects child abuse/neglect must report this information within **48 hours**. The Principal must be informed, who must then, in turn, inform the Catholic Schools Office. Texas State Law requires anyone suspecting the abuse or neglect of a child to report the suspected abuse or neglect to the Child Protective Services. State law requires that the person suspecting the abuse should be the reporter.

### **Use of Technology**

In order for a student to have access to and use of the telecommunications resources at Saint Joseph Regional Catholic School, the student and parent must sign the Agreement for the Use of Computers and Telecommunications form.

### **Parent Conferences**

Two (2) parent/student/teacher conferences are planned each school year, one each semester. These conferences provide opportunity to discuss and explore various aspects of the student's growth and development and it is strongly recommended that the student be present for conferences since learning is ultimately the responsibility of the student.

Parents who request additional conferences should schedule an appointment with the teacher during his/her conference period. All teachers have a conferencing period during the day and are available at this time for conferences. Parents are requested to call the school office during school hours to set up an appointment that will be confirmed by the teacher.

### **Teacher/Parent Communication**

It is the teacher's responsibility to evaluate the student's progress and conduct. Progress is communicated to the parents through parent-teacher conferences, phone calls, correspondence, and the Archdiocesan report card. Student progress is determined primarily by the quality of class work, class participation, homework and teacher-created tests.

### **Administration**

The Principal has an Open-Door Policy and is always available to speak one-on-one with parents.

A newsletter will be sent home and communication through our school Facebook, Instagram and/or school website will be used. Our school's website is **[www.stjosephbaytown.com](http://www.stjosephbaytown.com)**. Our school's Facebook account is St Joseph Catholic School Baytown, TX. Our School's Instagram account is stjosephregional.

## Telephone

Except for emergency, neither teachers nor students may be called to the telephone during school hours. Important messages may be left in the office. The office manager will convey them outside of class time. **The office telephone is not for general use by students.** In unusual circumstances, teachers will issue permits for students to use the phone. In the event of an extra-curricular schedule change, students will be allowed to call their parents to inform them of the change in after school hours.

## Non-Use of Electronic Devices/Cell Phone Usage

Students must leave all valuable possessions at home; this includes all electronic devices. Regular cellular phones or those with camera and/or video capabilities are prohibited. Students who violate this policy will have their phones confiscated. To retrieve a cell phone, the student, accompanied by a parent will pay a fine of \$15.00. **The school will not assume the responsibility for confiscated items or items that are lost or stolen.**

## Asbestos Information

The Asbestos Management Plan for Saint Joseph Catholic School is available for review at the school office by appointment Monday-Friday 9:00 a.m. – 2:00 p.m.

## Extra-Curricular Activities

### Sacrament Preparation

Second grade students at Saint Joseph Catholic School have the option of receiving the Sacraments of Reconciliation and Holy Eucharist at Saint Joseph parish or in their home parish. The school will assist by providing necessary instruction and catechesis.

## Archdiocesan Academic Competitions

Scholastic competition fosters the development of important academic skills and encourages achievement in all students. Saint Joseph Students in 1<sup>st</sup> through 8<sup>th</sup> grade are required to compete in the Archdiocese Galveston-Houston Science Fair and the Scripps National Spelling Bee Competition.

## Athletics

Saint Joseph Catholic School is a member of the Greater Houston Athletic Association. Through this interscholastic sports program, our 5<sup>th</sup> through 8<sup>th</sup> grade student athletes learn sportsmanship, teamwork and leadership skills. Students who choose to represent Saint Joseph Catholic School in athletic competition must maintain satisfactory grades and conduct. Students with cumulative averages below 70 or conduct grades below "S" are subject to suspension from sports until grades are satisfactory. All student athletes are required to obtain proof and documentation of a sport's physical from the student's physician. Proper forms can be obtained in the school office.

## **Camp Kappe and the School of Environmental Education**

The School of Environmental Education (S.E.E.) is an accredited school offering a supplemental education program to all fifth grade students enrolled in Archdiocesan schools. S.E.E. provides a four-day outdoor experience of God's gift of nature while studying life cycles, food chains, the environment's effect on man, man's effect on the environment, conservation of resources, etc. It offers hands-on experience with farm animals and gardening along with many other exciting adventures in outdoor education.

Camp Kappe is a **not** an optional field trip for St. Joseph students.

## **Campus Ministry**

The function of Campus Ministry at Saint Joseph Regional Catholic School is to inspire each student to live their Christian call to the fullest. This is accomplished by getting our students involved in the different areas of participation found within Ministry. All students are given opportunities to grow in the faith in religious studies, participation in the Mass and prayer services. Students in third through eighth grade that have received the Sacrament of Holy Eucharist have the privilege of serving on the altar during school liturgies. It is our sincere hope that our students develop a greater love and desire for participation in the life of their Church now and after they complete their education at Saint Joseph Catholic School.

## **National History Day Contest**

Saint Joseph students choose historical topics related to a theme and conduct extensive primary and secondary research through libraries, archives, museums, oral history interviews and historic sites. After analyzing and interpreting their sources and drawing conclusions about their topics' significance in history, students present their work in original papers, websites, exhibits, performances and documentaries at the Lee College Regional History Fair. Winning projects go on to compete at the state and national level.

## **Field Trip Policies/Form**

### **Field Trips/Privilege Not a Right**

Field Trips will be planned during the school year. These trips are a privilege and will provide learning experiences and enhance the school curriculum.

**According to state law, students are not allowed to attend a field trip without written permission from the parents or guardians.** School uniforms will be worn on field trips unless otherwise indicated.

### **Liability of School**

As it appears on the school field trip permission form which is signed by parents before all field trips, the parents agree that the school will be released and saved harmless and any and all of its employees from any and all liability for any and all harm arising as a result of the field trip, and waive any claims against the school and staff.

## **Supervision by Chaperone**

Parents are asked to help chaperone and care for the students. **Only Saint Joseph Catholic School students are allowed on field trips.** Those who wish to act as chaperones for field trips must have completed VIRTUS training.

## **Safety**

At all times, the safety and well being of students and staff are of utmost importance. The school follows the school Crisis Management Plan which is on file at the Catholic Schools Office, located in the school office and each classroom, and which is updated annually. Evacuation drills and lock-down procedures are practiced and documented each month.

## **Parent Service Requirements**

### **Parent Organization/ Parent Teacher Association (PTA)**

The Home and School Association of Saint Joseph Catholic School was created as a joint effort between parents and staff to give our students the best physical, mental, social and spiritual education possible. All families of the school are members, and we encourage others to join. This includes parishioners, alumni, and grandparents. The Pastor, the Principal and all faculty members are automatically members. This organization provides educational and fund-raising events for the benefit of the school and helps the Pastor and Principal in coordinating school events and projects. Meetings are held on a regular basis.

## **Volunteer Policy**

Volunteers have played a major role in Catholic education since the time when parishioners joined their efforts to establish the first Catholic Schools in America. The tradition of involvement has been strong and each year grows stronger as more people become involved in more kinds of activities. Volunteers are valued members of the Saint Joseph Catholic School community. There are many opportunities to volunteer at Saint Joseph Catholic School. Members of the Saint Joseph School Parent Teacher Association volunteer their time in the library, in classrooms as room parents, readers, special events coordinators, etc. The principal is responsible for the total school operation; thus, the principal supervises all who serve in any capacity in the school.

## **CMG Connect Safe Environment Training**

In order to be a Saint Joseph Catholic School volunteer, one must have completed the CMG Connect Safe Environment online training program. This is for the safety of your child, as well as all the other children attending our school.

You must sign up to attend one of these sessions online. Your attendance must be verified before you will be allowed in our classrooms or to chaperone field trips. You may visit the website to register.

<https://galvestonhouston.cmgconnect.org/>

### **Volunteer Confidentiality**

In the course of your volunteer work at Saint Joseph Catholic School, you may learn confidential information about students or teachers. You are expected to keep this information confidential in any setting inside or outside of the school. At the same time, volunteers must understand that there are times when students' confidences cannot be maintained. If a student expresses a desire to hurt him or herself or that they have been assaulted, that confidence **MUST** be reported.

**Volunteers must report any information, which if shared with parents and/or administrators, may save someone from harm.**

### **Family Fund-Raising Commitment**

As part of a vibrant positive community, each family is expected to raise funds for the benefit of the school. In addition to raising funds, each family is expected to commit time at fund-raising events.

### **Use of School Grounds and Facilities**

Saint Joseph Catholic School is located at 1811 Carolina Street in Baytown, Texas. The grounds of the school and the facilities will be used for the purpose of operating an elementary and junior high school for registered students from the grades of Pre-K 3 to 8<sup>th</sup> grade. The hours of operation are 6:30 a.m. until 6:00 p.m. Monday through Friday. On occasion, the school will conduct fundraisers and programs outside of the regular school day. Any other use of the school grounds must be approved by the Pastor of Saint Joseph Church and after the notification of the school principal.

## **Technology Acceptable Use Policy**

### **For Students, Parents, and Volunteers 2019-2020**

Saint Joseph Regional School is pleased to offer students access to technology resources for educational purposes, which includes access to the Internet, computer hardware and software licensed to the school. The use of the Internet is a vital part of learning and teaching. It is important that students know where and how to find information relative to their needs and gain skills for working collaboratively to build knowledge.

## **What is expected?**

Parents and volunteers are expected to follow the same acceptable use guidelines as students, or may be asked to withdraw from Saint Joseph Regional Catholic School. Parents may not post photos of other students on social media from school events. Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see. Under no circumstances are students to access any sites that are sexual in nature or contrary to Gospel values.

## **Internet**

Access to Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Saint Joseph Regional Catholic School filters and monitors Internet use in compliance with the Children's Internet Protection Act. These tools do not guarantee that all inappropriate content will be blocked. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe the benefits to students from access to the Internet outweigh the disadvantages.

## **What are the Rules of Appropriate Use?**

**Electronic Communication:** Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. This policy applies to all forms of electronic communications or depictions whether they occur through the school's equipment or connectivity resources or through private communication.

**Personal Safety and Personal Privacy:** Students will not post personal contact information about themselves or others unless otherwise indicated in the user

agreement and/or parent permission form. Personal contact information includes their addresses, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including websites that solicit personal information.

**Social Networking:** Accessing social networking websites, except those used for educational purposes, are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Saint Joseph Regional Catholic School Parent/Student Handbook 2018-2019.

Students who maintain and use a website, blog, or other social networking site must realize that even if they consider their particular site to be a personal one, they are in effect representing the school. Consequently, the way in which students portray themselves in words or images, or the values they express must not contradict the values of the school as expressed in such documents as the Parent-Student Handbook. If they do contradict the values of Saint Joseph Regional Catholic School, disciplinary action will be taken.

**Illegal copying:** Students should never download or install any commercial software, shareware, or freeware onto the network drives, external devices, or cloud based storage. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of the U.S., State Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

**Inappropriate materials or language:** No profane, abusive, slanderous, bullying, or impolite language or images should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for anything other than educational purposes is also prohibited. A good rule to follow is: never view, send, distribute, or access materials or images, which you would not want your teachers and parents to see. Should students encounter inappropriate material by accident, they should report it to their teacher immediately. Use of any electronic device to transmit unacceptable language, images, and/or photos that are harmful to self or others is prohibited.

#### **Guidelines:**

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate the copyright laws.
5. Do not view, send, distribute or display offensive or bullying messages or images.

6. Do not share your passwords/personal information or in any way obtain another person's password/personal information.
7. Do not waste technology resources such as storage space or printing supplies.
8. Do not trespass in another's folders, files, or work.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. Do not attempt to circumvent network filters or security in any way.
11. DO NOT play games on electronic devices without permission from your teacher.
12. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

**Students and Parents must read, agree to, and sign the Technology Acceptable Use Policy Agreement before any use of computers is allowed.**

Saint Joseph Regional Catholic School Parent/Student Handbook 2018-2019.

## Technology Acceptable Use Policy Agreement

Your child has the opportunity to access the technology resources at Saint Joseph Regional Catholic School. With this educational opportunity also comes responsibility. It is important you and your child or children read the enclosed Technology Acceptable Use Policy and discuss it together.

When your child is given an account and a password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool.

Remember that you are legally responsible for your child or children actions. Please stress to your child or children the importance of using only his or her own account and password, and the importance of keeping it a secret from other students. Under NO circumstances should your child let anyone else use his or her account and password!

Although we have established acceptable use of policies and filters on our server, please be aware that there may be unacceptable material or communication on the Internet that your child can access. We cannot control materials available on other computer systems.

After you have read and discussed this with you child or children, both you and your child or children sign the agreement below.

As a parent/guardian and student/s of Saint Joseph Regional Catholic School, we have read the information in the handbook on the appropriate use of technology at school and we understand this agreement will be kept on file. I further agree and understand this privilege may be revoked at any time.

**Parent/Guardian Name (print)** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Name (print)** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Grade** \_\_\_\_\_

# PARENT-STUDENT HANDBOOK

## ACKNOWLEDGMENT FORM 2019-2020

Dear Parent/Guardian:

Please sign, date and return this acknowledgment form to your oldest child's teacher. Your signature (and that of your child or children) indicates that you have read this handbook. It also means that you have discussed with your child or children the appropriate items from the handbook, and that you and your child or children agree to abide by the school procedures, regulations and policies discussed in this handbook.

Thank you for your cooperation.

\*\*\*\*\*

Our family has discussed the Saint Joseph Regional Catholic School Parent-Student Handbook. We agree to follow the school procedures, regulations and policies covered in this Handbook for the school year 2019-2020.

\_\_\_\_\_  
Print Family Last Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature Date

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

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

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

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

Saint Joseph Regional Catholic School Parent/Student Handbook 2019-2020

## **MEDIA RELEASE FORM 2019-2020**

I hereby grant permission to Saint Joseph Regional Catholic School to allow my child or children to be photographed, videotaped, interviewed, or posted through images on the parish/school websites, social media, and other printed material such as newsletters and yearbooks.

It is my understanding that this photograph/interview or portions thereof will be used for public view and for teacher training purposes. Images will not be bought or sold.

I agree to participate without financial remuneration, and I understand that this releases Saint Joseph Regional Catholic School, and the Archdiocese of Galveston-Houston, from any future claims as well as from any liability arising from the use of said photograph/interview.

Print Family Last Name \_\_\_\_\_

Name of Child Name of Child Name of Child Name of Child

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade: \_\_\_\_\_ Grade: \_\_\_\_\_ Grade: \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Saint Joseph Regional Catholic School Parent/Student Handbook 2019-2020

## Saint Joseph Regional Catholic School Parent Involvement/Commitment

For nearly 70 years, Saint Joseph Regional School has been educating the mind, body and spirit of Baytown’s children, providing an education rich in faith and strong academics. It has always been the school’s mission to provide a quality Catholic education at an affordable price. The actual cost to educate a child at Saint Joseph Regional Catholic School for the 2016-2017 year is \$6,500, and the average cost of tuition is \$4,148. This leaves a deficit of \$2352 per student that needs to be recovered through the fiscal year. In order to keep our quality education affordable for families, fundraisers are necessary to help bridge the gap of expenses.

Fundraisers are necessary to ensure that:

- Tuition remains affordable and that we are able to offer tuition assistance when needed
- We continue to expose our students to the most current and up to date technology.
- We have an exceptional and qualified Faculty and Staff
- Classroom materials and supplies remain relevant and up to date.

So how can you help? We ask that each family commit to the following:

- \$400 for a family with one child
- \$600 for a family with two students
- \$900 for a family with three students
- \$1,000 for a family with four or more students

You may fulfill this obligation by participating in the following fundraisers:

- Breakfast With Santa/Christmas Raffle – Sell 10 books of raffle tickets (\$100)
- Saint Joseph Church/School Bazaar Raffle – Sell 10 books of raffle tickets (\$100)
- Steps for Students – Raise/Pledge \$200 help our school. Please review the volunteer opportunities below and get involved.

Recognizing the importance of the active involvement in the education of my child/children at Saint Joseph Regional Catholic School, I/we promise to actively support the policies, projects, and fundraisers of the school.

Child/Children: \_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ;  
\_\_\_\_\_ ; \_\_\_\_\_ ; \_\_\_\_\_ ;

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

\_\_\_\_\_  
Date

**CONFIDENTIALITY AGREEMENT**  
**Non-Disclosure of Information for**  
**CATHOLIC SCHOOLS**

This Confidentiality Agreement is effective between the undersigned and \_\_\_\_\_ Catholic School.

From time to time an employee, volunteer, Committee member, Board member, Staff member, (either paid or unpaid), may attend meetings or engage in other activities where sensitive and confidential information may be discussed or presented orally or in writing. This Confidentiality Agreement establishes an agreement between the above-mentioned parties that any information discussed, heard or transcribed will not be released, discussed or shared in any manner with any individual outside of the immediate current and appropriate SCHOOL representative.

Confidential Information means any information or material that is proprietary to or that is not generally known outside of the SCHOOL, including, but not limited to: proprietary parish information, proprietary school information, diocesan proprietary information, business plans; personnel information; donor and prospective donor information; scholarship or grant applicant information; internal discussions and other information that may be deemed proprietary; student records; health records, personnel file records, all protected records and all information of a sensitive proprietary nature.

No copying or modifying of Confidential Information is allowed and the Undersigned shall not disclose any Confidential Information to any person without the prior written consent of the Pastor or Principal of the school.

If any employee violates this Confidentiality Agreement the employee may be subject to disciplinary action up to and including termination. If a volunteer violates this policy they may no longer be permitted to volunteer.

*I have read the above statement regarding confidentiality and agree to abide by it to the best of my ability. Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2018.*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

**St. Joseph Regional Catholic School**

School Year 2019-2020

All enrolled families are given a copy of the Parent/Student Handbook for the school year.

Initial each line below:

\_\_\_\_\_ I have received a copy of the Parent/Student Handbook.

\_\_\_\_\_ I will read and refer to the Parent/Student Handbook.

\_\_\_\_\_ I will follow the policies and procedures in the Parent/Student Handbook.

\_\_\_\_\_ I will seek clarification from the Principal for any policies and procedures if unclear.

\_\_\_\_\_  
Parent/Family Printed Name

\_\_\_\_\_  
Child/ren Name/s

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date