

Family Handbook

2026-2027 School Year

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ST. JOSEPH CATHOLIC SCHOOL
Love to Learn • Learn to Live • Live to Lead

Dear Parents and Students,

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

The Parent/Student Handbook of St. Joseph Catholic School ("the Handbook"), as may be amended from time to time, reflects the policies of St. Joseph Catholic School for the current school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Joseph School during the current school year.

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

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

Many blessings,

Frances L. Thompson

Frances L. Thompson
Principal

MISSION STATEMENT

With a vision for our students' futures, St. Joseph Catholic School nurtures a strong love for learning and educates the whole child. St. Joseph classes blend proven teaching methods, current technology, and cross-curricular projects to prepare students to succeed in this dynamic world. St. Joseph students are inspired to apply faith, reason, and knowledge to problem-solve, to live a joy-filled life, and to serve and lead others.

VISION STATEMENT

St. Joseph Catholic School integrates faith with knowledge to provide children with a strong intellectual and emotional foundation, thus allowing students to achieve success within and beyond school, inspiring them to utilize their success in meaningful ways, and empowering them to positively impact our world.

OBJECTIVES

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

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

SCHOOL HISTORY

Since the formation of our parish, the members have taken on many building and renovation projects over the years. They include building the Parish Center in 1978, building the Church, parish office and rectory in 1986, the renovation of the Parish Center in 1996 and the renovation of the Main Sanctuary in 1999. We have added many programs as well. The Religious Education program began in 1976 with 600 students and continues to grow. The Mother's Day Out Program began in 1980 and continues today as the Little Disciples Early Learning Program, serving 18 months to four years old.

In 1997 the parish began a discernment process to establish ministry goals. Under the leadership and guidance of the pastor, Msgr. Don Fischer, plans were developed for Our Dwelling Place – a two-phase construction project designed to provide for the ministry needs evidenced by the discernment process. The construction included space to meet the needs of the Religious Education program, the Youth Ministry program and the Little Disciples Early Learning Program. It also includes a columbarium, a senior center and a parish school.

Beginning its first year in August of 2002, St. Joseph Catholic School served students in grades Kindergarten through 2nd grade. The school started with 50 students and will grow to a maximum of approximately 375 students with double sections at each grade level. The first phase of construction included all classroom space. The second phase of construction added a library, cafeteria/auditorium, and administration space.

We now have two classes at each grade level and had our first graduating 8th grade class in 2008-09. In the 2021-2022 school year, we added our Pre-K4 class.

PARENTAL WITNESS STATEMENT

By enrolling my children in St. Joseph Catholic School, I acknowledge and accept my privilege and responsibility to be the primary religious educator of my children. I understand a Catholic school is a way in which my Church seeks to share and assist me in my vocation. However, I know that no matter how clearly and effectively a Catholic school communicates the truths of our faith, unless my children see these truths take flesh in our family, there is little hope that the Faith will take root in their hearts. I believe that a Catholic school can deepen, enrich, and reinforce a Faith that my children experience in their home. I understand my own witness as essential to the religious development and growth of my children.

Aware of the dignity of my call from God and with a reverent awe for the responsibility, which is mine, I commit myself to be in word and deed the first teacher of my children. Practically, I understand this to mean I need:

1. to participate consistently and actively in the Sunday Eucharist.
2. to speak to my children about the things of God, and to make prayer an integral and important part of the environment of our home.
3. to participate and cooperate, as our school requests, in the religious education and especially the sacramental preparation of my children.
4. to accept my responsibility to support the moral teachings of the Catholic Faith in order not to contradict in my home what is proclaimed in the school.
5. to teach my children, by word and example to have a love and concern for the needs of others, especially the poor.
6. to do my fair share in financially supporting the school.
7. to volunteer my time, talent, and expertise.

My parental responsibilities are:

1. to encourage my child to obey the regulations and principles of good behavior.
2. to provide adequate time and place for study and to encourage completion of assignments as required for successful learning.
3. to support student responsibility and independence, parents should avoid making daily trips to school to deliver forgotten homework, lunches, uniforms or other belongings.
4. to encourage the development of my child's individual talents and interests, seeking help for those areas needing special help or attention and following the advice of the school.
5. to keep the school informed of special needs of my child.
6. to read all communications sent to the home by letter or email by the school.
7. to attend conferences and to request additional conferences as needed; consultation and communication is the responsibility of both the parent and the school.
8. to support the school community, the staff, parents, administration, and students in a loyal and community building manner and abide by the regulations in this handbook.
9. to comply with all policies in regards to attendance, uniforms, athletics, homework, and communications.

10. to ensure that children arrive at school on time each day and avoid unnecessary absences and extended vacations during the school year.
11. to maintain appropriate technology safeguards and parental monitoring at home to promote the safe, responsible, and age-appropriate use of digital devices and online content.

ADMISSIONS POLICIES

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

ADMISSION REQUIREMENTS

- Application must be made through the school website and be accompanied by a non-refundable, application fee. Applications are taken for available spaces only. Others will be placed on a waiting list and will be called should a vacancy occur.
- All incoming applicants are required to participate in a screening process. All new students are required to be assessed by the staff prior to placement in any class. Prior to admission, all transfer students must present academic records for review.
- Admissions to St. Joseph Catholic School are based upon the availability of space, scholastic qualifications, and resources to meet student needs.

Age requirements:

- **PreK 4** – 4 years old on or before September 1st
- **Kindergarten** – 5 years old on or before September 1st
- **Grade 1 –** 6 years old on or before September 1st
- **Grade 2 –** 7years old on or before September 1st/Successful completing of previous grade.

Admission Policies for New Students are based on the following priorities:

- Siblings of current St. Joseph Catholic School Students.
- Children of St. Joseph Catholic Church parishioners-Baptized Catholic.
- Children of Catholics, not members of St. Joseph parish – Baptized Catholic.
- Children of non-Catholics

The term "Parishioner in Good Standing" refers to Catholic families officially registered in the Parish (for at least one year unless they have recently relocated from out of town) and who have fulfilled the Parish stewardship obligation. All deadlines for admission packets must be met.
All new students are accepted on a probationary status during the first semester allowing the school administration the time to determine whether the School is an appropriate fit for the student and the School.

Documents Required for Admission/Re-enrollment:

- A birth certificate must be presented.
- For a Catholic child, a baptismal certificate must be presented.
- Immunization records (including 7th grade only Meningitis and Tdap by the First Day of School)
- Per the TCCB ED, a student who fails to present the required vaccines shall not be accepted for enrollment. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas.
- New students requesting admittance to grades 1-8 must present current and previous academic records (report cards and standardized testing).
- Any educational evaluations (ADD, Dyslexia, Anxiety, etc.)
- Any additional information pertaining to your child's academic performance (hearing loss, speech, vision, etc.)
- All families currently enrolled in the school must re-register each year.
- Families failing to meet the terms and conditions and standards of this Handbook may be denied re-admission to the School.
- All parishioner families must show proof of parishioner status.

Registration Process:

Families who wish to re-enroll at St. Joseph are asked to complete all online forms during a time period established by the School. Parents will be notified of deadlines for the submission of forms and payment of fees.

Re-enrollment and Finances:

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

Re-enrollment is reserved for those students for whom St. Joseph has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in spiritual and academic growth. Students may be denied enrollment for the following year or be asked to leave the school at any time during the school year for failure to comply with the terms and conditions of this Handbook which may include an evaluation of the student's attitude, behavior, and/or academic performance. All decisions regarding re-enrollment reside at the discretion of the school principal and/or the pastor.

FINANCIAL POLICIES

Fees and Tuition:

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

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Application Fee	New students only, per child	Non-refundable
Registration Fee	All students	Non-refundable
Tuition	All students	Non-refundable
8th Grade Fee	All graduating 8th grade students	Non-refundable

Tuition is not refundable upon withdrawal. The principal may grant written requests for refunds in exigent circumstances, up to 25% of the tuition for that student. Current rates are available on the school website at: www.sjcstx.net. All fees must be paid in full by the dates published. Failure to pay by the deadline set (also published on the school website) will result in a late fee charge and the possibility of the student losing their spot for the upcoming school year.

Payment Options:

- Collection of fees and tuition is made through FACTS Tuition Management Company.
- Tuition may be made by annual, semi-annual, or monthly payments.
- Cash or check payments for full amount may be made through the school business office during business hours.
- In office payments must be made 7 days prior to due date.

Tuition Assistance:

Limited Tuition Assistance Funds are available to those who submit applications by the application deadline through FACTS Financial Aid, pay the $45 application fee, and demonstrate financial need. The amount of financial assistance received from St. Joseph Catholic School or DEET/CSO Tuition assistance may be reduced or withdrawn if you receive funding through a Texas Education Freedom Account (aka, an education savings account). Such an adjustment offers more support to families in need who do not receive a TEFA.

Non-Payment of Tuition:

St. Joseph Catholic School expects every family to pay tuition as scheduled in the tuition agreement. The school's budget for the school year necessitates full payment of tuition and fees associated with enrollment of all students. Failure to pay all tuition and fees timely and in full hinders the ability of the school to provide a quality education and may result in termination of the student's enrollment without any refund of amounts already paid. Families are to contact the school in the event of a need to make modifications due to hardship. These modifications are made at the discretion of the principal who consults with the School Advisory Council and the Pastor. In this event, a signed agreement will be required for any modification.

In the event that a family does not meet the tuition obligation, the school will take all necessary actions to collect these funds. The following steps will be taken by the school to ensure the collection of tuition:

- Email to inform family of the delinquent tuition payment and request that the family contact the school office within FIVE business days to make arrangements.

- If a family fails to contact the school within FIVE business days or does not follow arrangement schedule made, the school will reserve the right to take action which may include:
    - Suspension of child's enrollment
    - Termination of the child's enrollment
    - File for collection of debt plus court costs. The school reserves the right to place severely delinquent accounts in the hands of a collection agency or its attorneys for collection.

Withdrawal Procedures:
When a student is voluntarily withdrawn from the school, the parent/guardian must notify school personnel in writing, as soon as possible prior to the actual withdrawal date. Student records can be requested through the school website. Student records will not be released if unpaid balances in tuition, EDP (Extended Day Program) fees, library fines or lunch fees exist.
Families should be aware that in the event of a transfer to another school within the Diocese of Dallas, all financial obligations at St. Joseph Catholic School must have been completed and/or fulfilled before they will be admitted to the new school. St. Joseph Catholic School will not accept new families who have an unpaid financial obligation to any other school.

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

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

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

St. Joseph Catholic School operates under the assumption that parents will support the school in any and all public forums at all times, a policy of subsidiary. In the event that a

family does not publicly support the school or its personnel, the School reserves the right to ask that family to leave the school.

ACADEMIC POLICIES

CURRICULUM

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

The curriculum places emphasis on:

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

Core Subjects:

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

Religion Math Social Studies Science
ELAR (English Language Arts Reading)

ACADEMIC EVALUATION and ASSESSMENT

The evaluation of a student is a daily, on-going process. The student is evaluated not only on acquisition of academic knowledge, but also on spiritual, social, and physical development. There are many tools used to assess students. Assessment is accomplished through observation of day-to-day interaction with peers, personal responsibility, participation in group learning situations, regular class performance, demonstration of knowledge through projects, and classroom activities such as oral presentations, labs, tests and quizzes. In addition, achievement tests each year measure a student's academic growth and progress relative to chronological age and grade placement. These compare the student to similar students according to national and diocesan norms.

The Diocesan grading scale will be followed as listed below:

PreK & Kindergarten

Achievement Code:
M= Met standard/objective P= Progressing I= Improvement/practice needed

Grades 1&2
E= Excellent
G= Good
S= Satisfactory
N= Needs improvement
U= Unsatisfactory

Grades 3-8
A= 100-94
B= 93-85
C= 84-76
D= 75-70
F= 69 and below

HOMEWORK

Homework reinforces what was learned during the school day, provides the opportunity for independent study, and gives ownership to the daily class work. Homework should be expected each day, but may not always appear in the form of written work. Essential components of homework are reading, re-reading, reviewing, and studying notes, as well as completing additional assignments that may not have been finished during the school day. Students in the middle school should be aware of long-term projects and make time to finish them by the due date.

The time allotment of homework will vary depending on the topic of study, the grade level, and the individual child's study habits and ability. The school hosts parent meetings at the beginning of the school year which provide information on teacher and grade level expectations in this regard. A general guideline by grade level is shown below:

PreK	Special projects
Grades K-2	30 – 45 minutes
Grades 3-5	1 hour
Grades 6-8	1 and ½ hours or more, especially if the student desires to earn a superior grade.

Homework Policy

The following homework policy has been established for the students in the SJCS middle school grades. Students in PreK through 5th Grade need to be aware that the homework policy will be established by the grade level teachers.

- Students are required to turn in assignments on the appointed due dates.
- Assigned work will be assigned a penalty of 20% on the first day it is missing and a zero on the second day.
- Grades 5-8: The *FACTS SIS Homework Savers* program will notify parents (who have provided the school a working e-mail address) by email when an incomplete has been entered into the teacher's grade book. Parents should be aware that when a late assignment has been turned in, it may take several days to appear on SIS.

MID TERM & FINAL EXAMS

Part of the mission of St. Joseph Catholic School is the preparation of our students for the rigors of the next level of education, high school. Part of the high school experience includes the demands of taking midterm and final exams. In a continuing effort to improve the instructional program, students in the middle school will be exposed to the experience of preparing for and taking exams. Students in grades 6-8 will take midterm and final exams according to the following guidelines:

- 6th Grade – Will be required to take final exams
- 7th Grade – Will be required to take mid-term and final exams
- 8th Grade – Will be required to take mid-term exams and may qualify to be exempt from final exams. To qualify for exemption from a final exam the student's grade average must be 94% or higher

GRADE REPORTING

All grades that are earned, both academic and conduct, are the result of honest and careful evaluation of all phases of the student's work and effort by each teacher.

The school year is divided into four quarters. Students in grades 1-8 receive report cards at the end of each quarter. Progress reports will be sent home at the mid-point in each grading period for students in grades 1-8.

Students in PreK will be issued report cards twice per year at the end of the 1st and 2nd semesters. Students in Kindergarten are not issued written summaries for the first quarter but will be issued reports for the subsequent three quarters.

A and A/B HONOR ROLL

A Honor Roll: Students must earn a grade of 94 (A) or higher in every core subject each quarter. (Not an end-of-year average)

A/B Honor Roll: Students must earn a grade of 85 (B) or higher in every core subject each quarter. (Not an end-of-year average)

ASSIGNMENT BOOKS/STUDENT PLANNERS

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

ON-LINE HOMEWORK REPORTING

Parents and students may use SIS to check on homework assignments, long-term projects and other scheduled work. The school reserves the right to determine the content that will be posted and the frequency of that information.

TEXTBOOKS

Our school provides both printed textbooks and online e-books for students. All textbooks and e-books are loaned to students for the school year, and students are responsible for their proper care. Printed textbooks must be kept free from pencil or ink marks, torn pages, water damage, broken bindings, and excessive wear. Students may be fined for damage beyond normal wear and tear and may be charged the full replacement cost for any book that is lost, damaged, or destroyed. All printed textbooks should be covered, and the student's name written inside the cover. A backpack or book bag should be used to transport books to and from school. Students must not share their online textbook login information with others, as these accounts are assigned for individual use only.

CONDUCT GRADES

Conduct grades are based on the traits listed below:

1) **ATTENTIVE IN CLASS** – Student listens, follows directions, stays focused & on task.
2) **OBSERVES SCHOOL RULES**- Student follows school and classroom rules.
3) **RESPECTS AUTHORITY** – Student is polite and respectful toward all adults.
4) **RESPECTS NEEDS AND PROPERTY OF OTHERS**- Student is considerate and appreciates the worth and value of others and their belongings.
5) **COOPERATES WITH OTHERS**- Student works and plays well with others.
6) **IS WELL MANNERED—**Student is polite and exhibits Christian behavior.
7) **DEMONSTRATES POSITIVE ATTITUDE** – Student is positive about school.
8) **SHOWS SELF-DISCIPLINE** – Student practices self-control.
9) **WORKS INDEPENDENTLY** – Student is able to work without constant supervision.

Conduct Marks:

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

Conduct Logs:

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

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

E 0-1 mark
G 2-4 marks
S 5-6 marks
N 7-9 marks
U 10 or more marks

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

- A support team will be composed of the principal or assistant principal, parent(s)/guardian and core classroom teachers.
- The support team will gather pertinent data. The data will include all factors that influence student performance and well-being.
- The team will recommend psychological or other testing when appropriate.
- The team will consider all alternatives to grade-level retention.
- The team will develop an Intervention Plan to identify a student's learning needs.
- The team will monitor progress to ensure the plan is effective, individualized, and adjusted as needed.

The decision to retain a student rests with the school principal and the parents of the student. If the school and the family cannot agree on a decision to retain, it may be necessary for a family to consider another location for their child's education. A copy of the decision will be kept in the student's cumulative file.

Conditional Promotion
Conditional Promotion to the next grade level is based upon the final cumulative averages on the report card at the end of the school year. A parent conference will be held by administration and teachers(s.)

- Grades 1- 3- Receives a D or F as a final cumulative average in any one of the following: ELAR or Math.
- Grades 4-8—Receives a D or F as a final cumulative average in any one of the following: ELAR, Math, Science, Social Studies or Religion.
- Has met the qualifications for Academic Probation in three of the four quarters in Grades 1-8.

- Has met the qualifications for Academic Probation in two of the four quarters for Kindergarten.

The student will be required to successfully complete the following criteria prior to the start of school to be promoted to the next grade level. Written documentation must be submitted. Should the criteria not be met successfully prior to the start of school, the student will not be able to re-enroll at St. Joseph Catholic School in the next grade. The student MUST repeat the grade for which they were placed on academic probation. The final decision on academic probation will be made by the Principal.

- Summer school coursework from an accredited public or private school.
- 20 hours of tutoring by a degreed and/or certified teacher pre-approved by the Principal.
- Any accredited program or summer work pre-approved by the Principal.

A student may not be conditionally promoted more than once during his/her stay at St. Joseph Catholic School without approval by the Principal. A complete educational evaluation may be required.

ACADEMIC FAILURE

Grades 1 – 8

A student who meets any of the following criteria on his/her report card will not be promoted to the next grade. They must repeat the same grade level the following school year. A parent conference will be held by administration and teacher(s.) Retention is for one year only.

- Grades 1 or 2—Has a final cumulative average of F (69% or below) in two or more of the following subjects: ELAR, Math or Religion.
- Grades 3-8—Has a final cumulative average of F (69% or below) in two of the following: ELAR, Math, Science, Social Studies or Religion.
- Any student who has been absent more than 10% of the required school days.

If the school recommends that a student be retained, and the parent does not agree and will not comply with the wishes of the school administration and staff, the parent may exercise the option to attend another school. Should a parent choose to transfer his/her child to another school, he/she needs to be aware that the student's permanent record will reflect their failing grades and the recommendation that the student be retained at their current grade level.

ACADEMIC COMPETITONS

Spelling Bee:

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

Private Schools Interscholastic Association:

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

ANNUAL STANDARDIZED TESTING

The Catholic Schools in the Diocese of Dallas administer the NWEA MAP Growth test three times a year to monitor student progress. In addition, students in grades 1-8 take the CogAT (Cognitive Abilities Test) once a year to assess reasoning and problem-solving skills. Kindergarten students will be given a Phonemic Awareness assessment in the 1st semester, and a School Readiness assessment in the 2nd semester. Questions or concerns regarding the testing should be addressed to the student's teacher or to administration.

PARTICIPATION IN PHYSICAL EDUCATION

Unless injury or illness prohibits, students are expected to participate in physical education classes. **A note from a parent or guardian must be sent to the physical education instructor in order to be excused from participation.** If a child cannot participate for more than one week, a doctor's excuse is required. PE uniforms are encouraged but optional. Students are allowed to change from their school uniform to the PE uniform (shorts and shirt) before each PE class. PE uniforms can be purchased online at our SJCS spirit store.

STUDENT PERMANENT RECORDS

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

PARENTAL ACCESS TO STUDENT RECORDS (DIOCESAN POLICY)

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school, unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family

lawyers and it is not the school's responsibility to enforce court orders. **See below for additional information regarding reimbursement of the school's costs and attorneys' fees for involvement in family custody disputes.**

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

ACADEMIC ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITES

St. Joseph Catholic School is first and foremost an educational institution founded to provide excellence in academic and spiritual development for its students. Educational excellence requires a resolve by all members of the school community—students, parents and teachers—that students must complete their primary task of education at an acceptable level before diverting time and energy to other activities. All members of the school community are expected to support the school's eligibility rules for the benefit of all students.

Fifth through eighth grade students that participate in extracurricular activities are subject to the eligibility rules set forth below:

- Students must maintain a 76% or "C" average in all Core subject areas with no more than 1 "D" and no "F's"
- Students must maintain an "S" or higher in conduct in all subjects with no "N's" and/or "U's"
- Eligibility is based upon Progress Reports and Report Cards

Students not meeting eligibility criteria at progress report or report card time will become ineligible to participate in practice and games for a two week period. The student's grades will be reassessed at the end of the two week period and if grades

meet the above criteria the student will be released to participate. If grades do not meet the criteria at the two week grade check the student will remain ineligible to participate until the next reporting period (progress report or report card).
Parents will receive written notification with dates of ineligibility from the Assistant Principal and Athletic Director. The Athletic Director will notify individual coaches.
Any student who violates the condition of eligibility faces disciplinary action.
Any coach who knowingly allows a student to violate conditions of eligibility may be asked to resign from his/her position.

COMMUNICATION

CONFERENCES

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

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

COMPLAINT REVIEW PROCEDURES

Parent Concerns/Complaints-(Diocesan Policy)

The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information. In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final. In diocesan governed schools and private schools, the decision of the chief administrator as to resolution of the concern or complaint shall be final.

EMERGENCY SCHOOL CLOSINGS/EXTREME WEATHER CONDITIONS

In the event that it becomes necessary to close the school building due to inclement weather or any other emergency, St. Joseph Catholic School will consider the advice of RISD and the guidance of the Diocese of Dallas in regard to cancelling in-person classes and moving to a remote learning model. The School will use SIS to alert

families with all contacts provided by the parents in the system, be that home phone, cell phone, e-mail etc. If families live outside of the Richardson area and determine that weather conditions are unsafe for travel, they may contact the school and may be given an excused absence or absent half a day.

CHANGES IN INFORMATION

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

TELEPHONE USE

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

CELLULAR TELEPHONES and SMART DEVICES

St. Joseph Catholic School reserves the right to restrict the use of cell phones by students in the school. If a cell phone/smart device must accompany a child to school, the child **MUST** power the device off and turn it in to the homeroom teacher upon arrival each day. Students may pick up their cell phone at the end of the day upon departure. Students may not use cellular telephones or smart devices while on campus, including during the Extended Day Program (EDP) and all after-school activities, unless authorized by school personnel.

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

COMPUTER USE

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

CYBER BULLYING

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

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

COMPUTER AND INTERNET USE GUIDELINES

Please read this document carefully. It details the terms by which students are permitted access to the St. Joseph Catholic School computer system, including but not limited to the internet, network, and software. Access is a privilege, not a right, and the School reserves the right to (a) establish usage rules; (b) log and monitor usage; (c) delete any saved information; (d) limit, suspend, or terminate access at any time for any reason; and (e) report suspicious or illegal activities to the proper authorities. Each student is responsible for their own on-line activities, and the School is not liable for improper use.

Students and their parents/guardians must adhere to the following guidelines:

1. School computers are to be used for educational purposes only, and may not be used by students for e-mail, free surfing, chat rooms, file-sharing, instant messaging, and/or uploading/downloading executable files.

2. Students should use sound ethical judgment while using School computers, and may not access or view inappropriate sites or materials, *including but not limited to those that are pornographic, obscene, vulgar, harassing or illegal.*

3. Sharing of student numbers, screen names, passwords or other log-in information compromises the security of the system and is forbidden. Students must protect their own information and may not use information belonging to others.

4. Students may not reveal personal information about themselves or others on-line or via the Internet, including their names, ages, addresses or telephone numbers.

5. Students are forbidden to use School computers to purchase any services or products, and may not incur any expenses on-line. Unauthorized expenses will be the responsibility of the student and/or the parents or guardians.

6. Plagiarism is unacceptable. Material obtained on-line may also be subject to copyright laws, and students are responsible for not using or distributing such material in a way that infringes the author's rights.

7. Students should immediately report any harassing, illegal, suspicious, or non-courteous behavior to a School official.

8. Students may not harm, modify, or destroy School computers or any hardware, software or other property related to the School's computer system.

9. Students must immediately report any security problems to a School official, and should not demonstrate the problem to others.

Failure to abide by any of these guidelines may result in disciplinary action, including but not limited to the suspension or termination of access privileges.

SCHOOL DAY

SCHOOL HOURS

The school day for grades PreK-grade 8 is from 8:00 am until 3:45 pm. The school calendar will indicate all early release days, when students are released at 12:00 pm. Early arrival begins at 7:15 am for an additional monthly fee. General supervision of students begins at 7:30 am. Unless a child is attending our EDP program, he/she must be picked up by 3:45 pm. Students not picked up by that time will be placed in EDP and charged a daily drop-in fee.

ATTENDANCE

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

Each student must attend classes for a minimum of 90% of the 176 school days to be promoted to the following grade level. A student who does not attend 90% of the number of school days in a year may be required to repeat the grade, or complete credit recovery (summer school or private tutoring).

Absence

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

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

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

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

For short absences, students should refer to SIS for their assignments. Students may also receive missed assignments from their teacher when they return to school. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.
Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.
Long-term absences due to vacation need to be discussed with Administration prior to leaving.
Excessive absence (18) days or the equivalent of 18 days including tardies, can cause a student to be retained in the current grade for another year.

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

Tardiness
The school day begins at 8:00 am. Students should be in their classrooms by this time or they will be considered tardy. Students arriving after 8:00 am must report to the school office for entry to class. A student who is late to school and has been at an appointment must provide a doctor's note. Students arriving after 10 am will count as absent half a day. Parents should be aware that any absence or tardy will render a student ineligible for any perfect attendance awards. Excessive tardies may jeopardize the student's continued enrollment or re-admission to the school.

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

- Parents or visitors must proceed immediately to the school office to obtain a visitor's sticker and sign in. Parents/visitors must also sign out after their visit.
- All volunteers must be cleared through the Diocesan Safe Environment Program and wear their Safe Environment badge while working in the school.

LUNCH
All students eat lunch in the cafeteria. Each child may bring his/her lunch from home or choose a hot lunch from the cafeteria. Parents are encouraged to establish a cafeteria account with the cafeteria management, maintaining a minimum balance for emergencies.

School lunches are provided by E & E Food Services. Lunches are debited out of the family lunch account.

Lunches brought from home should be simple and nutritious so a child can manage them independently. Do not send glass containers or sodas.

Due to our contract with E & E**, parents are not allowed to bring in fast food or meals from outside establishments. Ordering delivery food or treats to be sent to school for your child is not permitted.**

Parents who wish to eat lunch with their child should limit visits to designated special events only.

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

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

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

Playground Rules:

- FOLLOW DIRECTIONS OF THE PLAYGROUND SUPERVISOR AT ALL TIMES.
- Play appropriately and safely on all equipment items.
- No running or jumping on bleachers located on the athletic field.
- Slides are to slide down, not climb up.
- One child on a slide at a time.
- No pushing at any time.
- Students must be in view of the supervisor at all times.
- The classroom teacher or the principal may revoke recess privileges at any time.

DROP OFF/PICK UP PROCEDURES

Morning Drop-off:

Morning drop off is located at the school wing entrance off of Spring Valley.

Children may be dropped off at 7:30 am, but early arrival is offered at 7:15 am for an additional fee. After 8:00 am, you must park and walk your child into the school office.

Afternoon Pick-up:

All students are dismissed at 3:20 (See our website @sjcstx.net for carpool procedures – found under SJCS FAMILIES tab/carpool).

Any student not picked up by end of pick-up time (3:45) will be escorted to SJCS EDP (Extended Day Program) for a fee. Parents must then park (Jupiter Side) and enter the Dining Hall to sign out their child.

Early Release Days:

All of the same rules apply for Early Dismissal days. All students are dismissed at 12:00 pm. No lunch is served on Early Release Days. Students must bring a lunch if they are staying for EDP. EDP will not be available on early release days that precede a major holiday such as Christmas, and the first and last days of school.

MEDICAL

HEALTH

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

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

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

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

COMMUNICABLE DISEASE CONTROL MEASURES

- **CHICKEN POX** – May return to school seven (7) days after appearance of eruptions if temperature is normal and no complications or moist lesions.
- **CONJUCTIVITIS (Pink Eye)** – Readmit after a physician's certificate or health permit is obtained.
- **DIARRHEA /VOMITING** – Readmit when diarrhea subsides for 24 hours.
- **FEVER** – Readmit after free of fever for 24 hours.
- **HEAD LICE** – (Pediculosis) – Readmit when one medicated shampoo or lotion has been given. Second shampoo or lotion in 7-10 days is recommended. Student should be "nit-free" as determined by the school nurse.
- **IMPETIGO** – Readmit 24 hours after treatment has begun.
- **INFLUENZA** – Readmit when fever subsides for 24 hours.
- **MENINGITIS, BACTERIAL** - Readmit after a physician's certificate or health permit is obtained.
- **PERTUSSIS** (Whooping cough) – Readmit after 5 days of antibiotic therapy.
- **RINGWORM** - Readmit after treatment has begun.
- **SALMONELLOSIS** - Readmit when diarrhea subsides for 24 hours.
- **STREPTOCOCCAL SORE THROAT/SCARLET FEVER** - Readmit after 24 hours from the initial antibiotic treatment.

MEDICATION

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

STUDENTS WITH LIFE THREATENING ALLERGIES or Other Serious Medical Condition

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

- EpiPen auto-inject dual pack and Benadryl
- Medical Administration form (found on school website) by the first day of school and accompanying physicians note. All forms previously submitted must be renewed annually at the start of each school year.
- Parent should meet annually with all who teach the student and nurse staff to alert them to the serious medical condition.

STUDENT INJURY

All student accidents and injuries on school premises and at school sponsored events should be reported to the School Nurse immediately.

Student Accident Insurance

As a part of tuition, St. Joseph Catholic School provides each student with student accident insurance. This coverage is secondary when the student has health coverage under another Insurance Plan and primary when not covered under another Plan. This insurance covers accidental injuries to students during school hours and at all school sponsored functions including sports, both on and off campus. This coverage is not health insurance. Insurance claim forms are available in the Nurse's office. When an accident occurs, the school will fill out the top portion of the Student Accident Claim Form and provide this to the parent(s). The parent(s) will then complete the remainder of the form and mail it, along with all required attachments, to the insurance carrier directly at the address indicated on the form. All claims under the Student Accident Insurance are handled directly by the insurance carrier with the Parent / Guardian. If there are any issues that arise during the course of the claim, please contact the School Office. Coverage is provided in accordance with the plan documents and specific coverage terms and conditions.

STANDARDS OF CONDUCT

Behavioral Expectations

All students in Grades PreK-8 are expected to obey school rules and to develop the skills of personal responsibility and polite interaction with others. Parent notification remains the cornerstone of the sound disciplinary program, with the school and home working together to develop the best behavior for each child. Minor behavior issues are handled by the classroom teachers and other school personnel. A more serious disregard for school and classroom rules may warrant a telephone call to parents, an age appropriate consequence, or a parent conference. Repeated misbehavior or a single serious incident may warrant intervention by school Administration and/or scheduling a parent conference.

Classroom and school policies are designed to offer increasing self-discipline that is an indication of one's capabilities of accepting the responsibilities and privileges of being a Christian adult. To that end, general citizenship and work habit guidelines are provided below:

Citizenship

- Be polite and kind to adults and students, in speech, action, and manner
- Display respect and prayerful participation during worship
- Obey all rules and procedures
- Respect property
- Properly greet adults
- Use manners, for example, "Please" and "Thank You", or "Ma'am" and "Sir"
- Offer assistance to others in need, such as helping others to carry heavy loads and opening doors for others

Work Habits

- Work conscientiously
- Be prepared for class with all necessary materials. Students may not call home for forgotten materials/assignments
- Complete all assignments on time
- Actively participate in the learning process

DISCIPLINE CODE

At St. Joseph School, parents/guardians, staff, and students form a community in order to attain spiritual, intellectual, physical, and social development within a sound Christian environment. St. Joseph School is committed to the development of competent and responsible young men and women. Our Standards of Conduct establishes rules of conduct and procedures for student behavior. Actions or words that reflect values contrary to those of the Catholic Church are not permitted. Each case will be judged on severity, and consequences can range from detention to expulsion.

Students in grades PreK through 5th grade are to follow the behavior guidelines and consequences set by their classroom teachers. Emphasis will be placed on student responsibility and appropriate consequences for student behavior. The administration will support the teachers and work with parents to solve problems that might arise on a case-by-case basis.

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

Disciplinary Guidelines
Disciplinary action is designed to correct misconduct, as well as to encourage and motivate students to become responsible, Christian citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate action based on the following:

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

Off-Campus Conduct
SJCS students are encouraged to avoid out-of-school situations where activities are in contradiction to stated school policies and philosophies. Students will be held accountable for any behavior that leads to the detriment of the good name of the school and the Diocese of Dallas. Violation of this policy may result in disciplinary actions including dismissal.

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

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

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

Detentions will be scheduled every Friday morning and will begin at 6:45 a.m. allowing the students to spend time reflecting on their behavior. There is a $20 fee due at the time of the detention. Students who are assigned a detention will be given written notice of the detention, which needs to be signed by the parent. Failure to serve an assigned detention will result in a second Friday Morning Detention.

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

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

Automatic Detention

Some examples of conduct or behavior that may result in an Automatic Detention are:

- Cheating of any nature - This will also result in an automatic zero for that assignment.
- Disrespect toward a St. Joseph Catholic School member, visitor, or parent.
- Misbehavior or inappropriate behavior in church.
- Tampering with another student's or teacher's personal belongings.
- Refusal to obey a directive from a St. Joseph Catholic School faculty/staff or authorized adult.
- Leaving class without permission.
- Causing an accident which results in injury to another.
- Three (3) conduct marks.
- Use of a cell phone or other electronic devices while on campus. This includes before or after school.
- Any use of technology deemed inappropriate.
- Use of profanity, offensive language, or name-calling toward peers or staff.

DISCIPLINARY ACTION

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

- Showing disrespect or disobedience toward a faculty/staff member or volunteer
- Fighting, either physical or verbal
- Demonstrating bullying behavior to another student(s).
- Using or possessing any kind of tobacco, e-cigarette, drugs, or alcohol etc.
- Possession of any kind of weapon at school
- Use of profanity, spoken or written
- Cheating or assisting another student in cheating on an assignment/test etc.
- Vandalizing school property or personal property of teachers or other students
- Stealing
- Inappropriate displays of affection
- Leaving school property without permission
- A serious violation of the St. Joseph Catholic School Internet Use policy
- Causing deliberate and serious disruptions not specified here

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

Disciplinary Action #1 -

- Out of school suspension
- Exclusion from honor roll for that grading period
- Automatic N in general conduct for that grading period

Disciplinary Action #2 –

- Out of school suspension (for more than one day)
- Probationary status
- Ineligible for all extra-curricular activities for the rest of the semester
- Exclusion from honor roll for rest of semester
- Automatic U in general conduct for the grading period

Disciplinary Action #3 –

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

PROBATION

A student may be placed on probation for a relatively serious offense or for continued misconduct after a warning, when the misconduct does not require more serious action. The principal will observe the following procedures and guidelines.

a) A formal probation must be approved by the chief administrator or designee.
b) A conference with parents, student, and school administrator shall be held.
c) When a student has been placed on probation, the parents or guardians shall be informed in writing of the reason for the probation, the length of the probationary period, and the conditions under which the probation will be lifted.
d) A written record of student probation shall be kept for reference should more serious action be necessary later.
e) Effort should be made to assist the student through constructive counseling in order to forestall further sanctions.

SUSPENSION

A student may be placed on suspension for serious misconduct, on campus or off campus during school related activities, or for continued misconduct after having been placed on probation.

Official suspension may include any of the below-listed sanction examples. However, this list is not intended to be all-inclusive.

a) The student may attend class but lose the right to participate in any school activity on or off campus.
b) The student may be suspended from a particular class and required to report to a specific place on campus during that time.
c) The student may be sent home for the entire period of suspension provided that the student is assigned academic work to make up the loss of class time.

In all cases the administrator must prudently decide on the most efficacious and appropriate terms of suspension.

Procedures for Suspension

a) Ordinarily the student shall be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story. However, in exceptional cases, the chief administrator/designee may suspend a student without affording the student an opportunity for a conference if an emergency situation exists. An emergency situation is defined as a situation determined by the chief administrator or designee to constitute a clear and present danger to the lives, safety or health of students or school personnel. In the event of such

an emergency suspension, requirements as to the notice, meeting, and the necessity of keeping a complete written record must be followed as soon as is practical after the emergency condition dissipates.

b) The gravity of a suspension requires that notice shall be given to the parents by telephone or other appropriate method within a reasonable time, followed by a written notice signed by the chief administrator or designee.

c) A written form of suspension must be signed by the parents and student. On this form the exact length of the suspension period shall be specified and the reason for the suspension clearly noted, as well as the behavior modification necessary for reinstatement.

d) The chief administrator or designee is required to maintain dated documentation of the facts, procedures, and parent conference.

Guidelines

The length of any suspension is left to the discretion of the chief administrator or designee in accord with the nature of the conduct and all circumstances. A student may be afforded an opportunity to do make-up work, (including tests). Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion must be clearly stated to the student and parents.

Out of School Suspension

In cases of more serious disciplinary infractions, a student may be sent home and required to remain out of school for a designated period of time. Such infractions may include behavior that puts members of the school community at risk, or is so serious that the student cannot remain in the community for a period of time. An OSS may be imposed at the discretion of the Administration. Students are required to make up all work and tests following the same rules for absences. Students serving OSS will face consequences regarding extra-curricular activities. These consequences could include the revocation of the privilege of participating in extra-curricular activities. Parents must accompany the student to School following an OSS for a re-admittance conference with the Administration.

EXPULSION FOR DISCIPLINARY REASONS (Diocesan Policy)

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including without limitation parents and siblings) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (*e.g.*, parents and siblings) may result in the expulsion of the student from the school when, in his or her sole discretion, the

chief administrator determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the chief administrator of a school and will be reviewed only as set forth in section 5177.5.

1. Procedure for Expulsion

Circumstances giving rise to expulsion can arise and unfold quickly. The chief administrator's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the chief administrator's discretion, circumstances warrant:

• When practical, the pastor of a parochial elementary school and the chief administrator of a diocesan school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented.

• When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.

• The student and his or her parents should be invited to a conference with the school's chief administrator. In parish schools, the local pastor should be advised of the scheduled conference. In diocesan schools, the chief administrator should be advised of the scheduled conference. At the chief administrator's discretion, this conference may be held before or after the decision to expel is implemented.

• The final decision to expel a student rests with the school's chief administrator and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures. In parochial elementary schools, the pastor should be consulted.
In diocesan schools, the chief administrator should be consulted. Revised July 1, 2022

2. General Grounds for Expulsion

Any instance or course of misconduct may, at the sole discretion of the school's chief administrator, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the school's chief administrator may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of such severe misconduct include but are not limited to:

a) Actions gravely detrimental to the moral and spiritual welfare of other students;

b) Incorrigible or disruptive behavior which impedes the progress of the rest of the class;

c) Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities;

d) Habitual or persistent violation of school regulations;

e) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community;

f) The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage;
g) Use or possession of firearms or other potentially harmful objects or weapons;
h) Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs;
i) Theft, extortion, arson;
j) Habitual truancy; (See Policy 5123)
k) Malicious damage or destruction of real or personal property at school;
l) Hazing;
m) Serious bullying and/or harassment;
n) Conduct which may damage the reputation of the school or parish;
o) Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child; and
p) Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.

Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

3. Grounds for Expulsion Related to Alcohol and Drug Abuse
The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:
a) Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.
b) Notwithstanding section 5177.3(a) above, when the school's chief administrator, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, the chief administrator or appropriate school personnel should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health and substance abuse counseling, and/or substance abuse recovery programs.

4. Procedure for Appeal and Review of Expulsion
Parish school expulsions may only be appealed to the Pastor, whose decision on the matter shall be final and unappealable. The Pastor may define the appeals process as he wishes, and he does not have an affirmative responsibility to meet with the family or student in said process. Diocesan school and private school expulsions are governed by the school's respective policies and procedures. In general, the chief administrator's decision shall be final and binding without right of further appeal.

5. Tuition and Fees
Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

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

ANTI-BULLYING POLICY
Based on our philosophy that Catholic schools have been established to provide an environment of faith, which brings all of life together within the grace of love of God, we have established the anti-bullying policy set forth. St. Joseph Catholic School views bullying as unchristian behavior and it will not be tolerated.
We define bullying as an act which:

1. Persistently hurts another individual either
    a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
    b. Verbally (such as teasing, name-calling, using sarcasm, threatening, spreading rumors), etc.
    c. Indirectly (such as intimidating, excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments including notes and unflattering pictures, intentionally damaging another student's property), etc.
    d. Through use of technology (such as cyber bullying – using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. Is deliberate and sustained
3. Is intended to isolate, hurt, or humiliate another individual, or to increase social standing at someone else's expense
4. Is unprovoked

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic for example the color of hair or skin, dress, demeanor, wearing glasses, etc.
Bullying can take many forms including: isolation, slurs, rumors, jokes, innuendos, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. Bully is an intentional act and it will be treated as such. No one forces a person to be a bully.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling and corrective discipline by the principal, and/or referral to law enforcement when necessary will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

The anti-bullying policy of St. Joseph Catholic School has as its goal to ensure that all students experience a safe Catholic Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary guidelines set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the school discipline policy. Depending on the severity and length of incident, parents may be notified, as well as other teachers who have the students involved in classes afterward. This will ensure that the incident does not continue when students proceed to the next class.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken according to the school discipline policy.

6. The consequences for bullying will vary depending on the situation, but may include, but not limited to writing apology letters, school detention, in school and/or out of school suspension, expulsion, community service, and referral to law enforcement.

In addition to the above outlined steps, anti-bullying policy requires the following:

1. Teachers of St. Joseph Catholic School students are expected to:
    a. Teach their students about what constitutes bullying, effective strategies to avoid being bullied, and ways to report bullying.
    b. Give their students opportunities to role play and practice the strategies taught to avoid bullying and to report incidents.
    c. Teach their students strategies that can be used when students find themselves as bystanders to an incident. These strategies should also be practiced by the students under the guidance of the classroom teacher.
    d. Teachers will take every incident reported by the students. Student reports will not be dismissed as tattling. Every incident will be taken seriously. The teacher will determine if the report is unfounded or if further action should be taken.
2. Parents of St. Joseph Catholic School students are expected to:
    a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in grievance procedures of the school handbook.
    b. Understand and support the school's anti-bullying policy and actively encourage their child to avoid bully behavior. This includes encouraging their child (after an incident) to respond to the situation by using non-bullying behavior.
    c. Obtain anti-bullying information from teachers and/or principal if desired.
3. Students of St. Joseph Catholic School should:
    a. Report incidents of bullying they witness to the teacher in charge at the time of the incident, or to another staff member as soon as possible following the incident.
    b. Whenever possible, stand up for the student being bullied and refrain from joining in bullying behavior.
    c. Treat others with the respect and dignity that is expected of any Catholic school student.
    d. Take pride in their school environment and play an active role in creating a positive learning atmosphere for every student attending St. Joseph Catholic School.

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

UNIFORM POLICIES

St. Joseph Catholic School has a school uniform that helps identify our students as important members of our Catholic parish school. School uniforms are to be worn by all students in grades Kindergarten through eighth grade, except when designated by the Principal. Uniforms are to be worn with Christian modesty in mind.

UNIFORM SUPPLIER

St. Joseph Catholic School has chosen **Flynn O'Hara Uniforms** as the sole supplier of uniforms for students.

Uniform Requirements

ITEM	BOYS	GIRLS
Pants/Shorts	K-5 Grey twill pants or shorts 6-8 Grey twill pants ONLY	
Jumper or skort K-4 Skirt 5-8 **Note:** Girls **must** wear black modesty shorts under their skirts or jumpers.		• K-4 Plaid jumper or skort • 5-8 Plaid skirt • K-8 Black modesty shorts **(Hem must be no shorter than 2 in. above the knee)**
Shirts **Note:** SJCS logo should be on left side of the chest	• K-5 Maroon polo shirt with SJCS logo (short or long sleeve) • 6-8 White oxford short sleeve shirt with SJCS logo	• K-4 White round collar blouse with jumper • K-4 Maroon polo with SJCS logo with skort • 5-8 white poplin ¾ sleeve blouse with SJCS logo
Belts	Black belt must be worn	
Tie	8th grade Only-plaid tie to be worn with long pants everyday	
Socks	Solid black or white crew length **No logos or lettering**	• Solid white, maroon or black crew or knee length • Plain maroon, white or black tights with jumpers, skorts or skirts for extreme cold weather days **No logos or lettering**
Shoes	All black lace up sneakers	• Saddle oxfords- Blue/White or Black/White • All white sneakers

Outerwear	• K-5 Maroon cardigan sweater with SJCS logo • 6-8 Black pullover ¼ zip sweater with SJCS logo • K-8 Maroon fleece jacket with SJCS logo	• K-5 Maroon cardigan sweater with SJCS logo • 6-8 Black pullover V-neck sweater with SJCS logo • K-8 Maroon fleece jacket with SJCS logo

Uniforms must be purchased from **Flynn O'Hara Uniforms** with the following exceptions:

- Socks
- Shoes
- Black modesty shorts for girls
- Belts

ITEM	BOYS	GIRLS
Jewelry	One necklace worn inside clothing, Watch (no smart watch) No earrings	All jewelry must be simple. One ring per hand Small chain necklace One pair of stud (no hoop earrings) One bracelet Simple hair accessories (school colors) Watch (no smart watch)
Make-Up Nail Polish	None	No Make-Up No nail extensions, French tips, or colored nail polish

STUDENT GROOMING AND APPEARANCE GUIDELINES

- Coats and jackets worn during cold weather must be removed in the classroom and hung in cubbies or lockers. The official school sweatshirts, sweaters or jackets are the only outerwear allowed in the classrooms to cover the school uniform.
- Uniforms must be kept neat and clean and in good repair. If a student is wearing a uniform that is not in good repair he/she will be required to replace those items.
- Current and popular/trendy hairstyles are not necessarily in alignment with the guidelines in this handbook. In the event of non-compliance, the student will receive a verbal and then a written warning. Should the warnings not be heeded, the student will not be admitted to class until the haircut conforms to guidelines. The principal's decision is final regarding hairstyle and accessories.
- Hairstyles should not be a distraction from the learning process. Hair should be neat, clean and well groomed and out of the eyes and face. Hairstyles should be conservative, and of the student's natural color.
- Boys who are developing facial hair should make a daily effort to be clean shaven, over the upper lip, chin, sideburns etc.
- No tattoos, temporary or permanent, are allowed at any time.

- Clothing should be labeled with the student's name to ease the relocation of lost or misplaced items.
- Failure to comply to uniform guidelines may result in disciplinary action

SPIRIT DAYS

On Spirit Days, all students may wear any St. Joseph uniform shirt, St. Joseph t-shirt or St. Joseph sweatshirt that is school approved (i.e. school approved t-shirt, sweatshirt, etc.) with blue jeans, dress pants, uniform pants, or uniform shorts. Only school uniform shoes (tennis shoes) are allowed on spirit days. (see uniform requirement) Students may wear their school uniform instead of spirit day attire.

SPECIAL EVENTS:

A dress code exists for special events, such as school dances, Confirmation, and special activities. No strapless/slip-on/flip-flop shoes, thin-strap tops, low cut tops, low back dresses or halter-tops, Capri pants, jeggings/leggings, hip-hugger/low rise or holey/torn jeans or pants are not to be worn. Shirts must cover stomach when arms are raised above the head. T-shirts should have no offensive writing. Skirts and dresses may be no shorter than 2 inches above the middle of the knee. Only uniform shorts may be worn unless otherwise stated. No biker shorts allowed.

These guidelines are designed to ensure appropriate and modest dress for school related activities. Students not in compliance may be withheld from the activity. Parents will be called to bring appropriate attire to school or to pick up their child.

HONOR CODE

GENERAL ACADEMIC HONESTY

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

"Ut in Omnibus Glorificetur Deus" "That in all things God may be glorified" is the motto that will serve as the honor statement at St. Joseph Catholic School. Students will seek to glorify God through all the work that they do at school and do their best at all times in their academic pursuits. Students should know that their best effort is all that is expected and required.

ATHLETICS

"[I] consider sports as an instrument of education when it fosters high human and spiritual ideals; when it forms youth in an integral way in values such as loyalty, perseverance, friendship, solidarity and peace. Surmounting differences of cultures and ideologies, sports offers an ideal occasion for dialogue and understanding among peoples, for building the desired civilization of love. To put into practice these values, based on the dignity of the human person, in face of possible interests that might darken the nobility of sports itself." - Pope John Paul (Sept. 16, 2002)

Mission of St. Joseph Catholic School Athletics

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

Philosophy of St. Joseph Catholic School Athletics

As a Catholic school, St. Joseph upholds Christian values and principles. Though our athletic teams strive to win in the sense of having the best score, we recognize the real value of Catholic school athletics is realized only if it fosters the development of the human person-both in spirit and in body-by cultivating Christian character, strengthening personal integrity and responsibility, and promoting the pursuit of excellence in all endeavors.

Athletic Director

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

Conference Affiliation

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

Students in 5th through 8th grade are eligible to participate.

Fall Sports may include Football(both tackle and flag), Volleyball, and Cross Country.

Winter Sports: Basketball, Soccer and Swim Meet.
Spring Sports: Baseball, Softball, Track and Field, and Futsal.

Athletic Permission Form
St. Joseph students wishing to participate in a sport must fill out a St. Joseph Catholic School Athletic Permission Form. Permission forms must be completed and returned on or before the deadline set before the first practice date. All students must submit a completed sports physical every 365 days along with the acknowledgement of the policy guide.

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

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

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

ACADEMIC ELIGIBILITY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITES
St. Joseph Catholic School is first and foremost an educational institution founded to provide excellence in academic and spiritual development for its students. Educational excellence requires a resolve by all members of the school community—students, parents and teachers—that students must complete their primary task of education at an acceptable level before diverting time and energy to other activities. All members of the school community are expected to support the school's eligibility rules for the benefit of all students.

Fifth through eighth grade students that participate in extracurricular activities are subject to the eligibility rules set forth below:

- Students must maintain a 76% or "C" average in all Core subject areas with no more than 1 "D" and no "F's"
- Students must maintain an "S" or higher in conduct in all subjects with no "N's" and/or "U's"
- Eligibility is based upon Progress Reports and Report Cards

Students not meeting eligibility criteria at progress report or report card time will become ineligible to participate in practice and games for a two week period. The student's grades will be reassessed at the end of the two week period and if grades meet the above criteria the student will be released to participate. If grades do not meet the criteria at the two week grade check the student will remain ineligible to participate until the next reporting period (progress report or report card).
Parents will receive notification with dates of ineligibility from the Assistant Principal and Athletic Director. The Athletic Director will notify individual coaches.
Any student who violates the condition of eligibility faces disciplinary action.
Any coach who knowingly allows a student to violate conditions of eligibility may be asked to resign from his/her position.

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

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

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

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

After School Custody Policy:
Many of our practices are held after school hours. Below is the policy pertaining to the "Chain of Custody" for our athletes:
The "chain of custody" policy remains in effect for all after school programs. Once a child is dropped off at the school in the morning, the school is responsible for the wellbeing of the student. At dismissal the school is responsible to dismiss all students to either their designated pick up person, to an after-school program, or to EDP. Each of these is represented by either the parent or a safe environment approved individual, which in our case is usually the coach. If the after-school program starts later in the afternoon and not immediately after school, the student must follow the above "chain of custody" procedure and should have NO gaps in that sequence.

Here are a couple of examples:

1) Practice is at 3:30 – athletes are to meet the "designated" person at the locker room area immediately after school and change for practice. They are to proceed straight from homeroom to that area.
2) Practice is at 5:00 or later – athletes have three options:
   A. Are picked up from the approved area by their parent or designated person (adult).
   B. Be admitted to EDP immediately after last bell and remains until practice starts.
   C. Report to a teacher for after school reasons and remain with that teacher up until the time of practice. If that time with the teacher ends prior to practice, that student is either signed into EDP or handed over to the designated person. No students, at any time, are permitted to be on their own, either within the "secured" areas of the school or any location on church property, including the forum.

This process is designed to protect the welfare of our student. Please let the Athletic Director know if you have any questions.

AFTERSCHOOL PROGRAM

St. Joseph Catholic School offers an Extended Day Program (EDP) at St. Joseph. Students may be registered with EDP as monthly or drop-in students. Students formally registered in the program will be released to EDP at dismissal. Students not registered in the program or have not been picked up by 3:45 pm from carpool will be released to EDP and charged the drop-in rate. Parents' accounts will be billed accordingly through FACTS Management. EDP runs until 6:00pm. Fees and registration forms can be found on our school website.

PARENT INVOLVEMENT

AUCTION
PARENT TEACHER ORGANIZATION
DADS' CLUB
MOTHERS' CLUB
ROOM PARENTS
ATHLETICS
(See school website for more information on these groups. www.sjcstx.net)

MISCELLANEOUS

SAFE ENVIRONMENT PROGRAM

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

Safe Environment Training

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

Reporting of Child Abuse or Neglect

State law requires that allegations of child abuse be reported immediately to the Texas Department of Human Services or Child Protective Services. For reporting abuse, neglect, or exploitation of children, call 1-800-252-5400 or go to https://www.txabusehotline.org.

STUDENT DIRECTORIES

A listing of families and their contact information will be printed and distributed to each St. Joseph family.

FIELD TRIPS

Field trips require permission slips that must be signed and returned so that the student may attend a field trip. The dress code for a field trip will be determined by the classroom teacher.

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

- Parent chaperones help with supervision and ensure the safety of the children.
- Students, at the destination, will travel as a group and follow the directions of the chaperones and the teachers.
- Chaperones should not bring younger siblings on any trip.
- Chaperones MUST wear their Safe Environment badge at all times while on the field trip.

FORGOTTEN ITEMS - HOMEWORK, PROJECTS, AND LUNCHES ETC.

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

LOST AND FOUND

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

PARTY INVITATIONS

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

BIRTHDAYS

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

TOYS, ANIMALS, ELECTRONIC DEVICES, RECREATIONAL EQUIPMENT-BROUGHT TO SCHOOL

Toys, electronic games or devices, recreational equipment, live animals etc. should not be brought to School. The School is not responsible for damage, breakage, lost items, or liability for injury. Watches must have alarms turned off. The teacher will

hold items brought to school until the end of the day. Parents, not children, should come to pick up items that have been confiscated.
If a student wishes to bring an animal to school for a specific reason, (show and tell, science exhibits, etc.), permission from the homeroom teacher must be obtained. All live animals that will spend the day at school need to be brought in a cage or container and kept in a specific classroom or in the science lab. Live animals should never be loose in the school or carried from room to room by students.

VISITORS ON CAMPUS

All parents and visitors must check in at the school office and receive a visitor's sticker before going to a classroom or any other campus area.
Parents who wish to eat lunch with their child should limit visits to designated special events only.

ADDRESSING THE ADVISORY COUNCIL

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

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

GRIEVANCE POLICY

The SJCS Grievance Policy has two parts: an informal and a formal process. The informal process is strongly encouraged through open communication and understanding to resolve most grievances. The formal process may not be initiated until all efforts through the informal process have been exhausted.

Informal Process

Meet with the Faculty or Staff member and make a reasonable attempt to discuss the matter directly, charitably, and in person with the Faculty or Staff member about the grievance. If such an attempt does not lead to an acceptable resolution, the parent or guardian shall contact the principal and request a meeting. The contact should include a brief description of the grievance, the staff member involved, and all attempts to resolve the grievance directly with said staff member. The principal will schedule an in-person meeting and if all parties agree, will include the staff member in question.
After the meeting with the principal, if the grievance has not been resolved, the parent/guardian will then move to begin the formal process. The principal shall

provide all contact information for the Pastor and chairperson of the SJCS Advisory board to the parent/guardian.

Formal Process

The parent/guardian will contact, in writing (email is acceptable), the chairperson of the SJCS Advisory Council within 14 days after concluding the informal process. The Pastor and Principal shall be copied on the formal grievance. The chairperson of the SJCS Advisory Council shall acknowledge receipt of the formal grievance and confirm with the parent that the formal process has been initiated within 48 hrs. The formal grievance shall include a brief description of the issue as well as all steps and corresponding dates of all actions taken during the informal process. It should also include a brief statement about what the parent/guardian's desired resolution is. Contact information and preferred method(s) of contact should be indicated. The chairperson of the SJCS Advisory Council shall meet with the Pastor as soon as practicable to schedule a timetable for the Grievance Committee of the SJCS Advisory Council to hear the matter and offer an opinion. Once the timetable has been established, the parent/guardian will be notified of the said timetable, next steps to be taken, and important dates.

The Grievance Committee will offer an opinion and present said findings and decisions to the Pastor. The Pastor will then render a decision and inform the parent/guardian. The Pastor's decision is final.

All communications during the informal and formal process shall remain confidential and may only be disclosed to those parties directly involved in the grievance process.

CHAIN OF COMMAND

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

RIGHT TO AMEND THE HANDBOOK

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

APPENDIX 1
Diocesan Policies

THE ROMAN CATHOLIC DIOCESE OF DALLAS SCHOOL POLICIES HANDBOOK ADDENDUM

OVERVIEW

Catholic schools within The Roman Catholic Diocese of Dallas (the "Diocese") are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

1.CUSTODY AND FAMILY LAW ISSUES

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should

provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc…) with a supporting business records affidavit to both parents or their attorneys free of charge.

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is Revised July 1, 2022 Appendix 1 necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

2.REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT

a)Reports to Law Enforcement Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular conduct with a student whose conduct is the subject of the notice. It is the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

b) Cooperation with Law Enforcement and Child Abuse Investigations

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.

3.PARENTAL COOPERATION AND BEHAVIOR

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

4.REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue

which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court proceedings).

Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.

5. AUTHORIZATION OF CONSENT TO TREAT MINOR

I/We, the Parents/Guardians listed below, are the ___ parent(s) / ___ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and

employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, Revised July 1, 2022 Appendix 1 treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.

6.ENROLLMENT

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this agreement and forms a part of this legally-binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School

may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed.

I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

7.PARENT CONSENT AND RELEASE FORM

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the Student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.

Transportation to/from Athletics: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

Extra-curricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's participation in School-

sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable polices and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.

Transportation to/from Extracurricular Activities: Subject to the Release and Indemnification terms below, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable polices and rules of conduct.

Video/Image Release: Subject to the Release and Consideration and Indemnification terms below, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

8.RELEASE AND INDEMNIFICATION

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

9.PASS-THROUGH COPPA PARENT WAIVER

Dear Parents,

Our school uses certain web-based tools and other applications that assist your child in learning. In order for your child under age 13 to use those tools and applications, federal law requires that you provide your consent. A list of the applications and web-based services our school uses, or may choose to use, has been enclosed with this parental consent form. In order for your child to use these programs and services, your child must provide certain personally identifying information. Generally, this information is limited to first and last name, a user name, and email address.

Privacy policies for the programs can be found on the websites of the developers of these applications. If you have questions about a particular policy or would like further information about these privacy policies, please review the applicable website or contact your child's teacher.

Under the federal Children's Online Privacy Protection Act, the operators of these educational applications and services must notify you, as your child's parent, and obtain your consent before collecting limited personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students. This form, when completed below and on file with us, will authorize our school to provide consent for your child to provide personal identifying information, consisting of first and last name, a username, and an email address, to the operators of applications identified on the enclosed list.

If you consent to your child providing personal identifying information to use the applications and web services, check the OPT-IN box below. By checking the OPT-IN box, you expressly authorize St. Joseph Catholic School to provide your child's first name, last name, username, and email address to the operators of one or more of the applications identified on the enclosed list. You also agree to release and indemnify our school from and against any claims arising out of our providing such information to the operators of the applications and services listed on the enclosed list.

If you do not want our school to provide this information, contact the principal to OPT-OUT. Note that choosing OPT-OUT will prevent your child from participating in certain educational activities, including the use of the applications on the enclosed list. While our school will generally make reasonable attempts to provide alternative assignments to your child, we reserve the right to determine that a student's consistent inability to participate in the assigned curriculum may impair the student's academic progress at our school and require that you and we explore other options.

<u>COPPA Parent Waiver</u>

Check one: OPT IN___X_____ Date:_____

Student Name (PRINT):_____ Grade:_____

Parent/Guardian name (PRINT):_____

Parent/Guardian Signature:_____

APPENDIX A
St. Joseph Catholic School
Family Handbook Agreement

ACKNOWLEDGEMENT AND AGREEMENT

By my signature below, I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school. Furthermore, by signing below, I represent, warrant, and agree that I am authorized to sign this agreement, undertake the duties, and grant the releases set forth herein on behalf of Student.

Student Name(s) (print): _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

Parent Name (print):_____

Parent Signature: _____

School year: _____

Date: _____

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

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

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

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

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

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

List of page numbers and comments:

_____

_____

_____

_____

_____