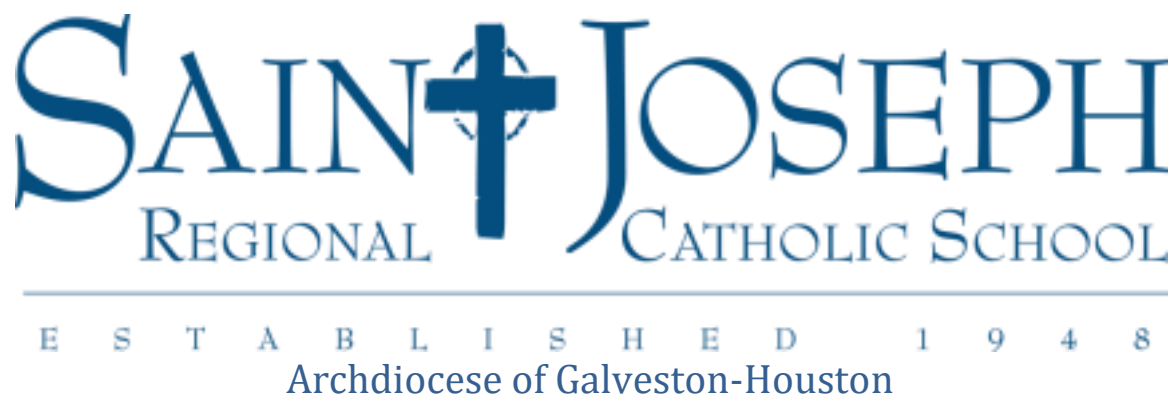




Parent-Student Handbook

2026 - 2027

“Where Every Day Begins in Prayer”

1811 Carolina Street
Baytown, Texas 77520
www.stjosephbaytown.com

General Information

Forward

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 of Bishops 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 and will notify school families of such changes.

The enrollment of a child in Saint Joseph Regional Catholic School is considered 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.

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 as 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 fulfillment of personal potential and shares these gifts with others.

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 in which each student can experience a challenging academic atmosphere, while enjoying the personal and physical growth afforded by opportunities to unite in worship, to develop a growing understanding of Catholic doctrine, and to respond to the needs of the school and church communities through fellowship, service, and the sharing of their own gifts.

The school encourages each student to have a strong positive self-image by providing a friendly, supportive atmosphere characterized by understanding, gentleness, and sensitivity to the feelings 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.

The school believes that our role as educators includes that of aiding the student to develop a wholesome attitude toward all life experiences. We endeavor, therefore, to make each student aware of the needs and problems of modern times and encourage the student to become involved in seeking solutions to those problems. In this way, we try to instill Catholic values and attitudes that will be relevant to the student's adult life.

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 their full potential.

Goals of the School

In the area of Catholic identity, St. 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.

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 so 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.

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.

ACCREDITATION

St. Joseph Regional Catholic School is accredited through the Texas Catholic Conference of Bishops Education Department. (TCCBED)

NON-DISCRIMINATION POLICY

A Catholic School admits students of any race, color, and national or ethnic origins to all rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, gender, physical handicap, and national or ethnic origin in the administration of its educational policies, admission policies, scholarship programs, athletics, or other administered programs.

ADMINISTRATION

THE ROLE OF THE ARCHBISHOP

The Archbishop, as the Ordinary of the Archdiocese, possesses full and complete authority in the Archdiocese and therefore is the head of all Catholic schools and all parish religious education programs in the Archdiocese. He has the ecclesiastical authority to watch over and inspect educational programs within the Archdiocese, including the right to issue directives concerning the general regulation of such programs. The Archbishop has primary responsibility for the educational ministry of the Church. He has full authority to regulate all that pertains to religious instruction and matters pertaining to faith and morals in the Archdiocese.

The Archbishop has sole ecclesiastical authority to recognize and designate a school as “Catholic” within the Archdiocese. Written approval shall be obtained from the Archbishop before a school may be designated as a Catholic school.

The Archbishop, as the chief representative of the Church’s teaching authority, is the head of the schools in the Archdiocese. The Secretariat Superintendent of Catholic Schools carries out the administration of the schools. Religious education in the Catholic Schools is guided by the Superintendent of Catholic

Schools with the assistance of the Director of the Office of Evangelization and Catechesis as a consultant.

THE ROLE OF THE SUPERINTENDENT

The Superintendent of Catholic Schools is appointed by and responsible to the Archbishop and represents him in the administration and supervision of Catholic Schools in the Archdiocese. The Superintendent is a member of the Cardinal's Cabinet.

The Superintendent of Catholic Schools, under the authority of the Archbishop, shall be responsible for the establishment and implementation of Archdiocesan policies governing Catholic Schools and for the direction of the Catholic Schools Office (CSO) in providing guidance and support services to Catholic schools in the Archdiocese.

THE ROLE OF THE CATHOLIC SCHOOLS OFFICE

As the delegate of the Archbishop, the Catholic Schools Office is the office charged with the general administration and support of the formal Church-sponsored educational ministry in the Archdiocese.

THE ROLE OF THE PASTOR

The school is both a religious and spiritual ministry of the parish. Therefore, the Pastor of the parish has ultimate responsibility for the operation and administration of the school. The Archbishop has ultimate authority for all matters related to Catholic education.

The Pastor is the ex-officio head of the school. As such, he is responsible for approving the policies of the school according to the needs of the parish and school, but always in harmony with the policies and regulations of TCCB ED, the Catholic Schools Office, and The Archdiocese of Galveston - Houston.

The role of the Pastor in the successful mission of the parish school is of vital importance. In union with the liturgical and sacramental life of the parish, the formation of faith and intellectual development, illuminated by the Gospel message to children, youth, and adults is central to the life of the parish.

THE ROLE OF THE PRINCIPAL

The Pastor delegates the direction of the school program and the administration of the school to the Principal. The Pastor, with the Principal, shall establish the terms of such delegation and the means of *regular and formal* communication on school matters.

In order to remain accredited under the TCCB ED, a Pastor shall consult with the Superintendent of Catholic Schools with regard to hiring, supervising, and evaluating the Principal.

In elementary schools, the Principal is the chief administrative officer of the school and is the spiritual, educational, and managerial leader subject to the ultimate canonical responsibility entrusted to the Pastor. In these schools, the Principal is responsible not only for the educational program but is also responsible for the school's religious and spiritual mission. The Principal is also in charge of the financial administration of all school funds.

AREAS OF RESPONSIBILITY FOR THE PRINCIPAL

The Principal builds a community of faith in which the Catholic identity, including experiences of community, worship, service, and social concern are integrated in all areas of the school and throughout the curriculum. Additionally, a paramount responsibility is to promote and facilitate student learning of the highest quality in accordance with Canon Law §806.2, which states “Directors of Catholic schools are to take care under the watchfulness of the local ordinary that the instruction which is given in them is at least as academically distinguished as that in the other schools of the area.”

The Principal has the following major responsibilities:

- a) Administers the total school program, including extracurricular activities and before and after school programs.
- b) Supervises and evaluates the teachers, the students, and the instructional program and hires an appropriate number of faculty and staff which is commensurate with enrollment and the financial ability of the school.
- c) Oversees the operation of the facility and should be present on campus when school is in session.
- d) Supervises all support staff members.
- e) Interacts with the parent, parish (es), and general public communities.
- f) Works to maintain and grow enrollment.
- g) Collaborates with and seeks counsel from the Catholic Schools Office.
- h) Prepares, follows, adheres to, and gets approval for the budget.
- i) Executes school policies.
- j) Fulfills accreditation criteria articulated by Texas Catholic Conference of Bishops’ Education Department and other accrediting agencies.
- k) Ensures that there is a person named as second-in-command when the Principal is off campus; this should be communicated to faculty, staff, parents, and students.
- l) Ensures that both the instruction and the teachers adhere to the principles of Catholic doctrine.
- m) Ensures that employees follow the terms of their employment contract or letter of employment.
- n) Utilizes Archdiocesan offices in collaboration with the CSO liaison to support their work in specific areas where departments can offer expertise (call CSO Liaison first).
- o) After informing their CSO Liaison, consults with the Legal Services Department of the Archdiocese regarding legal issues that arise at the School.
- p) Consults with the Legal Services Department and Office of Risk Management of the Archdiocese of Galveston-Houston to review contracts and to better understand legal documents related to school business.

ROLE OF THE ARCHDIOCESAN SCHOOL COUNSEL

The Archdiocesan School Council exists to provide support to Advisory School Councils in their effort to advise the Pastor and Principal in the work of fulfilling the campus strategic plan.

ADVISORY SCHOOL COUNCIL (ASC)

The Principal and Pastor should work together to form an Advisory School Council to support the work of forming, researching, and fulfilling the needs of the strategic plan for the school community. Councils advise the Principal and Pastor in parish schools or the Principal and designated Pastor in Archdiocesan regional schools to recommend policy, identify and articulate the educational needs and aspirations of

the school and community, achieve enrollment goals, maintain financial stability and engage in long-range strategic planning.

These goals become the basis for program objectives, policies, and action plans for the educational program and the continued vitality of the school.

In parish schools, the Principal acts as a member of the executive committee, which includes the Pastor, Principal, and Council President of the Advisory School Council. The Pastor and Principal are ex-officio members of the Advisory School Council. The Advisory School Council supports the work of the Principal and is advisory only. It does not direct the work of the Principal. The ASC Advisory School Council Handbook is provided by the Catholic Schools Office, as a resource for Advisory School Councils. The Archdiocesan School Council hosts one annual Advisory School Council Workshop for the orientation and education of members of Advisory School Councils.

SCHOOL ORGANIZATIONS

School associations and organizations (such as PTO and Booster Club), which are under the direction and leadership of the school Principal, provide parents and educators with a vehicle to foster collaboration in educational and social endeavors. In addition, Booster Club Organizations assist schools in providing appropriate support for athletics and extra-curricular opportunities for students. By-laws should be established for all associations and organizations to provide sound structure. Bylaws must be approved by the Principal in advance of their adoption.

All funds raised by these associations and organizations belong to the school and are managed by the Principal (in consultation with the Pastor) through the school account number. No separate account numbers are allowed. The Principal and/or Pastor must approve all fund requisitions and disbursements.

Organization

St. Joseph Regional Catholic School is an integral part of St. Joseph Catholic Parish. The chief executive officer of the school is the Pastor of St. Joseph Catholic Church with the Principal responsible for the administration and instructional program of the School. The St. Joseph Regional Catholic 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.

St. Joseph Regional Catholic School is accredited by the Texas Education Agency (TEA) through the Texas Catholic Conference of Bishops Education Department (TCCB ED). St. 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.

PARENT GROUP AND BOOSTER CLUB FUNDS

All funds raised by PTO shall be approved by the Principal or Pastor (as determined by the Pastor) and used only for the benefit of the school community and for the reasonable and necessary operating expenses of the groups. The operation of all auxiliary programs including, but not limited to, booster clubs and parent groups remains under the authority of the Principal. The Principal is expected to communicate the use of those funds with transparency to the parent community and Advisory School Council.

Funds will be deposited in either the school's checking or savings account. Separate accounts must not be established. Expenditures of these funds must be approved by the Principal or Pastor (as determined by the Pastor).

Designated Person Responsible, If Principal Is Off Campus

A designated staff member and the Pastor are the designated person(s) responsible for decisions/actions that must be taken when the Principal is off campus.

Hours of Operation

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

Morning Care Hours: 6:30 a.m. - 7:00 a.m. Extended Day Hours: 3:45 p.m. – 6:00 p.m.

ADMISSIONS POLICIES

St. Joseph Catholic School is an equal opportunity, fully accredited school offering grades Pre-Kindergarten through Eighth Grade. St. Joseph Catholic School admits all students to the rights, privileges, programs, and activities made available to the student. We do not discriminate on the basis of race, color, age, or national origin in the administration of our admission, scholarship, or any of our other programs. The school adheres to the policies stipulated by the Archdiocese of Galveston-Houston. The following guidelines are used in student admissions:

- Priority may be given to presently enrolled students receiving an invitation to re-register as a result of meeting the behavioral and academic standards of St. Joseph Catholic School. Parents and guardians also must conform their conduct to reasonable standards of cooperation and support consistent with the school's mission. Tuition and fee payments must be up to date at the time of registration for the coming school year.
- Among the factors considered in the admission of new students are siblings in the school, members of a Catholic parish, children of alumni, and academic and behavioral qualifications. Parents/guardians will be asked to sign a Request for Release of Transcript, which will be forwarded to the student's former school; records will be sent to St. Joseph Catholic School. A transcript will include current report card, achievement test results and health records. New students may be tested before being accepted. The school also requires the completion of a teacher and principal recommendation form.
- All required forms must be returned, and fees paid during the registration period before placement is assured.
- If the school cannot meet the needs of the student, the right to request withdrawal of the student (if currently enrolled) or refuse admittance for the coming year may be made at the discretion of the Principal and in consultation with the Pastor.
- **The school reserves the right to refuse admission to and calls for the immediate withdrawal of any student whose presence is considered detrimental to the school's best interest.**
- The following age guidelines are required for Pre-Kindergarten through First Grade:
 - Pre-K students must be 3 years old on or before September 1
 - Pre-K students must be 4 years old on or before September 1
 - Kindergarten students must be 5 years old on or before September 1

First Grade students must be 6 years old on or before September 1.

Students must be completely potty-trained before entering Pre-K or Kindergarten. Students who begin the school year and have recurring issues with using the restroom independently, personal hygiene and or dressing him or herself will not be allowed to continue enrollment at St. Joseph Catholic School. The school reserves the right to place the student in the grade or class group which it feels will be the most beneficial to the student and the school.

- All students are admitted on a probationary basis for one year.
- Every student enrolled shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The birth certificate, baptismal certificate, report card/progress report, results of standardized tests (if administered), 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. A copy of the cumulative record will be requested from the previous school for every transfer student. If it becomes apparent that a student is having difficulty with 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 open online before or in March. Currently enrolled students and new siblings are enrolled at this time. Following recommendations by the School Board, the school announces approved tuition and registration fees for the coming year at this time.

PROVISIONAL ENROLLMENT POLICY

All new students to St. Joseph Catholic School are enrolled on a provisional basis. Grade placement and formal acceptance as a student is not final until all documents, including test scores, recommendations from prior school, and requirements listed below have been reviewed and approved by the principal. The length of time for provisional enrollment is the first two-nine-week grading periods, commencing upon entering school. During this time, the student must demonstrate:

- Proficiency in academic work and ability to succeed on the grade level of placement.
- A “C” or better average in all core subjects.
- No more than two “Ds” in core subjects during the provisional time period.
- No grade below 70, which is failing.
- Conduct and effort 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 absences, excessive tardiness, or early dismissals.

During the Provisional Enrollment Period, the teacher will contact the parent/guardian as concerns arise, and conferences between parent, teacher, and parent/teacher and principal will be arranged, as needed. The parents/guardians should also contact the teacher(s) for a conference should they have any concerns.

The students who have demonstrated the ability to perform at the grade level of placement will be transferred from Provisional Enrollment Period to Standard Enrollment Status at the end of the second nine-week grading period. The final decision for transfer to this status rests with the principal.

Should any of the above requirements not be met, the student may be moved to a more appropriate educational setting, (i.e., a lower grade level), or the parents/guardians may be asked to withdraw the child and place him/her in another school. When withdrawal is deemed appropriate by the principal; parents/guardians must comply immediately. Upon transfer to another school, tuition and/or fees will not be refunded.

STANDARD ENROLLMENT POLICY

All returning students in good standing and not re-enrolled on Provisional or Probationary status are considered enrolled on Standard Enrollment Status. All guidelines under Standard Enrollment must be met, all required forms must be returned completed in full in a timely manner, and all fees must be paid before placement is assured. Should any questions arise, the final decision regarding enrollment status rests with the Principal.

PROBATIONARY ENROLLMENT POLICY

When a student who has been enrolled on a Standard Enrollment Status experiences academic and/or behavioral difficulty, he/she will be placed on Probationary Status by the principal.

Conferences with teachers, parents, students, and principal will be arranged to discuss concerns. At this time, the student will be placed on an individual academic and/or behavioral contract that addresses specific academic and/or behavioral issues. **This contract is created through the teacher with the approval of the principal.** The family and the student must agree to and abide by the guidelines as stated in the contract. Should the student and/or the parent/guardian break the terms of the contract, the relationship between the school and family will be terminated. Upon transfer to another school, fees will not be refunded.

STUDENT WITHDRAWAL POLICY

- Families must notify the school in writing if a student is withdrawing from the school. Any family who withdraws ordinarily must wait one (1) full year before reapplying.
- The school will not forward records or release the report card for students who withdraw with an outstanding balance on any of the following obligations:

- Tuition is paid (current).
- Cafeteria Fees are paid.
- Library books are returned.
- Textbooks are returned.
- Athletic equipment returned.
- Extended Day Fees are paid.
- Fundraising/Volunteer commitment completed.

RECORDS

Student Records

Student records are kept in the school office. Parents may make an appointment to review the records and standardized test scores. Records will be held until financial obligations are met. Non-custodial parents will be sent a copy of academic records (report cards) as requested.

Before-care/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.

Aftercare is available for \$110 per month per student, or \$10 per day on an occasional basis. For families with two students enrolled in aftercare, the monthly fee is \$170. Parents are responsible for providing snacks, and students should arrive at aftercare with their own snacks. The school may provide snacks occasionally. A staff member will record each student's attendance daily, and a parent or authorized guardian must sign the student out at dismissal. Aftercare fees are billed monthly at the end of each month.

Before-care begins at 6:30 a.m. The cost is \$110 per month per student, or \$10 per day on an occasional basis. The monthly fee for two students is \$170 and \$250 for 3 students.

PROGRAM FEES

The monthly rates are based on an 180-day school year and are pro-rated over a ten-month period.

BEFORE AND AFTER SCHOOL PROGRAM MONTHLY RATES APPLY TO STUDENTS IN PRE-K – 8TH GRADE.

BEFORE SCHOOL (6:30 AM – 7:15 AM)

CHILD(REN)	1	2	3
MONTHLY RATE	\$110	\$170	\$250

AFTER SCHOOL (3:45 PM – 6:00 PM)

CHILD(REN)	1	2	3
MONTHLY RATE	\$110	\$170	\$250

Fees cannot exceed more than the prescribed monthly fee. Families may only occasionally need Before/Aftercare. For those circumstances, St. Joseph Regional Catholic School will charge \$10 per day for the morning and afternoon session. If the child comes again, we will charge for the month.

IF YOU HAVE AN OUTSTANDING BALANCE YOUR CHILD/(REN) WILL NOT BE PERMITTED TO RETURN TO THE PROGRAM UNTIL HIS/HER BALANCE IS PAID IN FULL.

After-school Activities

All students must be picked up in the 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 with their club sponsor. Club members are NOT to attend aftercare unless their guardians have previously made arrangements to attend.

ENTERING THE SCHOOL BUILDING AFTER-HOURS

Teachers and staff are not permitted to work in the school building alone. If a teacher wishes to work in the school building outside of regular school hours, or beyond 6:00 p.m. notification must be emailed to the principal. The teacher is required to have another person present in the building for safety reasons.

Attendance

In compliance with Texas Catholic Conference of Bishops Education Department (TCCB ED) 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 classes are 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). In compliance with the Texas Catholic Conference Education Department (TCCED), St. Joseph Regional Catholic School compulsory attendance laws. **We are on minutes, not days, so it is 75,600 minutes for the school year.**

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. 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.

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.**

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 (7:30-7:45 am) –will enter through the gym. 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 traffic.

In order to provide safety for the students and to improve traffic flow, Saint Joseph Regional Catholic School expects parents to avoid 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. For everyone's safety, traffic parking patterns must be observed by all. **Please observe the 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.

For the safety of the students, the school requires that parents should stay in their vehicle and not allow their child/children to walk through the parking area to a parked car (accompanied or not). And if the parent insists on taking the child/children across and if anything happens to the child, the risk will be on the parents not on the school. 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 concentrate 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.

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 3:30 p.m. All students who have not been picked up by 3:45 will be taken to Aftercare. The first time a child goes to Aftercare will be free and parents 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 2:30p.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 admittance 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.

RELEASE OF STUDENTS

The school office will handle the release of students using the established guidelines in the Parent and Student Handbook. Students will not be released early after 2:30 p.m. Parents must make arrangements to pick students up for appointments, etc. prior to 2:30 p.m.

Seatbelts

Students will always wear seat belts when riding in a vehicle.

Transportation

No school personnel may transport any student at any time. All transportation for field trips and athletic events will be organized by the school office. 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 name/number from their rearview 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 the 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 by the side 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 a school personnel.
- 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.

DISCIPLINE

A. Parent/Guardian/Student Handbook

All teachers and staff are responsible for maintaining proper discipline on campus. Utilization of the Parent/Guardian/Student Handbook is necessary to ensure the entire faculty and staff is able to administer a consistent program.

B. Classroom Rules

Classroom discipline is the responsibility of the teacher with the assistance of the principal, assistant principal and the parents/guardians when needed. Teachers observe and arrange the environment to minimize the possibility of potential issues. Class rules are posted in each classroom. Consequences for infractions will be communicated when rules are posted and reviewed. Teachers will address disciplinary issues within the classroom, and serious or habitual disciplinary issues should be referred to the assistant principal or the principal.

C. Rewards

Rewards will be given on an individual basis and at the discretion of the teacher. Rewards may include, but are not limited to:

1. *Extra credit for a specific class*
2. *No homework for a specific class*
3. *Outstanding Citizen recognition*

D. Effect on Conduct Grade

Class I, II, III, IV violations will have the following effects on conduct:

1. *0-1 demerits* = Conduct grade E
2. *2-5 demerits* = Conduct grade S
3. *6-8 demerits* = Conduct grade N
4. *9 or more demerits* = Conduct grade U

***Students with habitual behavioral demerits (6 or more) are at risk of suspension and possible expulsion. Expulsion will be determined by the Principal, Pastor, and Superintendent Approval.**

E. Demerit System - The purpose of the demerit system is threefold:

1. To inform parents/guardians of behavior that interferes with the student's learning or the learning of others.
2. An attempt to protect the child from a subjective determination of the student's Conduct Grade, which **impacts the ability to participate in school-sponsored activities.**
3. To be proactive in changing behavior that could lead to stronger disciplinary action such as suspension or expulsion.

The infraction system will be used for grades 5 through 8. Situations of misconduct for prekindergarten through grade 4 will be handled by the teacher with the assistance of the assistant principal or the principal. Student behavior will be tracked by the teachers and administration.

Misconduct and disciplinary violations are broken down into four other levels.

The levels provide a description of a broad range of behaviors considered to be student misconduct. The acts of misconduct listed in Classes I, II, III, and IV are not inclusive. Class IV infractions may constitute a reason for expulsion. The student who commits an infraction or act of misconduct will be subject to disciplinary action assigned by the classroom teacher, assistant principal or principal. The teacher determining the infraction decides the number of infractions given, within the recommended range as listed below. The principal always has the final authority in determining the disciplinary assignment for a student's misconduct.

Teachers will make every effort to contact the parents/guardians for any misconduct. This contact can be made by email, telephone, or parent conference by the teacher, first. A copy of a demerit form will be sent home and documented in RENWEB under the tab, DEMERITS. All communications will be documented in RENWEB, under behavior, as well.

F. Class I Demerit (1 infraction)

Class I violations include violations of classroom management procedures or campus rules that disrupt the educational process. Teachers and other staff members will keep a written record of the violation. Class I violations include behaviors such as, but not limited to:

1. being tardy without an excuse to class **(On the fourth unexcused tardy, an infraction will be given for that tardy and each subsequent tardy, per nine weeks),**
2. eating or drinking in an undesignated area,
3. chewing gum anywhere on campus
4. failure to deliver and/or return written communication between home and school,
5. not bringing required classroom materials,
6. possessing nuisance items, such as toys.
7. lunchroom, restroom, or middle school break misconduct that causes a disturbance,
8. violating the school dress code and grooming guidelines,
9. running and/or making excessive noise in the halls, building, and/or classroom,
10. any act that impedes the orderly classroom procedures or interrupts the orderly operation of the classroom

G. Class II Demerits (2-5 infractions)

Class II violations include those infractions that are more serious in nature than those of Class I. The disciplinary actions taken will depend on the offense, previous actions, and the seriousness of the violation. Class II violations include such behaviors as, but not limited to:

1. engaging in inappropriate public display of affection,
2. leaving the classroom or building without permission,
3. language (verbal or written) or actions, including disrespectful behavior toward a teacher or peer.
4. refusing to participate in a classroom activity or not completing class assigned work,
5. repeatedly not following directions,
6. selling or soliciting for sale any merchandise on the school campus without the authorization of the principal,
7. unwanted touching of others,

8. using any nuisance item on campus or on any school-sponsored trip without prior teacher/administrator approval,
9. cell phone possession or use during unauthorized times or in unauthorized places,
10. Ear Buds, air pods or similar devices possession,
11. misuse of chrome book,
12. any repeated violation cited in this or the previous level,
13. any other acts that interfere with the orderly educational process of the classroom and/or school,
14. failure to attend assigned detention.
15. misbehavior in Mass.

H. Class III Demerits (6-8 infractions)

Class III violations include those infractions that substantially and seriously disrupt or materially interfere with another student or with the orderly process in the classroom or school, or with any school-related activity. Class III violations include such behaviors as, but not limited to:

1. acts of disobedience or disorderly behavior that is detrimental to the school, harmful to health and safety, or inhibits the rights of others,
2. possession of any medication, over the counter or prescription,
3. refusing to comply with reasonable requests of school personnel,
4. any repeated violations cited in the previous levels or chronic or repeated instances of misbehavior,
5. any other act that seriously disrupts the orderly process of the school,
6. lying to any faculty/staff or other adult, either verbally or written,
7. cheating and/or copying (plagiarism) the work of others from any source (Internet, library resources, other students, etc.),
8. throwing an object that can cause bodily injury or damage to the property,
9. engaging in public display of affection (major),
10. making a threat, oral or written, to do bodily injury or harm to another or the property of another.
11. possession of any electronic device, including watches, disruptive to instruction,
12. any repeated violation cited in this or the previous level.

I. Class IV Demerits (9 or more Infractions)

Class IV violations include those acts of misconduct, serious misbehavior and/or illegal acts that threaten other students or impair the educational efficiency of the school, and/or those that most seriously disrupt the orderly educational process in the classroom and/or school. Infractions at this level, or an accumulation of infractions equal to 9 within the nine-week grading period will automatically be referred to the principal for disposition. Class IV violations include such behaviors as, but not limited to:

1. participation in disruptive activities in a group such as a gang,
2. possession, use or delivery of narcotics, dangerous drugs, drug paraphernalia, or alcohol on school campus or at school-sponsored activities,
3. smoking or use of any tobacco or nicotine product, including e-cigarettes, on school property or at school-related activities,
4. possession, use or concealment of a weapon on school property or at a

- school-related activity, or any item construed to be, or has the appearance of, a weapon on school property or at a school-related activity (a weapon is any instrument that may produce bodily harm),
5. fighting (this may include, but is not limited to, hitting, punching, slapping, kicking, pinching, pushing, spitting),
 6. causing harm or humiliation to a teacher or student,
 7. vandalism of school property or the property of others,
 8. engaging in chronic misbehavior that disrupts the learning environment,
 9. leaving school grounds during the school day, and/or organized school activity including After School Care that is contiguous with the school day, without permission,
 10. altering school records or data files, or signing another person's name on school documents,
 11. possession of a device, object or substance that would cause harm to property or persons, including, but not limited to: laser pens, pocketknives, firecrackers, razors, chains, mace, or flammable liquid,
 12. accessing, distributing, or possessing obscene or pornographic material,
 13. stealing, burglary, robbery, extortion, gambling or possession of stolen property: misuse of school technology, including but not limited to the Internet, the network, or any school-owned equipment or software,
 14. verbally or physically harassing, taunting or bullying other students or school personnel, including but not limited to using profane, obscene, indecent remarks, or racially or ethnically offensive language and/or gestures,
 15. making death threats by any means,
 16. misrepresenting the school, faculty, staff, or students through written, verbal or electronic means, **including social media platforms**
 17. failure to comply with assigned disciplinary consequences,
 18. assaulting another person.
 19. any repeated violation cited in this or the previous level

Demerit Consequences

a. Class I Demerit Consequences

- i. teacher/student conference
- ii. parent/guardian contact via phone call, note or email.
- iii. confiscation of a prohibited nuisance item
- iv. in-class disciplinary action
- v. restoration and/or restitution, as applicable
- vi. exclusion from extracurricular activities (accumulation of 6 or more infractions)
- vii. detention (repetitive Class I violations)
- viii. behavior contract (repetitive Class I violations); and/or,
- ix. supervised campus or community service while serving detention (repetitive Class I violations)

b. Class II Demerit Consequences

- i. any consequence for a Class I infraction, as well as one or more of the following
- ii. removal of student from class or activity
- iii. loss of recess or recreational time

iv. confiscation of any unauthorized merchandise offered for sale.

c. Class III Demerit Consequences

- i. any consequence from Classes I and II, as well as one or more of the following
- ii. administrator, teacher, student, parent/guardian conference
- iii. behavior contract
- iv. in-school suspension
- v. out of school suspension
- vi. withdrawal of various student privileges

d. Class IV Demerit Consequences

- i. any consequence from Classes I, II and III, as well as one or more of the following
- ii. involvement of law enforcement (Only if applicable/Pastor and Principal)
- iii. suspension (already listed above)
- iv. expulsion
- v. other appropriate disciplinary options as deemed necessary by the assistant principal in conjunction with the principal.

3. ***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 student and parents/guardians of the reasons for the terms of the probation. During the probation and at the end of the probation, the parents/guardians will be informed of the student's progress. At the conclusion of the probation, the principal, in consultation with the assistant principal, will determine whether sufficient improvement in behavior has occurred. The principal may consider other actions, if insufficient progress is noted.

4. *Suspension*

a. ***In-school Suspension*** - The student will be assigned to a supervised area where he/she will complete all assignments. The student will not attend his/her regular schedule.

b. ***Out-of-school Suspension*** - *This is more severe than In-school Suspension, as it represents a concern for the safety and well-being of students and/or faculty and staff.*

A student who has been suspended must make up all the work that is missed. All work will be graded, and appropriate credit given. In addition, the student will not participate in any school or extracurricular activities as designated by eligibility requirements (see Sect. VII, letter E, #'s 5 & 7 of this Handbook), or at the discretion of the principal. Further, a student who has received a suspension will not be allowed to hold membership or be involved in Beta Club for the remainder of the school year. The student will meet with the principal or designated authority before returning to class following the suspension.

5. ***Home Study/Virtual Learning*** - Students accused of **Class 4** Infraction behavior may, at the discretion of the principal of the school, be placed on a home-study protocol until the inquiry is completed. Also, if legal action is brought against the school by a student's family, all students from the family (families) will be put on a home-study program pending the outcome of the lawsuit.

6. ***Expulsion*** - Major offenses and continual disregard of school rules may result in a student's expulsion. Engaging in bullying, any type of harassment, or chronic or repeated misbehavior that disrupts the learning environment may result in a student's expulsion.

7. ***Extension of Discipline*** - Depending on whether sufficient improvement in behavior has occurred, certain situations may warrant an extension of a disciplinary action into a new school term.

8. ***Principal Waiver*** - The principal always has the final recourse in every disciplinary situation

and may waive any disciplinary rules for just cause.

PBIS

There are three positive rules that are used throughout the campus that reinforces Positive Behavioral Interventions and Supports are:

- Be Respectful
- Be Responsible
- Be Ready

PBIS is a school-wide approach to discipline that emphasizes school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom and non-classroom settings, (such as hallways and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of school.

RECOGNITION

Each student will have the opportunity to be recognized for consistently demonstrating positive behavior in all areas of the school.

All staff including teachers, substitute teachers, main office staff, cafeteria staff, and the custodian will award students for being respectful, being responsible and being ready to learn. Teachers will also implement a classroom PBIS as well.

The following disciplinary measures are NOT PERMITTED:

- Corporal punishment (for example, but not limited to spanking, shaking, slapping, pinching, etc.) shall not be used under any circumstances.
- Language which is sarcastic or calculated to bring ridicule on the student, his/her parents, or background.
- Sending a student outside the classroom where he/she is deprived of supervision.
- Using religious exercises or important class assignments as punitive measures.
- Any bizarre or unusual form of punishment or any touching of a child in a manner that is considered punitive, is not permitted. Such actions by a teacher or staff member warrants immediate termination.

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 parents 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 uses 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 the 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.

STUDENT DRESS CODE

Tommy Hilfiger Company is the official Uniform company being used by St. Joseph Regional Catholic School. The appropriateness of the uniforms may be determined at the discretion of the principal or their designee.

Uniform Policy

Saint Joseph Regional Catholic School students wear uniforms in grades Prekindergarten-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 through the school website link. We occasionally keep used uniforms in the front office.

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 – 3rd grade: Plaid Jumper (with modesty shorts), White Oxford Shirt.

Girl's 4th– 8th grade: Plaid Pleated Skirt (with modesty shorts), Blue Oxford Shirt, Plaid Tie, Navy Sweater Vest or Cardigan.

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

Boys Kindergarten – 3rd grade: Navy Pants worn with a Black Belt, Blue Oxford Shirt

Boy's 4th– 8th grade: Navy Pants worn with a Black belt; Blue Oxford Shirt, Plaid Tie, Navy Sweater Vest or Cardigan

Optional Uniform

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

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

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

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

Uniform Standards and Personal Grooming

The 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 **BLACK 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, navy or black) color.**

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 a gray t-shirt and Navy or Royal Blue Shorts.

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, jeans with rips or tears, athletic shorts outside of PE, and ragged clothing. Parents will be called to bring appropriate clothing for students who report to school in such attire.

HOMEWORK

Homework planned to meet the needs of students has a place in the educational program. Homework should be assigned for the following purposes:

- a) reinforcing concepts and skills that have been presented in class,
- b) developing the student's creativity and discipline through enrichment projects or research, and
- c) providing opportunities for the student to work independently and to accept responsibility for completing a task.

The school's homework policy shall be published in the school's parent/student handbook.

- Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

- Homework may be assigned to students Mondays through Fridays. No tests or quizzes will be given on the first day of school (Monday) or the first day after a holiday.
- PK, Kindergarten, and ancillary teachers will not assign homework. All other teachers will notify parents of homework via a communication folder and/or online webpage. Students in Grades 1st - 8th are responsible for writing homework assignments in the planner on a daily basis. **Teachers should confirm that students have recorded the correct assignments.**

1 Time Allotments

It is the responsibility of the principal to determine the homework policy. The amount of time that different students in the same grade spend doing homework will naturally vary. The following table provides guidelines for the time the typical elementary student may spend daily on homework. Middle school students may sometimes have more homework. In the interest of preserving time with the family, assigning homework and projects over weekends and school holidays is not encouraged. Homework should not exceed 2 hours, including reading time and study time.

The suggested homework time frames include:

Grades 1-2: 10-15 minutes
 Grades 3-4: 20-25 minutes
 Grades 5- 6: 30-35 minutes
 Grades 7- 8: 40-90 minutes

2 Homework Schedules

Wherever elementary/middle school students have several teachers, a cooperative faculty plan for assignments should be prepared and approved by the principal. Schools should make every effort to limit the number of assessments and projects given on a particular date.

Reading Homework

In order to increase vocabulary and comprehension skills, students in PK3 through 8 must engage in reading each night. Students will either be READ TO or READ ALOUD in grades PK3 – 8th. **The standard time for reading minutes is 20 minutes (K-5th) 30-45 minutes (6-8th).**

Late Work/Make-up Work Guidelines

St. Joseph Regional Catholic School affirms its stand on academic emphasis in its grading policy. Developmental levels will be considered in the strategies used when assigning homework.

Positive strategies may include but are not limited to rewards/praise for on-task behaviors and task completion, parent conference, and individual study plans.

When an absence occurs or if a student leaves campus early, it is the student's responsibility to inquire, complete and return all required assignments.

HOMEWORK POLICY REGARDING ILLNESS

When a student is absent, the parents must call the school office and email the teacher and Admin before 9:00 a.m. to report the absence and arrange for homework assignments. Parents should also contact the teacher to get the homework assignment. Teachers must make contact with the parents of an absent student so the student can get the homework assignment. **It is important that the parent and the teacher communicate about homework assignments.** Students may also receive missed assignments from their teacher when they return to school.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence. **A student out for 3 days or more must provide a doctor's excuse and written permission from doctor to return to school illness free. TEACHERS MUST INFORM THE OFFICE IF A STUDENT IS ABSENT FOR MORE THAN 4 DAYS.**

Homework Due to Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips, family outings, competitions related to outside activities and other events that may cause the student to miss class or leave school early during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations/personal events. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception regarding the provision of homework in advance of an absence due to a vacation during the school week.

Curriculum

CURRICULUM ALIGNMENT

The Curriculum of the Catholic Schools within the Archdiocese of Galveston/Houston focuses on a total, Christ-centered environment. Archdiocesan schools plan according to the Texas Essential Knowledge and Skills (TEKS), which serve as the core curriculum objectives in academic subjects. The objectives for Religion are from the Archdiocese of Galveston/Houston. All textbooks are selected from the approved textbook list developed by the State of Texas and the Archdiocese of Galveston-Houston. Teachers are required to align their curriculum with the Galveston-Houston Archdiocese curriculum (Archdiocesan Guidebooks), Lead4ward, National Standards and TEKS. A set of curriculum guides for St. Joseph Regional Catholic School is maintained in the office if parents wish to view them. Teachers are encouraged to attend on-going professional development related to curriculum and instruction.

All novels, videos and media must be approved in writing by the principal. Only "G" rated movies may be considered by the principal, as long as the movie is compliant with Roman Catholic Church teachings. Movies may not be shown without written permission from the principal and Universal Form submitted.

Attach a copy of the overview from Common Sense Media. Supplementary material is used to enrich and expand the curriculum.

PROGRESS REPORTS

Progress reports are sent home midway (4.5 weeks) into each nine-week grading period for all students. Students who are or may be failing a subject or behaviorally at risk at seven (7) weeks may be issued another progress report. It is the responsibility of the teacher to notify the parents/guardians and principal.

ARCHDIOCESAN REPORT CARDS

Report cards are issued every nine weeks. Pre-K and Kindergarten students have Developmental Report Cards. Grades 1-8 will receive a graded report. All reports are available on RENWEB. The Superintendent, in writing, must sanction departure from this standard.

GRADING

The National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools – Standard 8 calls for the use of a variety of curriculum-based assessments aligned with learning outcomes and instructional practices to assess student learning.

In addition, criteria used to evaluate student work, and the reporting mechanisms must be valid, consistent, transparent, and justly administered.

Schools in the Archdiocese adopt local grading practices that support the following guiding principles:

- a) grades are issued on a quarterly basis,
- b) grades should accurately reflect student achievement of the content standards. Non-academic variables such as behavior, participation, effort, and attitude should be reported separately from academic grades,
- c) grading policies should be applied consistently by all teachers across grade levels, departments, and/or the school. Grading should reflect student progress towards mastery. Research cautions that grades assigned to homework or at-home projects may not be a true reflection of student achievement,
- d) best practices caution against the incorrect use of extra credit assignments or bonus points as they can distort a student's record of achievement and potentially result in inflated grades. Used appropriately, extra credit and bonus points provide additional opportunities to demonstrate learning. The opportunity should be offered to all students. Extra credit and bonus points for nonacademic work such as bringing in materials, attending events, returning signed permission slips, etc. should be avoided,
- e) best practices caution against the overuse of zeros in grading. Grading as punishment

is routinely maintained in the mistaken belief that it will lead to improved student motivation and performance. Evidence shows that this practice does not work. Defenders of the practice agree that students need to have consequences for failing to complete work on time. However, the appropriate consequence is not a zero; it is completing the work. In addition to being an inappropriate grading practice, there exists a mathematical flaw in the use of the zero on a 100-point scale,

- f) best practices caution against group grades. While group activities provide immense value as a learning experience, they are not an assessment tool that gives an accurate account of each student's mastery. When grades are given as part of group activities, each student is graded individually rather than one grade given to all participants. At minimum if a group project is assigned, consider splitting the points value into individual and group components, with most of the points counting for the individual portion, and
- g) Weighting of grades is required in 1st-8th grades. Averages are calculated on a percentage basis for each type or category of assignment.

<i>Elementary (1st-5th)</i>	<i>Middle School (6th-8th)</i>
Formative Assessments – 40-60%	Formative Assessments – 30-50%
Summative Assessments – 30-50%	Summative Assessments – 40-60%
*Homework - <=10%	*Homework - <=10%

*Schools have the option to grade or not grade homework. If graded, homework should not be weighed more than 10%.

A sufficient number of grades to allow multiple opportunities for students to demonstrate growth and mastery of standards are recorded during each grading period. A developmental approach places greater weight on summative work. The following chart provides guidance in establishing local grading expectations.

Subject	Minimum Number of Grades per Quarter	
	Grades 1-4	Grades 5-8
Religion	9 (6 Formative/3 Summative)	9 (6 Formative/3 Summative)
Reading/Literature	9 (6 Formative/3 Summative)	9 (6 Formative/3 Summative)
English/Language Arts (Includes Spelling)	9 (6 Formative/3 Summative)	9 (6 Formative/3 Summative)
Writing	9 (6 Formative/Process & 3 Summative/Product)	9 (7 Formative/Process & 2 Summative/Product)
Handwriting (Optional)	3 (Suggested Maximum 6)	NA
Math	9 (6 Formative/3 Summative)	9 (6 Formative/3 Summative)
Science	6 (4 Formative/2 Summative)	9 (6 Formative/3 Summative)
Social Studies	6 (4 Formative/2 Summative)	9 (6 Formative/3 Summative)

	Summative)	
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Formative and summative grades are paced out over the grading period. The number of grades required in ancillary/elective classes, such as P.E., fine arts, computer, and foreign language may be revised on the local level based on the number of class periods within a grading period.

Additional information and recommendations specific to grading in content areas are included in the Archdiocesan Guidebooks for Curriculum and Instruction.

A Semester Average is calculated for each subject taught. Calculation of Semester Average is as follows:

<i>Elementary (1st-5th)</i>	<i>Middle School (6th-8th)</i>
Fall - 1 st and 2 nd Quarters – 50% each	Fall - 1 st and 2 nd Quarters – 45% each Semester Exam – 10%
Spring - 3 rd and 4 th Quarters – 50% each	Spring – 3 rd and 4 th Quarters – 45% each Semester Exam – 10%

Mid-term and/or Final exams are required in the middle school grades. It is recommended that the following semester exams be administered:

	<i>6th Grade</i>	<i>7th Grade</i>	<i>8th Grade</i>
Religion	X	X	X
Reading/Literature	X	X	X
English	X	X	X
Mathematics	X	X	X
Science		X	X
Social Studies			X
Electives	Mid-term and/or Final exams are not recommended for electives unless it is for possible high school credit.		

A Final Average is calculated for each subject taught. The Final Average determines credits for promotion or retention. Calculation of the Final Average is as follows:

<i>Elementary (1st-5th)</i>	<i>Middle School (6th-8th)</i>
1 st Semester – 50%	1 st Semester – 50%
2 nd Semester – 50%	2 nd Semester – 50%

An explanation of grades supported by written evidence should be available to both parents and students, when requested.

Grading principles are the same for students on accommodations that are documented through a Catholic School Accommodation Plan. When the curriculum expectations are modified, the reporting of student progress may be transitioned to standards-based reporting.

GRADING SCALES

Content Area Grading Scale (Grades 1-8, including students on accommodations)

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or Below

Credit Recovery Middle School (See 2064.3)

P Pass with Credit Recovery

Credit by Examination Middle School (See 2064.4)

CE Credit Given by Examination

Ancillary Grading Scale (Elementary)

E	Exceeds Expectations	93-100
S	Satisfies Expectations	77-92
N	Needs Improvement	70-76
U	Unsatisfactory	69 or Below

Ancillary Grading Scale (Middle School)

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or Below

Citizenship or Conduct (All Grade Levels)

E	Exceeds Expectations	93-100
S	Satisfies Expectations	77-92
N	Needs Improvement	70-76
U	Unsatisfactory	69 or Below

CORE ACADEMIC SUBJECTS

Major Subjects - The major subjects are:

- Grades 1 - 3: Religion, Reading, English/Spelling, Mathematics, Writing
- Grades 4 & 5: Religion, Reading, English/Spelling, Mathematics, Science, Social Studies, Writing
- Grades 6 - 8: Religion, Literature, English, Mathematics, Science, History, Writing

Elementary (PreK-8 Full Day) - 75,600 Minutes of Instruction

Grade Level	*Bell-to-Bell Minutes Per Day	Minimum Required 420	
PreK-5 th Full Day	Instructional Minutes Per Day	Minimum Required 360	
	Religion	Weekly - 150-200 minutes	
	Language Arts	Weekly - 400-600 minutes	
	Math	Weekly - 200-300 minutes	
	Uninterrupted Free Play	Deleted - No longer listed	
	**Discretionary Minutes	Deleted - No longer listed	
	Science	Weekly - 150-200 minutes	PreK-3 rd Biweekly - 300-400 minutes
	Social Studies	Weekly - 150-200 minutes	PreK-3 rd Biweekly - 300-400 minutes
	Physical Education (Weekly)	Weekly - 400 minutes (Divided among courses on the left) Guidance may be integrated into religion. Foreign Lang. - to the extent possible	
	Health (Weekly)		
	Fine Arts (Weekly)		
	Technology (Weekly)		
	Guidance (Weekly)		
	Foreign Lang. (Weekly)		
6 th -8 th	*Bell-to-Bell Minutes Per Day	Minimum Required 420	
	Instructional Minutes Per Day	Minimum Required 360	
	Credits Per Year	Minimum Required 7	8 This is not a variance. This is a requirement of the ARCHGH.
	Religion - 1 Credit	Weekly - 200 minutes	
	English-1 credit	Language Arts & Reading - 1 Credit	Weekly-200 minutes
	Reading-1 credit		Weekly-200 minutes
	Math-1 credit	Weekly - 200 minutes	
	Science-1 credit	Weekly - 200 minutes	
	Social Studies-1 credit	Weekly - 200 minutes	
	**Physical Education-.5 credit	Weekly - 100 minutes	
	**Electives-1.5 credits	Weekly - 300 minutes	

PROMOTION/RETENTION

Students shall be promoted or retained after evaluation of the student's academic performance. To be promoted, a student must have completed or mastered the work satisfactorily in each of the core subjects, (English, math, reading/literature, religion, social studies, and science). If a student's final

average is below 70 in any of the core subjects, it is at the sole discretion of the principal as to the student's retention.

When the possibility of retention exists, the parent(s) or guardian(s) shall be notified by the end of the first semester and the student will be placed on academic probation. Confirmation of retention shall be communicated in writing to parents. The students must attend 90% of the class period.

PERMANENT RECORD CARD

The Permanent Record Card is a summary of a child's academic record, attendance record, conduct record, and standardized test scores. A Permanent Record Card must be on file for each child attending the school, or ever having attended the school. Permanent Record Cards are kept in the school office in a fireproof file. The principal has access to permanent records. The classroom teacher has access to the permanent records of the students in his/her class. The classroom teacher may remove the permanent records of his/her class for the purpose of viewing, to affix the standardized test score labels, or to record grades.

Permanent Records may **never** be removed from the school building. Permanent Records are kept in perpetuity.

MAINTAINING OF PERMANENT RECORD CARD

Grades for all students are to be recorded on the Permanent Record Card in BLACK INK. Grades are to be recorded in numerical value beginning in first grade. **Numerical values for failing grades should be no lower than 60.**

When a student is withdrawn or expelled, the following is marked on the Permanent Record Card on/below the appropriate grade line:

- Student's average for work accomplished to date.
- A written explanation stating work represents only a portion of the year.
- Withdrawn or expelled and indicate date.

CUMULATIVE FOLDER

Student records are integral to the instructional process. The cumulative folder is a record of each student's school history. It contains the student's yearly progress in academic subjects and also indicates measurable student abilities such as those reflected by scores on standardized tests. Any comments shall be specific, behavior documented, and verifiable. Contents of the cumulative folder should include, but are not limited to, the following: student application (including birth certificate), sacramental data, permanent record card, transcripts, court decrees when applicable, testing result data, and a viewing of Record Form. The ***Viewing of Records Form*** must be signed anytime the file is viewed. These records are to be kept in the administrative office in a locked, fireproof file which is easily accessible to the

teachers. They are not to be removed from the school office. Progress reports and emergency information are kept in an appropriate file for easy access.

HONOR ROLL

To promote and reward the success of students, the following Honor Roll categories have been established for grades 1-8

PRINCIPAL HONOR ROLL

A nine-week grade of an “A” in each subject and an “E” for overall conduct.

Honor Roll

No grade average lower than an “A” or “B” in any subject and a conduct grade of “S” or “E.”

Perfect Attendance

This award is given at the end of each grading period. The students who have maintained an outstanding record of attendance at school, defined by their full attendance each day of school, i.e., no tardies and/or early releases.

St. Joseph Regional Catholic School Scholar

Any student who has received Principal Honor Roll in all four nine-week quarters will receive this honor. During the Awards Ceremony at the end of the school year, specialized awards are issued.

Extra-Curricular Activities General Eligibility

St. Joseph Regional Catholic School offers sports opportunities for students including Volleyball, Basketball, Baseball, Soccer, cheer, ballet folklorico, and football.

Athletic Eligibility

Students receiving **one** grade of **69** or below on either a Report Card or a Progress Report will be ineligible for **3 weeks**. Any student receiving a conduct grade of “U” will be ineligible for **3 weeks**. If an athlete is suspended, s/he may not attend practice or games. This suspension time is meant to prioritize coursework and improve grades. Attending practice and games does not allow the student appropriate time or focus on coursework. If a student becomes ineligible, a notification form will be sent home to verify the length and reason for suspension. Form must be returned to the Athletic Director on the following school day. Suspension will begin immediately. The student will remain suspended from all team activities until the form is returned. The Principal will have the final word on this issue.

PARENTAL ACCESS TO RECORDS

Parents/guardians are required to provide proper identification, (TDL) to access records. This process is handled in the school office and follows the Galveston-Houston Archdiocese policies and procedures.

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.

AUTHORIZATION TO RELEASE INFORMATION ABOUT A STUDENT Parents/guardians are required to sign an *Authorization to Release* form before records are released to other schools and agencies.

STANDARDIZED TESTING

ASSESSMENTS

Never has it been more crucial to ensure that assessment is well designed and strategic. Both formative assessments, or checks for understanding, and summative assessment; to assess understanding at the end of a unit, need to be integrated into all units. Student assessment is mandatory. The testing schedule will be provided on the academic school calendar. Student assessment will take place for grades Kindergarten through Eighth grade using the NWEA MAP Growth platform.

NWEA MAP Growth

The NWEA MAP Growth Assessment will be administered to grades 1-8 three (3) times a year during a designated testing window. The test may be administered to Kindergarten once a year. These tests will help determine the needs of each child, while monitoring growth, in the classroom so that teachers can differentiate curriculum according to the strengths and weaknesses as determined by the scores. Parents are informed of the results of the test throughout the year.

CURRICULUM

EDUCATION QUALITY

All students entering Catholic schools will receive the best education possible. Parents, as the primary educators of their children, have enrolled their children in a Catholic school because it offers the best education and reinforces family values. Teachers need to be sensitive to the learning styles of children so that they may challenge their abilities and talents.

DOCUMENTATION OF MASTERY THROUGH FORMS OF ASSESSMENTS

Evidence of mastery will be demonstrated through diagnostic, formative and summative assessments, NWEA assessments.

Consistency in grading practices among schools ensures that grades are accurate, meaningful, and supportive of learning regardless of where a student may be enrolled.

It is important to assess students based on the expectations of the curriculum and clearly defined learning criteria. Research shows that traditional methods of grading tend to measure students' short-term recall of information, rather than long-term understanding. As we shift our focus towards raising academic rigor, it is logical that we shift assessment and grading practices to support the development of long-term understanding and 21st Century skill acquisition. Teachers shall collect authentic evidence of student achievement, not just what is easiest to measure. For this reason, a balanced process including assessment *for* learning (*formative*), as well as assessment *of* learning (*summative*) is utilized.

Formative assessments are designed to gauge student learning and understanding prior to and during the teaching of the content and to inform instructional decisions such as the need for re-teaching. They are used to identify needs, plan next steps, and provide students with feedback.

The purpose of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. More specifically, formative assessments:

- a) help students identify their strengths and weaknesses,
- b) target areas that need work,
- c) help teachers recognize where students are struggling, and
- d) address problems immediately.

Summative assessments are designed to measure student learning and understanding at the conclusion of teaching the content. The purpose of summative assessment is to evaluate student learning at the end of an instructional unit (by comparing it against some standard or benchmark). Summative assignments are conducted after sufficient instruction, practice, and feedback are delivered, usually requiring students to demonstrate mastery of grade level content standards. (Refer to Snapshots included in [Curriculum Guidebooks](#)).

<i>Formative Assessment Examples</i>	<i>Summative Assessment Examples</i>
Informal teacher questions	Formal oral interview
Conference with student	Conference with student
Informal observation	Formal observation
Rough drafts of written work	Final copy of written work
Learning log (in process)	Final learning log entries
Reflective journal (multiple entries)	Mathematical final solution
Mathematical problem-solving steps	Final science experiment
Practice science experiment	Final presentation
Rehearsal of a presentation	End of unit project/product
Working portfolio	Showcase portfolio
Practice checklists	Final checklist
Practice rubrics (analytical)	Final rubric (analytical & holistic)
Graphic organizer	Self-evaluation
Classwork	Teacher-made test
Quiz	Chapter test
Exit Ticket	End of unit test
Self-evaluation	Semester, mid-term, or final exams
Benchmark or interim test	Standardized test

DOCUMENTATION

Teachers are required to keep written documentation of students who are having problems behaviorally or academically and timeline of the interventions. A written plan must be **established at the onset** of the academic/behavioral decline. Annotated documentation as well as examples of student work is appropriate. Documentation is written and the use of SMART goals; specific, measurable, attainable, realistic, and timely is recommended. Refrain from using opinions or subjective information. The teacher will establish a conference with the parent/guardian for the written plan. The principal will review the plan before the parent/teacher conference is conducted. On-going conferences are recommended using SMART Goals.

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 of 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.

Parental Access to Records

Parents/guardians are required to provide proper identification, for example, a Texas Driver's License, to access records. This process is handled in the school of ice 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 forms before records are released to other schools and agencies.

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 of ice 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.

Lunch Schedule/Visits

Lunch is considered part of the regular school day. 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 and special occasional lunches.

Students must either bring their lunch or purchase their lunch in the cafeteria. Forgotten lunches will be accepted no later than 45 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 with lunch from the cafeteria. For students who receive free and reduced lunch, please let the cafeteria staff know that a student will be absent.

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 in an orderly manner.
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.

CAFETERIA AND PLAYGROUND SUPERVISION

* All students are required to be supervised at all times. Constant supervision is a priority during the school day. At no time should students be allowed to participate in unsafe practices, including the cafeteria and playground areas.

VISITOR REGULATIONS

All visitors shall be required to report and register at the reception desk or in the school office upon their arrival at the school. Visitors without a pass should be escorted to the front office by school personnel. Signs noting this requirement should be posted at school entrances. The Principal shall provide for appropriate hospitality for visitors and shall establish a local policy concerning visits to the school or classes that will enhance the effect of the educational program rather than hinder it.

Ordinarily, parents and other people shall confer with teachers after school or at other appointed times so as not to interrupt class instruction.

Each school will have a policy regarding personal visitors and children, who are not enrolled in the school, visiting the campus.

VISITORS

Persons with official business are permitted on the school campus. Anyone visiting the school must report to the front office to sign in, provide TDL and receive a visitor's badge. All classroom visits must be approved in advance by the principal. No one should open doors for non-school personnel. All visitors should be directed to the main entrance to the front office. No one passes the gates to pick up students at the classroom. All other visitors must receive their student officially at the front office and sign out.

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 check in using the Raptor Visitor System in the front office.**

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 via ID, obtain a visitor/volunteer badge to be worn while he/she is on the school campus. 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.

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

Telephone

Except for emergencies, 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.

See above for cell phone confiscation policy.

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.

SCHOOL SPONSORED MEDIA

A school atmosphere and program which integrates religious belief and practice with the normal development and education of children are the most effective media for the purpose and objectives of Catholic education. Other means of communication frequently used are the following: authorized parent organizations, weekly parish bulletins, community activities, Works of Mercy, open house observances, promotional literature and videos, school reports and publications, press releases, websites, social media, Internet communications, broadcast features, and public service announcements.

Every school Principal shall formulate and publicize local regulations and procedures regarding communication. All announcements should be authorized by the Archdiocesan Office of Communications, and promotional materials regarding a school should be approved by the Principal to assure consistent policy and avoid duplication.

1 News Releases

In consultation with the Archdiocesan Office of Communications and Catholic Schools Office, individual schools are encouraged to release to the Catholic press, to the local press, and to community affairs producers, stories and information that will keep the public informed of current school activities and achievements (excluding single pictures with captions.)

2 Brochures, Catalogs, Advertising

Every school must include the required TCCB ED statement of non-discrimination relating to students in all its advertising, brochures and catalogs regarding student admissions, programs, and scholarships. In addition, every school must include a reference to its nondiscrimination policy in other advertising that it uses as a means of informing prospective students of its programs including the admissions section of its website.

<https://www.txcatholic.org>

3 Directory Information Regarding Students

Schools may receive requests to release student directory information for a number of reasons. Generally, student directory information should be treated as confidential and not released by the school except in certain circumstances. A school may release student information to other schools to which a student is applying for admission, provided that the school first receives a specific, written request from the student's parents to do so. A school may decide to include an option about the release of information in the school's handbooks.

PUBLIC STATEMENTS AND MEDIA POLICIES

The Superintendent of Catholic Schools, in collaboration with the Archdiocesan Office of Communications, shall coordinate the public relations activities of the Catholic Schools Office. Any announcement of policy for Catholic education and news items that pertain to the schools of the Archdiocese shall be released by the Superintendent.

Principals are to refer all media inquiries regarding the individual Catholic school and/or Catholic schools as a whole, to the Catholic Schools Office. With respect to parish affairs, the Pastor determines how to address public statements, after consultation with the Archdiocesan Office of Communications. Every school's Catholic Schools Office Liaison should be informed of any and all issues or inquiries that are media related.

In each school, the Principal shall coordinate the public relations activities in a manner consistent with the provisions of this section.

COMMUNICATION

Lines of Communication

Please follow these lines of communication to minimize misunderstandings:

The teacher handles day-to-day classroom situations.

- The teacher or the principal will notify you if a concern arises with a student.

- The teacher will be contacted **FIRST** for a face-to-face conference if a parent/guardian has a concern relating to the student.
- If the matter cannot be resolved with the parent, contact the principal for a parent, teacher and principal conference.
- **All written communication with parents should be copied to the Principal.**
- **All teachers must respond to emails within 24 hours of receipt.**

Parent Communication

- **Contact parents/guardians at the onset of an academic/behavioral decline and document via email. The PRINCIPAL must be copied on issues regarding behavior and academic decline.**
- Communicate with parents/guardians on a regular basis.
- Teachers may give the parents the school telephone number and their room extension, along with their school email address. Personal cell phone numbers and personal e-mail addresses may not be given to parents. Teachers may not give their personal cell phone number, or personal e-mail address to students.

NEWSLETTER or WEBSITE

Teachers should send at least one email per week or submit a monthly newsletter (Online) to provide parents with upcoming academic concepts and classroom information.

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, etc. The principal is responsible for submitting the news to the Archdiocesan Communication Department.

PARENT/TEACHER CONFERENCES

Teachers and parents or guardians are encouraged to communicate throughout the school year by phone, written notes or letters, e-mails, and on-site meetings. Social media should not be used for such exchanges between teachers or other school officials and parents. Parents who desire to meet with teachers or other personnel should schedule the meeting in advance by scheduling an appointment via phone call or email to the teacher. **Parent communications/messages will be returned within 24 business hours.**

Communication between parents and teachers is essential to a strong educational program. There are Parent/Teacher conferences in the Fall and Spring. Parents who wish additional conferences should

schedule an appointment with the teacher during his/her conference period. It is not appropriate to expect a conference at a time when a teacher is responsible for supervision of students, including in the morning assembly or in the afternoon pick up line. Parents are requested to call teachers during school hours only. Teacher email and voicemail are available for communication with all staff.

PARENT/STUDENT/ TEACHER CONFERENCES

Two 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.

TEACHER/ADMINISTRATION/PARENT CONFERENCES

Under certain circumstances, the Teacher or Principal may request a conference. It is imperative that you answer this request. If a parent does not make an effort to confirm or reschedule a meeting and does not attend the meeting, the student may be withdrawn from the school at the discretion of the Principal and in consultation with the Superintendent.

Norms for other Disclosures

Government and law enforcement officers may have access to the student's records.

Parent Conferences

Two (2) parent/student/teacher conferences are planned each school year, one each semester. These conferences provide an 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 conference 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.

FUNDRAISING PROCESSES AND REQUIREMENTS

Schools traditionally help defray expenses and supplement basic educational programs by fundraising in the school community, parish community, and general community.

1 Methods and Approval

- The principal, in coordination with the Pastor and School Advisory Council, will establish criteria for and the number of fundraising activities in the school. These activities should not interfere with the primary educational purposes of the students, class, or school.
- All fundraising in a school is subject to the approval of the Principal, in consultation with the Pastor.
- Principals planning to solicit funds through some special event or personal appeal should consult and receive the local Pastor's approval regarding the event. When there is no conflict with parish events or appeals, Pastors are encouraged to support and accommodate schools through appropriate announcements, etc.
- All fundraising events and the methods employed by the sponsoring groups must conform to all applicable Archdiocesan policies and moral standards appropriate for Church activities regardless of event location or sponsor.
- When questions of taste, judgment, or the image of the Church are involved, it is incumbent upon the sponsors of the event to obtain the approval of the Pastor.
- All fundraising activities shall comply with all federal, state, and local laws, including but not limited to the IRS tax requirements.
- Parent groups that provide funds to the school shall not be separately incorporated. Their bylaws must be approved by the Principal.

.2 Guidelines and Requirements

The Archdiocese of Galveston – Houston utilizes *Canon 1262* as guide for all fundraising activities and as such, all school fundraising initiatives must comply with the requirements listed below. In addition, school fundraising must also follow in the Archdiocese of Galveston–Houston's procedures and guidelines for such events, found in the *Parish-School Control Manual*.

- All funds raised should be applied to the stated purpose.
Funds raised should not be allowed to accumulate without the approval of both the Principal and Pastor (for elementary schools). Donations should not be accepted if the restrictions would violate applicable law, Archdiocesan policies or procedures, or the teachings of the Roman Catholic Church as determined by the then-sitting Archbishop of Galveston-Houston.

.3 Student Fundraising

- Any fundraising activity by students must be conducted in accordance with school policies.
- Whenever a school engages in a fundraising activity, it must be done in such a way that students maintain safe procedures, and students are selling the product as a fundraiser that benefits their school rather than as a promoter of the company whose item(s) is being sold.

FUNDRAISING ACTIVITIES

Students may participate in and cooperate with fundraising activities conducted by the school or parish, provided such activities are in accord with policies and regulations in this Handbook.

ADVERTISING AND PROMOTION

Cultural activities (i.e., youth concerts, student opera, etc.) may be advertised in schools as long as they honor Catholic doctrine and traditions. Tickets may be sold to students provided that the activity and the arrangements for selling tickets have been approved by the Principal or designee, and that the faculty is not expected to assume the burden of accounting for sales and collection of monies.

FIELD TRIPS

Must be scheduled in advance and lesson plan will be integrated into the field experience. The principal has the right to deny the field trip if it does not meet the academic standards of a field experience.

Teachers verify and set the number of parents or guardians needed to chaperone during field trips. Parent chaperones are to take an active role in supervising designated students, knowing that the students are ultimately under the jurisdiction of a teacher. The room parent will be the designated field trip chaperone. Parents are to follow guidelines set forth by the teacher in terms of student supervision, lunch procedures, etc. Parents are not to purchase special lunches, souvenirs, etc. for their child other than what is permitted by the teacher to ensure fairness to all students.

Parents who transport students in their vehicle must have a copy of their valid driver's license, Texas State Driving Record, and proof of insurance.

Parents must also meet additional requirements and be cleared up by the VIRTUS system as well as the Safe Environment office in order to transport students. Siblings of students participating in class field trips may not attend the outing. Students may only be transported to the designations indicated on the field trip permission forms. All adults interacting with or responsible for chaperoning students must be VIRTUS trained.

Failure to comply with this policy will result in parents not being cleared to attend future field trips with St. Joseph Regional Catholic School. At no time should a faculty/staff member transport a child in their personal vehicle. This could lead to grounds for termination.

Permission Slips

No student shall participate in a field trip unless a signed parent permission slip has been returned to school. A separate permission slip must be obtained for every field trip. For single-day trips, use the Archdiocesan Field Trip form, which must include relevant trip-specific information. For any field trips where buses are used, approval must be granted by the Legal Services Department for the Archdiocese of Galveston-Houston and the Office of Risk Management. If during any field trip students shall be

given the opportunity to engage in an activity that is more than ordinarily strenuous or hazardous (e.g., backpacking) specific permission must be obtained for each participating student. Activity clearance or prohibition must be indicated clearly on the general field trip permission slip signed by the parents of each student.

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.

All teachers are in charge of all students at all times while on campus and during field trips. Teachers are required to correct or address any behavioral issues observed at school and field trips.

GRIEVANCE PROCEDURES

A copy of the procedures may be secured from the principal. Please refer to the Administrator's Manual in the principal's office. The Pastor supports the principal in conflict resolution of school issues, according to the principle of subsidiarity, by referring individuals or groups back to the teacher or Principal and acts in accordance with the Grievance Policy of the Archdiocese.

HEALTH POLICIES

For the protection of all students, the following rules have been set-up and will be followed at all times. A child having one or more of the following symptoms will be sent home with no exceptions regardless of parental disagreement:

- Fever 100.0 degrees or higher.
- Suspected contagious diseases (See COVID -19 Health Standards).
- Vomiting
- Diarrhea
- Repeated complaints of feeling bad (aches, pains, etc.) which affect the student's ability to

- remain in school
- Lice or lice eggs

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.)

School Nurse:

The school provides routine tests such as vision and hearing tests, and to update records. On the days in which a nurse is not present to medically assess students, if a student complains of an illness the parent will be contacted to pick the student up. Every effort will be made to keep students at school all day; however, this may not be possible in all cases.

The **school nurse or principal designee** has a responsibility to question the medication order, discrepancies in the order, or incompleteness of the order. Steps should be taken to correct the issue. School personnel may refuse to give medication because of perceived risk. If so, parents/guardians are to be notified, and the refusal reason and steps taken must be documented.

Student Medications:

Student medications are kept in the nurse’s office and must be in the original bottle accompanied with a permission slip to administer the medication. (Students may keep their inhalers with them or in the classroom as required by law). Medication will not be given if expired. Medication is to be checked every 2 months.

The following medications will not be administered under any circumstance:

Sedatives

Experimental drugs or dosages

Herbal, dietary supplements, or other medication not approved by the FDA

Anything CBD

Stock medication will not be given to students.

Narcotics

REQUEST TO ADMINISTER MEDICATIONS:

A request to administer medications must be submitted to the school in order for the principal to designate a person to administer the medication. A “Medication Permission Form” is available, or parents may submit a signed letter with the information dictated below.

1. Scheduled (Daily) or Short-term Medication. Prescribed or over-the counter medication may be administered to students only upon written request by the parent/guardian and physician. The request must state the student’s name, name of the medication, prescribed dosage of the medication, route, time/s of administration of the medication, beginning and ending dates the medication is to be given, liability release, and the signature of the parent/guardian and physician. Use the “Medication Permission Form” or a written note with signatures containing the same information.

2. “As Needed” (PRN). Prescribed or over-the-counter medication given on an “as-needed” basis or “PRN” may be administered to students only upon written request. The request must include all information from #1, as well as the circumstances and condition warranting administration of the medication, detailed information on administering the medication, direction concerning dosage, route, frequency between medication doses, the maximum number of doses a day, and when to notify parents. Use the “Medication Permission Form” or a written note with signatures containing the same information.

3. Emergency Medications. Use the same procedure as #2, “As needed or PRN” medications. If students must carry and/or self-administer medications or treatments, physician orders are needed. Use the “Medication Permission Form” or a written note with signatures containing the same information.

4. Treatment. Use the same procedure as #1, “Daily or Short-term Medication.” Any treatment or monitoring request must be ordered and signed by a physician and the parent. Treatments such as blood sugar monitoring for diabetes are to provide the same information including details on how to perform the treatment. Use the “Medication Permission Form” or a written note with signatures containing the same information.

IMMUNIZATIONS REQUIREMENTS

An up-to-date immunization record is required for all students registered at St. Joseph Catholic School. The requirements are listed in the registration packet.

STUDENT RESPONSIBILITY

The student is responsible for reporting to the designated area to take his/her medication. The age of the student will be taken into account. The front office.

ENFORCEMENT OFFICIALS

Schools shall immediately cooperate with local and state law enforcement departments keeping in mind the legitimate interests of students and parents.

Schools are urged to invite the cooperation of the local law enforcement agencies in instructing school administrators, teachers, and students about crime prevention.

1 Questioning and Interviewing of Students

When it is necessary in the performance of duty for a peace officer to lawfully arrest a minor in attendance at school or interview minors in the case of a contemporaneous or imminent crime, the officer is empowered to do so.

While the constitutional rights of students may not be infringed upon by the officer, school officials are not required to, nor should they attempt to prevent such arrests.

In taking such action, police officers are required to give due consideration and recognition to the rights, responsibilities, and concerns of the school personnel.

Consequently, all police officials shall be requested and expected to deal initially with the Principal, Pastor, or designated school official.

In such matters, as well as in the case of general requests by peace officers to question

a minor in attendance at school, with the exception of an investigation of a report of suspected child abuse or neglect, the following specific procedures shall be followed:

1. The Principal shall ascertain the identity and the official capacity of the police officer, the authority under which action is required, and in the case of the release of the student the reason for such action (See 2075.1).
2. The Principal shall question the officer to ascertain whether the student is a suspect or a witness to a crime and whether the particular crime is contemporaneous or imminent.
3. The Principal shall request that the peace officer delay interviewing or arresting the student until the parent(s) or guardian(s) are present, except in the case of an investigation by Child Protective Services (CPS) or a serious and contemporaneous crime or imminent crime.
4. If the officer objects or refuses to wait until the parent(s) or guardian(s) arrive, the Principal shall insist on the right to be present for the interview and/or arrest.
5. If the officer insists on interviewing the student privately, the Principal shall declare clearly and in the presence of a witness that the interview is being conducted over the administrator's stated objections to the circumstances.
6. The school Principal shall notify the parents if the student is taken into custody and removed from the school premises unless it is connected with the student's abuse or neglect in which case, they will follow the direction of law enforcement and/or CPS, (See 2075.1).
7. The school Principal shall keep a record of the events and the sequence of procedures followed. This shall include the name and identification of the officer to whom the parent should be referred. An Incident Report shall be completed and submitted to the Director of Student Support Service and the Catholic School Office's liaison.

In all cases, the Principal shall not hinder the interview or any taking of a student into custody. In these situations, reasonable steps should be taken to minimize embarrassment to the student.

The fact that a student is questioned or arrested by a police officer does not necessarily constitute cause for suspension or expulsion. However, the school reserves the right to place a student on extended leave pending the conclusion of the investigation or adjudication. The principal should discuss this decision with the school's Liaison.

The Legal Services Department for the Archdiocese of Galveston-Houston and the school's Liaison should be notified immediately when any of the circumstances described above have occurred.

3 School Report of Suspected Abuse or Neglect

Under Texas law, any person who has reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by anyone (including other children or adults) must immediately report the possible abuse or neglect to Texas Department of Family and Protective Services (hereinafter referred to interchangeably as TDFPS (CPS)). Additionally, all school employees and childcare personnel (including but not limited to teachers, aides, and before and aftercare workers)

must make the required report as soon as possible, but within 24 hours of suspecting the abuse or neglect. The Catholic Schools Office should be notified after a report is made by completing and submitting the Child Abuse or Neglect Report to the Director of Student Support Services and the Catholic Schools Office Liaison.

Reporting should be made to the Texas Department of Family and Protective Services hotline at 1-800-252-5400, or via the website at <https://www.txabusehotline.org/Login/Default.aspx>.

After a report is filed with TDFPS (CPS), one of their investigators makes the determination whether to pursue further investigation or not to follow up at all. We are told that once CPS reviews a report of alleged abuse, they typically forward that information to local law enforcement.

In addition to notifying CPS, a report should be made to your local law enforcement agency. It is important that when you are making a report that you get a case number and the name of the law enforcement officer to whom the report was made. Local Law enforcement is not required to travel to the school site to take a report. For a variety of reasons, they may choose not to. The person making the report can forward to local law enforcement the copy of the report that was made to CPS. It should have the report number as well as the contact information for the victim and for the person making the report.

However, if the issue is one that involves an immediate or imminent risk of physical harm, death or sexual abuse, Principals are required to call 911 and/or continue to try to reach local law enforcement and also immediately notify CPS. Every case is different, and each situation involves a judgment call on our part. (For example: Do you call an ambulance when a child is injured, or do we call their parent(s) to pick them up and take them to the doctor? Or, has a teacher been informed that a child was recently abused by their parent. Should we immediately call 911/local police and notify CPS or is it an allegation that a mother pinched her teenager when she was being disrespectful). Perhaps no call to 911 is needed but a CPS report, flowed by an email to local law enforcement is more appropriate. It's hard to recommend black and white "rules" as it really depends on what we know at the time, but we need to exercise our best judgment and err on the side of always making a good faith report.

After making the report, the Principal or employee reporting must also complete the Catholic Schools Office Child Abuse or Neglect Report and scan/e-mail it to their Catholic Schools Office Liaison and Director of Student Support Services.

4 Investigation Concerning Abuse or Neglect

Texas Family Code Section 261.302 authorizes the CPS officer who is investigating suspected child abuse or neglect to, among other things, interview and examine the alleged victim at school during the school day. The child may request that a school representative be present during the interview, but the investigator has final say as to who is present during the interview. In the event a CPS officer requests an on-campus interview with a student related to suspected abuse or neglect, the Principal should be notified as soon as possible. Neither parents nor school personnel may interfere with such an interview. The Principal should keep a written account of all interactions with CPS officers investigating suspected abuse or neglect of a student. An Incident Report

should be completed and submitted to the Catholic Schools Office Liaison and Director of Student Support Services.

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 of the abuse should be the reporter.

FIRE DEPARTMENT

Each school shall plan for fire drills and fire prevention in cooperation with the local fire department. Local city ordinances, fire department ordinances or regulations shall be observed. A log of fire drills must be maintained.

HEALTH DEPARTMENT

The Principal or designee shall cooperate with the representatives of the local and state health departments.

NATURAL DISASTER AND EMERGENCY PREPAREDNESS

Each school shall have a crisis manual which is to be reviewed and updated annually. The plan shall include the following:

- a) Procedures for handling students and staff during a natural disaster, active shooter/lock down, blocked exit, and shelter in place.
Be sure to include different scenarios, such as Mass, lunch, recess, dismissal, etc.,
- b) Procedures for informing parents of the plan,
- c) Preparations of site facilities for safety including:
 - handling of emergency supplies of food, water, and medical supplies,
 - communication practices,
 - drill and practice procedures,
 - shutting off utilities.

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 GCCISD 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 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.

SPECIAL NEEDS LEARNERS AND REFERRALS

TEACHERS ARE RESPONSIBLE FOR PROVIDING THE AGREED UPON ACCOMMODATIONS TO STUDENTS.

MODIFICATIONS ARE NOT RECOMMENDED WITHOUT APPROVAL FROM THE PRINCIPAL.

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, St. 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 St. Joseph Regional Catholic School, the local district can be Aldine or HISD). 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, St. Joseph Regional Catholic School 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 St. 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 area accessible only to the principal, the Intervention Specialist, the Counselor, 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.

St. Joseph Regional Catholic School's Services for Special Needs Learners

New Students – When the Admissions 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 Intervention Specialist 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, and then meet the Intervention Specialist 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 or

Intervention Specialist 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***. Accommodation 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 students' 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 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, accommodation (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 Intervention Specialist 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 Intervention Specialist, tutor, 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 may require assessment accommodations. This accommodation 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 Intervention Specialist. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form. **No adjustments will be made on assessments that would jeopardize the rigor of the educational program.**

LOCAL EMERGENCIES

In case of a local emergency, we will follow the directions from the City of Houston Emergency Management Department.

INCLEMENT WEATHER

In the case of inclement weather, teachers will be notified by the principal or a designee that the school will be closed. The principal may consider actions of Goose Creek when determining school closure.

INCLEMENT WEATHER: RECESS AND PLAYGROUND, PRIMARY GRADES

Time spent outdoors is an integral part of the school day. Children need fresh air and exercise, and time spent outside affords students a break from the structure of the classroom. However, there are times when it is not safe for children to be outdoors.

The principal will take into account precipitation, heat advisory, wind chill and other weather conditions in making an outdoor decision. The most important factor is **student safety**.

When properly clothed, elementary school-aged children can participate in safe, play in an outdoor environment during safe weather conditions.

HURRICANE EVACUATION

Should the situation arise where it becomes apparent a hurricane may strike close to Pasadena or Houston, Texas, teachers will be asked to place all materials at least 15" off the floor. All technology and other equipment should be packed in heavy plastic and secured. All-important teaching materials should be put in a dry, secure area. If an area evacuation notice is given, follow the advice. Teachers will be notified when to return to work.

INDUSTRIAL ACCIDENTS AND SPILLS

We will follow the guidance of the City of Houston Emergency Management. This information is posted in the Crisis Management Plan. Please familiarize yourself with the information.

DRILLS

All teachers are expected to teach students drill procedures. Teachers are also expected to participate in any drill whether in class, at lunch or during planning time. Drill procedures are to be posted in a prominent place in each classroom.

PERSONNEL POLICIES

All staff members are required to be present each day the school is in session as prescribed by the school calendar. Staff members are required to be in school no later than 7:30 a.m. and may depart at 3:45 p.m.

TECHNOLOGY ACCEPTABLE USE OF INTERNET AND ELECTRONIC INFORMATION SOURCES

Please refer to the Technology Acceptable Use Policy (TAUP) Agreement. See Appendix A.

PESTICIDES

Pesticides are used in and around the school grounds as a part of our on-going facility maintenance. We use only those treatments which are safe around children.

FAITH FORMATION

MASS DAYS

The students attend a weekly Mass on Fridays. All students (PK-8th) are encouraged to wear their Mass uniform and fully participate in the Mass. Students are expected to remain reverent in Mass including responding in prayer and song, appropriate posture, and appropriate behavior.

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.

Catholic Identity

- Ensure students know and understand the prayer before meals, after meals, the end of the school day, and Common Catholic Prayers.
- Let your actions and words reflect CATHOLIC IDENTITY at all times.
- Have an active Prayer Table in your classroom.
- Adhere to the Morning Prayer Service and Mass Schedule.

PRAYER POLICY

Each morning, we will begin the day together with Morning Devotion. Daily announcements will follow. Classes pray together in their classrooms, before lunch, and before going home in the afternoon. God is our source and strength, and the best way to teach this concept to our students is to pray often with the class throughout the day. Teachers are required to recite prayers and prepare a prayer table. This sends a strong message to their students, one that will help them for the rest of their lives. Teachers are required to begin and end the day with prayers, (especially times for shared prayers from the students), a prayer before a major test or school events, and saying grace before lunch.

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.

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.

Sacrament Preparation

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

Administration

The Principal has an Open-Door Policy and is always available to speak one-on-one with parents. A newsletter will be e-mailed communication through our school Remind, Instagram and/or school website will be used. Our school's website is www.stjosephbaytown.com. Our school's Remind is @bluejayme. Our School's Instagram account is stjosephbaytown.com

Extra-Curricular Activities

Archdiocesan Academic Competitions

Scholastic competition fosters the development of important academic skills and encourages achievement in all students. Saint Joseph Students in 1st through 8th 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 5th through 8th 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 the Ministry. All students are given opportunities to grow in faith in religious studies, participation in 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.

Safety

At all times, the safety and wellbeing 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.

ACCIDENTS

All accidents involving students, teachers, and support staff or visitors that occur on campus must be referred to the office immediately on the same day of the occurrence and complete the written accident report, thus appropriately documented. Contact the school office immediately.

RIGHT TO SEARCH

Upon reasonable grounds, the principal may search any school property, including lockers, desks, work areas, or other areas in the building, and confiscate any substance considered illegal, illicit, dangerous, or disruptive.

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 the 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. It is very important that all the parents participate and if they cannot be able to volunteer, they are required to pay to compensate the school for not volunteering. The Director of Development will monitor the parent volunteer commitment and assign payment accordingly. The principal is responsible for the total school operation; thus, the principal supervises all who serve in any

capacity in the school.

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. 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 the service of any volunteer that fails to uphold the policies and procedures of the school. All comments and concerns should be addressed to the 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 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 are allowed in our classrooms or on 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' confidence 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.

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 confidence 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.

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 to fund-raising. Most importantly, 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 ask each family to commit to the following fundraising amounts:

- \$300 for a family with one student
- \$500 for a family with two students
- \$600 for a family with three students or more students

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

- Fall Bazaar - Sell \$100 or more of raffle tickets
- Steps for Students - Raise/Pledge \$100 or more to help our school
- Gala - Sell or Buy \$100 (1 ticket) or more to attend Gala

In addition to the fundraising we ask that you help by volunteering your time and talents:

- 10 hrs for a family with one student
- 12 hrs for a family with two students
- 15 hrs for a family with three or more students

You may also pay to opt out of volunteer hours

- \$200 for a family with one student
- \$300 hrs for a family with two students
- \$400 hrs for a family with three or more students

We always appreciate your support and commitment. If you cannot fulfill your fundraising and volunteer obligations, you are required to pay the school to cover your obligations. Please remember to meet this responsibility and requirements by April 30, 2025. We appreciate it if you choose to do more for our lovely kids.

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 8th 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 after the notification of the school principal.

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 with the permission of the principal. Payment extensions must be requested no less than days from the assigned date. Report cards will not be issued to the parents, 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 are not limited to fees assessed due to fines, lunch purchases and Extended Care services.

Financial Aid

Archdiocesan and ACE Applications for tuition assistance for students in grades K-8 are available during re-registration and must be completed and submitted prior to their stipulated deadline 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 make the school aware of changing financial situations following acceptance of assistance.

Texas Education Funds Assistance (TEFA) is available, and we encourage all families to apply. Information about TEFA can be obtained in the front office or on our school website. Details have also been emailed to current families and are included in our school newsletters for your convenience.

Parents who are seeking financial assistance from the school are required to apply for TEFA, ACE, and Archdiocesan tuition assistance programs.

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 uniforms, officials, transportation, entrance, and participation fees. Fees are due on or before the first day of practice.

Security

Saint Joseph Regional Catholic School teachers, Extended Care staff, and the night cleaning company have been instructed to keep the doors locked at all times. The cleaning crew has been instructed NOT to open the gates or doors to 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 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.

Technology Acceptable Use Policy

For Students, Parents, and Volunteers 2026-2027

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 the 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.

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 secrets.

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 technological 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 on 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.

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.

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

2026-2027 School Year

All enrolled families are provided with 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 acknowledge and agree to the COVID Addendum in this handbook.

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

Parent/Family Printed Name

Child/ren Name/s

PARENT BEHAVIOR EXPECTATIONS

Parents are expected to conduct themselves, whether inside or outside school, and/or at sponsored activities, in a manner befitting the school's philosophy and reputation of a Catholic school.

Unacceptable parent behavior subverts the mission of Catholic education and threatens the educational experience and the well-being of all affected persons. Whether occurring within or outside the school and/or school events, including within or outside school hours, when parent behavior is contrary to Gospel values, or jeopardizes the safe environment of the school and/or its students, the parent is subject to: being excluded from all school activities, being referred to proper authorities for criminal prosecution, and/or being required to withdraw his/her/their child(ren) from St. Joseph Regional Catholic School and/or having their registration for the following year denied.

The administration will make the final decision in this regard.

Parent(s)/Guardian(s) Name (printed)

Signature(s)

Date

TECHNOLOGY USER AGREEMENT

I HAVE RECEIVED AND READ **ST. JOSEPH REGIONAL CATHOLIC SCHOOL'S** Technology Acceptable Use Policy (TAUP) for students and parents.

I understand that the policy represents the Policy and Procedures for use of technology resources by students at **ST. JOSEPH REGIONAL CATHOLIC SCHOOL**. I understand its significance, and I agree to abide by all terms and conditions of the policy.

I understand and agree that whether occurring within or outside of school, my use of electronic communication and/or the Internet must not jeopardize the safe environment of the school or be contrary to Gospel values. I understand that if I violate this, I can be subject to the full range of disciplinary consequences including expulsion.

This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication.

I understand and agree that any violation of this policy, including a breach of confidentiality or security, or any applicable law, would be unethical and may also constitute a criminal offense. I also understand that my failure to comply with the terms and conditions of this policy may result in disciplinary action, including but not limited to revocation of computer privileges and possible expulsion from school.

Please Print:

Child/ren Name(s)

Signature

Parent/guardian

Signature

Date