

**Parent Student Handbook
2023-2024**

**St. Joseph Catholic Academy
2901 E. Rancier Ave Killeen, TX 76543
Phone: (254) 634-7272
www.sjc-academy.org**



**St. Joseph Catholic Academy is a Catholic Parochial School located
in the Austin Diocese Academy District.**

**The Academy is dedicated to the Christian education of boys and girls
from Pre-Kindergarten through Grade 10.**

**St. Joseph Catholic Academy is accredited by
the Texas Catholic Conference Education Commission (TCCED) which is recognized by
the Texas Commissioner of Education for the purpose of accrediting Catholic Academies in the State of
Texas.**

**Member of the National Catholic Education Association (NCEA) and
Participant of the Education Service Center, Region 12.**

**St. Joseph Catholic Academy complies with
all applicable State and Federal laws on discrimination.
Preference may be given in admission of Catholic students.**

**The Headmaster and School Pastor retain the right to amend this Handbook for just cause at any time.
Parents will receive prompt notification of any and all policy changes made during the school year.**

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History and Tradition of St. Joseph Catholic Academy

St. Joseph Catholic Academy was founded in 1955 by Father Weber, C.S.C., Pastor of St. Joseph Catholic Church. In 1974 the current Academy building opened its doors to Kindergarten to 8th Grade students, adding Pre-Kindergarten twenty years later in 1994. Originally, the building was an open layout; by 2007, all of the classrooms were enclosed. Under Headmaster Dirk Steffen's direction, with the active support of a dedicated group of parishioners, the Academy grew to its highest enrollment in the 2021-2022 school year, serving PreK through 9th grade students with the expectation of adding a Highschool grade every year until achieving grades nine through twelve.

Today, the Academy is staffed by lay teachers who work together with the clergy, parents, and students, for our communities growth, and for the greater honor and glory of God.

Mission of St. Joseph Catholic Academy

To provide academic and spiritual excellence in a classical Catholic environment -
To form students as saints of the church.

Vision of St. Joseph Catholic Academy

St. Joseph Catholic Academy is committed to educating students in Catholic values and traditions, developing a firm foundation in academics, and fostering respect and service.

Philosophy of Education at St. Joseph Catholic Academy

We believe that Catholic Academies should provide, through example and instruction, a community in which students experience faith and hope that witness the Gospel values of Jesus Christ. The Academy staff must continuously seek to educate the whole child and, with compassion and care, respond to the spiritual, intellectual, social, emotional, and physical needs of each child, while honoring their diverse learning styles. Using developmentally-appropriate and solid pedagogy, children should be stimulated, encouraged, and inspired in the acquisition of basic skills as well as a desire for life-long learning. The faculty and staff of St. Joseph Catholic Academy believes that Catholic education has as its aim to prepare students to become responsible, contributing members of society through faith, knowledge, and self-discipline.

Letter to our Parents and Guardians

I will teach you and show you the way you should walk, give you counsel with my eye upon you. -Psalms 32:8

Welcome to our St. Joseph Catholic Academy Family,

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." -Matthew 19:14

We are excited to have you as a part of our community. At our academy, we believe in the *formation* of the whole child, not simply *education*. We are here to assist you in the formation of your student: spiritually, academically, socially, and emotionally.

"...education is, then, an extension of parental education." -Holy See's Teaching on Catholic Schools

St. Joseph Catholic Academy (SJCA) is a community built on a partnership with our families, students, and staff. Education, as the church understands it, proceeds from the family and is cultivated at SJCA as an extension of the home. In other words, when you choose SJCA, you join our community. Your child is in a safe environment, supported by caring staff and leaders who believe it is their vocation to form and to love your children as their own.

"I have given them thy word; and the world hath hated them, because they are not of the world, even as I am not of the world. "I pray not that thou shouldst take them out of the world, but that thou shouldst keep them from the evil." -John 17:11, 14-15

Our primary mission at SJCA is to provide a classical Catholic environment of academic and spiritual excellence - **to form great saints, not simply scholars**. We believe that we all are born with inquiring hearts and minds - inquiring towards truth. We aim to nurture that innate sense of inquiry, the sense of wonder and discovery of God's creation. Our teachers will orient students towards the pursuit of the good, true, and beautiful in the life of the church. Our hope and prayer is to teach them to think critically, to speak eloquently, **and to engage the world, not be of the world** while discerning their own call to holiness.

Then he said to his disciples, "The harvest is plentiful, but the laborers are few; therefore pray earnestly to the Lord of the harvest to send out laborers into his harvest." -Matthew 9:37-38

This handbook is filled with important information regarding school policy and procedures. Parents and students should review the handbook together. We look forward to working with you and your child. We look forward to a wonderful school year filled with holy moments and experiences! We appreciate your partnership and thank you for your support in this mission! Prayerfully, together, we will form our children's faith - we will open their eyes to the wonder that is God, and enkindle their hearts to the flame of loving discipleship. Holy Spirit, help us to live our faith, serve our community, and form the body of Christ!

Ite ad Ioseph,

Tony Henely, Headmaster

Mission Statement of Catholic Academies of Texas

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

As a pastoral instrument of the Church, the strength of the Catholic Academy is its ability to respond to the needs of the whole person, to serve the Church in times of transition, and to demonstrate to the world a global perspective for a peaceful and sustainable future.

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

Intellectually, pupils are challenged to work to the best of their abilities. In a world of diversity and absolutes, pupils need to be "free" to appreciate and understand the planet Earth, the people and cultures that inhabit it, and to develop global perspectives by which lives and consciences are formed. Pupils are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic Academy must call its pupils to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic Academy student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

- From the Texas Catholic Conference Education Department

Goals of Catholic Education

- ❖ To provide an environment in which students are enabled to build and deepen their relationship with God.
- ❖ To foster an academic culture aimed at the pursuit of truth.
- ❖ To actively promote growth in virtue.
- ❖ To be inspired by a Supernatural Vision
- ❖ To be founded on a Christian Anthropology
- ❖ To be animated by Communion and Community
- ❖ To be imbued with a Catholic Worldview
- ❖ To be sustained by Gospel Witness

Education Objectives of St. Joseph Catholic Academy

A. The Academy fosters:

1. A Catholic identity through the religious atmosphere, which permeates the total instructional program.
2. Gospel values as modeled in Academy procedures and actions of staff and students.
3. A faith community expressed through religious experiences through classes; programs for personal spiritual formation; opportunities to worship; service to others; and sacramental preparation.
4. Active interaction between the Academy and parishioners.
5. The formation of behavior in accordance with Christian standards.
6. Sensitivity and responsiveness to social concerns and economic justice.
7. Development of Christian attitudes towards life, human sexuality, and the family.
8. Formation of students to set goals and attain them, to be self-disciplined, responsible, responsive, compassionate, and empathetic to the feelings and needs of others, and to respect individual differences in others.

B. The administration and staff will:

1. Communicate on a regular basis about Academy activities and general accomplishments.

2. Communicate expectations for student academic performance to students and parents and provide systematic reporting to parents about student progress.
3. Organize opportunities for the Academy and business community to advise and support the Academy.
4. Provide a safe and orderly environment with a clear disciplinary code. Please refer to the section on Conduct and Discipline/Student Discipline and Parent/Staff Conduct and Responsibilities under Disputes and Conflict.
5. Inform parents of Academy policies and regulations concerning rights and responsibilities of staff, students, and parents; grievance procedures; discipline code; Academy policies; grading system; and compliance with applicable laws and regulations. PLEASE SIGN page 43/ 44.
6. Provide a guidance program through all grades.
7. Provide Academy facilities that project a positive image and environment for teaching and learning.
8. Develop excellence in education through compliance with Texas Catholic Conference of Bishops Education Department (TCCB ED) and Diocesan guidelines. Providing programs of instruction to meet students' diverse learning needs.

C. All students should (appropriately to their grade level):

1. Develop a knowledge and understanding of the Catholic faith and personal relationship with God, as evidenced by attitude and practice.
2. Develop proficiency in Humanities, Sciences, Theology, and Mathematics in the lower grades, followed by studies in Advanced Technology, Fine Arts, Foreign Language, and Physical Education.
3. Develop higher order level thinking skills of Research, Analysis, Evaluation, and Problem Solving.
4. Develop proficiency in the use of basic communication skills and technology, as well as the ability to recognize propaganda in their lives.
5. Develop skills of problem solving for integrating information and a framework within which to navigate the diverse values present today.
6. Acquire knowledge and appreciation of the culture of the ethnic groups of our American heritage.
7. Develop an understanding and appreciation of cultural diversity together with the skills needed to succeed within the global community.
8. Acquire an understanding of the importance of physical and mental health in one's life by developing healthy attitudes regarding human sexuality, nutrition, and healthy life skills.
9. Acquire knowledge of the democratic process, develop an understanding of the privileges of citizenship, and learn to assume its responsibilities.
10. Develop an understanding of human geography and the world cultures of today.
11. Be knowledgeable in government practices, political principles, and current activities.
12. Be aware of the principles of consumer economics.

D. Parents as Partners in Education:

As partners in the educational process at St. Joseph Catholic Academy we ask parents to:

1. Meet all financial obligations to the Academy.
2. Support the religious and educational goals of the Academy.
3. Support the discipline policy and support the Academy in helping students take responsibility for their actions.
4. Be respectful of faculty and staff at all times.
5. Please allow a 24 hour turn-around for teachers/administrators to reply to your questions, comments or concerns. .
6. Actively participate in Academy activities.
7. Inform the Academy of any special situation regarding the student's well-being, safety and health, including but not limited to notifying the Academy office of absences and changes in important contact information.
8. Read newsletters and websites to keep current on Academy information.
9. Ensure students are "**Learn Ready**" when they leave your home and come to Saint Joseph Catholic Academy to be the best version of themselves that God created them to be. Well rested, uniform intact, assignments completed. If having lunch at school, has meal with them or money for meal (if not the student's account will be charged for this service)

St. Joseph Catholic Academy School Hours

The Instructional Day for Pre-K through 11th Grade

7:45 a.m. to 3:45 p.m., Monday through Friday

St. Joseph Catholic Academy will not accept responsibility for supervision of students before 7:30 a.m. or after 4:00 p.m., other than through Academy-supervised activities such as clubs, sports, tutoring, or the Extended Day program.

Extended Care Hours

5:45 a.m. to 7:30 a.m. and 4:00 p.m. to 5:45 p.m., Monday through Friday

Children who are not picked up by 4:00 p.m. will be brought to the Academy cafeteria and signed into Extended Care. We understand that there may be rare incidents where the parent is running late; if this is the case, please call the Academy to notify staff of the situation. Students not picked up by 4:00 pm will be signed in to our Extended Care program and this service will be charged to your student's account. Extended Care fees apply to Academy students of all ages and grade level.

Office Hours

8:00 a.m to 3:15 p.m., Monday through Friday

Academy entrance doors will be locked at all times. Visitors must sign-in at the front desk after being granted permission to enter the school building. *An appointment is necessary to see the Headmaster.*

Academic Program

St. Joseph Catholic Academy's classical academic program is designed to help students achieve their highest potential in light of God's revelation. The Catholic Schools in the Diocese of Austin use the Texas Essential Knowledge and Skills (TEKS) state standards, which have been adopted by the Texas State Board of Education. Catholic Schools Diocese of Austin (CSDA) are accredited by the Texas Catholic Conference Education Department (TCCB ED), which is recognized by the Texas Education Agency. As part of the accreditation process, the Catholic Schools must demonstrate teaching the Texas state standards.

Parent & Student Service Hours

In addition to skills in Humanities, Math, Sciences, and Religion, St. Joseph Catholic Academy incorporates other key disciplines into the curriculum. Christian Service is core to our Faith and is integrated into our Academy through required community service projects and volunteer hours throughout the Academy year.

Grading Codes

Students must maintain passing grades (70+) **in all subjects** and have a **grade no lower than a C** to participate in Academy extracurricular activities, including athletics (Sports), enrichment activities, such as field trips, and school clubs.

Placement Level

The Headmaster, in consultation with faculty and parents, determines a student's placement level. Such decisions rest upon consideration of the student's (1) past performance; (2) achievement test scores, when appropriate; and (3) emotional and physical needs.

Grading Policy

Teachers' grading policies are based upon class or group participation, tests, quizzes, assignments, projects, reports, and other criteria.

Students receive report cards at the end of each academic quarter (nine-week block). At the midpoint of each quarter, a progress report will be sent home to parents addressing their student's general academic standings and conduct. Report Cards and Progress Reports are e-mailed to parents. **Parents have access to web-based gradebook at all times.**

Grading Codes for PK

1- Emerging	Student does not yet demonstrate an understanding of concepts and skills.
2- Developing	Student is developing an understanding of concepts and skills
3- Proficient	Student consistently demonstrates an understanding of concepts and skills.

Grading Codes for K - 11th

A 100-90	Student exhibited an excellent understanding of the academic material.
B 89-80	Student exhibited good or above-average understanding of the academic material.
C 79-70	Student exhibited an average understanding of the academic material.
F 69 or Below	Student did not exhibit the minimum understanding of the academic material necessary to pass.

Promotion and Retention Standards

The Diocese of Austin and The Texas Catholic Conference of Bishops Education Department prescribe the following standards:

Early Childhood, PreK

To be promoted from one grade level to the next, a student shall attain one of the following designations: developing, secure, or mastery. If a student receives an overall designation of ‘emerging,’ being promoted from one grade level to the next will be based on teacher recommendations.

Lower School, Grades K - 5

To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all required courses.

Upper School, Grades 6 - 11

To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all required courses.

Assistance to Individual Students

St. Joseph Catholic Academy is not able to employ learning specialists to assist individual students, nor do the Headmaster or teachers formulate Individual Education Programs (IEPs). The teacher will alert the parents when students are having difficulty achieving a passing grade. After a consultation with the Headmaster, an assessment may be obtained through the student's local public school at no charge.

In some instances, after consultation with the Headmaster, teacher(s), and parents, St. Joseph Catholic Academy may make reasonable accommodations to assist individual students as long as there will be no altering or lowering of standards or expectations in either the instructional or assessment phases of a course of study.

Health/ Safety

Please bring any health concerns for your child to the attention of the School Health Representative prior to the start of the school year, and update these records annually. All health concerns, including food allergies, are dealt with on a case-by-case basis in a collaborative effort. Please note that we do not currently have a registered nurse on-campus.

All medications are distributed by the Health Representative which follows the guidelines for the Diocese of Austin Schools. Only necessary medications are given during the school day and require the appropriate form signed by a parent/guardian. **Medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist can be dispensed to students. "Over the counter" medication (acetaminophen, ointments, cold tablets, cough syrups, etc.) will be given as requested by a parent if accompanied by a written request from the parent.**

Students are not permitted to carry medication of any kind. Medicine must be brought to the Academy office by a parent or responsible adult. A student must not give any type of medication to another student, nor accept such medication (not even common over-the-counter medications).

Medications must be in a properly labeled container with the following information: student's name; physician/dentist's name; date; name of medication; dosage; directions for administration, including specific times for administration (may not stipulate "as needed" to fulfill this requirement); and duration of time that medication is to be given. *Medications may not be kept by a student or in the classroom.* Medications are kept in the office and may only be dispensed by previously instructed office personnel.

Prescription Medication Policy

The Texas Catholic Conference Education Department and the Diocese of Austin Office of Education govern the policy by which Catholic schools may dispense medication to students. The policy states:

- Only medication which is necessary for a child to remain in school will be given during school hours.
- No medication will be given to any student without a signed permission form from the parent/guardian.
- Only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours by authorized Local School personnel.
- Medication must be delivered by a parent/guardian to the school Health Representative.
- Medication must be accompanied by the Medication Permit Form, which can be obtained from the Academy's front office.
- The student will be responsible for coming to the School Health Representative and requesting authorized medication.

The student will be responsible for coming to the School Health Representative and requesting authorized medication. The administration of medication will be recorded on a medication log. Each student's medication must be in a properly labeled container with the following information:

- Student's name
- Physician/Dentist's name
- Date
- Name of medication
- Dosage
- Directions for administration, including specific times
- Duration that medication is to be given

Students are not permitted to carry medication. The exemptions for self-carry and self-administration are Epi-Pens, Insulin pumps, rescue inhalers, and glucose monitoring devices, used only according to the care plan signed by a physician. Students are forbidden to give any medication to other students; likewise, students may not accept medication from one another.

Accidents and Illness at School

All families must have updated emergency information, a list of medications required, and physician information on file with the School Health Representative before their child begins school.

In the case of serious illness or an accident, the parent/guardian will be contacted immediately to take charge of their child. In the event that immediate, urgent medical care is required, EMS will be called and the child, along with a school staff member, will be transported to the nearest hospital.

Exclusion Due to Illness/ Communicable Disease

A student may attend school and/or an Academy-sponsored activity if he/she has been fever-free, **without the use of anti-fever medication, for 24 hours**. A fever is defined as an oral temperature of 100.0 or greater. Students returning to school before 24 hours have passed will be sent home and will need to be picked-up within one hour of notification to parent. We will call parents to pick-up a child who develops a fever during the Academy day.

A student may attend school if he/she has not vomited or had diarrhea for 24 hours and the student is able to keep food and liquid down. Students returning to school before 24 hours have passed will be sent home.

Other communicable diseases may also keep a child from attending school. Children should remain at home when they exhibit the first symptoms of a disease. A doctor's note may be required if illness is prolonged or if there is a question of communicability such as rashes, sore throats, eye infections, or swollen glands. If a child is placed on antibiotics, the child may return to school after 24 hours of taking the antibiotic and while symptom free. Lice are a nuisance and are communicable. When live nits or lice are found, parents will be notified and asked to take the affected child home for treatment. After treatment is administered, the child may return to school. Prior to joining the class, the school Health Representative will check the child to ensure the treatment was successful.

First Aid and Emergency Procedures

If a student is injured while at school, whether in the classroom, on the athletic fields, the playground, or elsewhere, he or she will be sent to the office for assessment and appropriate care. First aid will be administered as necessary. If an injury is more serious, such as a possible fracture or a wound requiring more extensive medical care, parents/guardians will be called immediately. In the event of a critical injury or if a child is not breathing, EMS will be called immediately, and parents/guardians will be notified following that call.

Parents/guardians should be sure that all emergency information is accurate on student records. All incidents requiring first aid or emergency care will be documented in the school office. If a student is out-of-school due to an injury, he or she must return to school with a written note from the parent and/or doctor stating specific restrictions and their expected duration. We cannot assume that the student can participate fully in activities; therefore, the student will not be allowed to participate in PE or recess unless a Release to Activity note has been provided.

Immunization Requirements

The position of the Diocese of Austin reflects the position of the National Catholic Bioethics Center and therefore will require all students in our Catholic schools to be fully immunized according to the Texas minimum state vaccine requirements under The Texas Department of State Health Services. Exceptions will be made for those students who have documentation signed by a practicing licensed physician stating that the child has an allergy to the vaccine, an immunodeficiency and will suffer a serious health risk, or a neurological disorder and will suffer

a serious health risk. This documentation must be submitted to the Superintendent of the Diocese of Austin for approval. Each year, every student must present evidence of the required immunizations from a physician or health care provider authorized to administer immunizations to the school before the first day of school. A student who fails to present the required evidence shall not be accepted for enrollment.

Vision, Hearing and Scoliosis Tests

State law requires that all students enrolled in any school in Texas be screened for vision, hearing, and scoliosis. Vision, Hearing, and Acanthosis nigricans screening is required for students in grades Pre-K, Kinder, 1, 3, 5, and 7. Scoliosis screening is required for students in grade 6. In addition, students in Pre-K–1st are required to participate in a speech and language screening. These costs are covered in comprehensive fees.

Admissions

As a condition of admission, parents agree to submit their child to the rules and regulations adopted by the Academy. Admission is granted following successful approval granted by the Admissions Committee and subject to continued approval granted by the Disciplinary Committee.

- By 1 September of the academic year, a child must be ...
- ... 3 years old (**and fully toilet-trained**) to enter Pre-Kindergarten*
 - ... 4 years old (**and fully toilet-trained**) to enter Pre-Kindergarten*
 - ... 5 years old (**and fully toilet-trained**) to enter Kindergarten*
 - ... 6 years old to enter Grade 1*

Age must be documented with an official birth certificate.
(* Indicates regulation of the Diocese of Austin and TCCB ED.)

Registration Fees

Registration fee is collected at the time of enrollment, and is currently \$300 per first student and \$200 per subsequent student in a family. We offer a \$200 registration fee per student in military, veteran, and first-responder families. The full registration fee is required for students who transfer to St. Joseph Catholic Academy at any time throughout the academic year.

In February, a pre-enrollment notice is sent to parents of all students currently enrolled. Two weeks after that letter is sent, all family accounts will be rolled over for continued admission in the following Academy year. Parents and guardians will need to notify the Academy's registrar office with notifications of withdrawal. Re-enrollment fees are due at the time re-enrollment applications are submitted. If fees are not paid, the Academy will remove the student from the class roster for the upcoming year until the parent(s) has made the appropriate arrangements.

Note: A place will not be held for the student unless the parent has initiated a special arrangement with the Headmaster.

IMPORTANT: ALL FEES AND TUITION PAID ARE NON-REFUNDABLE.

Documents Required for Application

- Completed SJCA Application form
- Completion of FACTS
- Signed Authorization to Release Information form
- Official Birth Certificate
- Current immunization record
- Social Security Card
- Current report card
- Current Standardized Test Scores (grade 1-11)
- Current IEP and 504 Documentation, if applicable.
- Custody section of divorce decree or proof of guardianship, if applicable.

Parents of Catholic students must provide Sacramental certificates for Baptism, First Reconciliation, First Communion and Confirmation as appropriate. Students and their parents/guardians seeking Sacraments are asked to speak with Deacon Jesus Guerra.

Admission Restrictions

St. Joseph Catholic Academy does not accept students on a part-time basis.

St. Joseph Catholic Academy may not accept children with behavioral problems, as they may require attention of specifically trained personnel.

The Headmaster, in collaboration with the Admissions Committee, determines if a student will be accepted into the Academy. Therefore, the Academy may accept a student with a special physical or learning need, but only after a conference to ascertain the exact nature of the child's need, and whether it is reasonable to expect the Academy will be able to meet those needs. The Headmaster may require parents of a student with special needs to agree to enrollment on a conditional basis, in order to ensure the Academy is able to adequately meet the learning needs of a student.

St. Joseph Catholic Academy's staff considers the needs of each student on an individual basis; however, certain needs may require professional attention which the Academy cannot provide. In the child's best interest, we reserve the right to refuse admission in such cases.

Should learning, behavioral, or physical problems become apparent later in the academic year, we will determine whether the Academy can accommodate the child's learning needs, or if other arrangements should be made. Such action will take place through consultation with the parents and all involved staff members.

Tuition and Fees

All registration fees, tuition, and other fees are paid through FACTS Management Company on the terms agreed upon within the online FACTS application. Currently, in-house tuition payments are not accepted, unless the invoice option is selected. Individual family tuition, including any applicable discounts and/or scholarships, are calculated by the Advancement Director; however, all payments are made through FACTS or to the Human Resources Manager. Any payment that is not posted by FACTS by your due date is considered late. In the event that your account becomes delinquent, FACTS will contact the Academy. For payments two or more months delinquent, the family may be requested to withdraw the student(s) until the account is brought up to date.

Readmission of a student for the following Academy year requires either payment in full of outstanding tuition, fees, and fines, or another satisfactory arrangement with the Academy's Headmaster.

When a child is withdrawn from the Academy, the parent/guardian is responsible to pay for the entire semester in which the child is enrolled. **No refund can be given on tuition paid in advance or on any fees.**

Note: Catholic families qualify for a reduced tuition rate.

Academy Supplies

Supply lists are available in the Academy office and on the Academy website under the "Parents" section. Items included in each supply list have been determined necessary, by the teachers, to promote successful learning. Teachers may request additional supplies from students throughout the school year, if necessary. Families are responsible for purchasing these items for their students.

NON-DISCRIMINATION POLICY

Academies within the Diocese of Austin do not discriminate on the basis of race, color, national or ethnic origin in: (i) the admission of students; (ii) the offerings of rights, privileges, programs, or activities generally made available to their students; or (iii) the administration of educational policies, admissions policies, loan programs, athletic programs, employment practices or policies, or other Academy-administered programs.

Attendance

Attending a Catholic Academy is a privilege, not a right. The Headmaster can, at any time, mandate withdrawal of a child pursuant to the procedure for resolution of disputes when this is in the best interest of the Academy and/or the student. The Headmaster reserves the right to determine the acceptability of excuses for missing required academic time.

In accordance with the Texas Catholic Conference Education Department and Diocesan Board policies, the following shall apply:

1. A student will be subject to failure in a class if he/she misses more than **10% of the Academy year (17 days)**. Every eight tardies will be equal to one absence. Extenuating circumstances will be addressed on a case-by-case basis as needed.
2. All absences must be accompanied by written notice from a parent/guardian or doctor's office, submitted to Office Assistant, Maria Ortiz.
3. In the case of absence for circumstances such as illness of the student, death in the family, or doctor/dentist appointment, students will be given an opportunity to make-up work within an established time frame, determined by the teacher. The Academy reserves the right to classify whether missed classwork may be made-up for full credit.
4. The Academy requires a doctor's note for any student absent due to illness for more than three consecutive days.
5. Absent students shall be responsible for making up class assignments. The work must be completed by a deadline arranged by the teacher. *Students absent the day before a test are not automatically excused from taking the test.*

Students are counted as present for a full day only if in attendance for the full day; 7:45- 3:45. Students arriving after 7:45 a.m. or leaving before 2:30 will be marked as tardy.

All learning time is important to your child. Tardies result in missed instruction time and may have a negative effect on your child's learning. It is essential that your child be on-time for school. Tardies will only be excused with a doctor's note or due to unavoidable circumstances. Occurrences such as forgetting homework or oversleeping are not unavoidable circumstances.

Students arriving after school begins are considered tardy and must be signed in by the parent or guardian in the front office, regardless of which area of the Academy the student will be in class. No student should be "dropped off" unaccompanied by a parent or guardian after 7:45 a.m. This is for the safety of your child.

Doctor/ Dentist Appointment

Parents are asked to avoid making doctor/dental appointments during the academic day in order to minimize any disruptions in student learning whenever possible. However, if such scheduling conflicts cannot be avoided, only doctor/dentist appointments *in writing* are considered excused.

The procedure follows:

1. At the appointed day and time, the parent signs out the student from the Academy office.
2. Upon returning to campus, the student must report to the Academy office, sign in, submit

the doctor/dental excuse and receive an admittance slip to present to the classroom teacher.

Absent from Campus

A student may not leave campus without permission nor without being accompanied by a parent or guardian. High school students will not be allowed to drive themselves to school in the 23-24 academic year at this time; families will be notified if this policy changes.

As a courtesy to the teacher, a parent should contact the Academy office between 7:45am – 9:00am if their child will be absent. If the parent wishes to have the teacher prepare make-up work for the student, this is the appropriate time to make that request and make arrangements to pick up the child's work from the Academy office. Students may only attend virtually if approved by the administration in writing.

Family Vacation

The Academy strongly discourages absences for reasons of personal travel or family vacation during scheduled academic days. The Academy calendar provides for extended weekends throughout the academic 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.

Students who are absent due to a planned vacation during scheduled academic days will be considered "Absent Unexcused" in attendance tracker.

Students who are absent shall be responsible for completing any work missed. The work must be completed to a satisfactory degree by a deadline arranged by the teacher. (*Diocese of Austin, Policy 303*)

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Awards

Honor Rolls

At the end of each semester, St. Joseph Catholic Academy recognizes students in Grades K through 11 who have demonstrated academic excellence in all required classes.

- *Pastor's Honor Roll* ("A"s in all core subjects)
- *Headmaster's Honor Roll* ("A"s and "B"s in all core subjects)

Saint Joseph Award

Teachers will evaluate moral development and prosocial behavior in addition to the academic curriculum. At the end of each semester, teachers may nominate students who have demonstrated exemplary behavior of Saint Joseph for the Saint Joseph Award.

Citizenship Award

Awarded for completing 24 hours or more of service hours for the school year completed and submitted by April 15th

Collections

Any monies owed to the Academy will be assessed using the FACTS Incidental billing system. Parents/guardians who owe fees outside of regularly scheduled tuition payments will receive an invoice at the end of each month notating what is owed. In addition, details regarding the amount owed (i.e. before/after school care fees, lunch fees, library fees) will be available in FACTS throughout the month. Please contact the Student Finance Officer on campus to discuss payment arrangements or options.

Parents/guardians that owe or are in debt as it relates to tuition payments, please contact the Student Finance Officer on campus to discuss payment arrangements or options.

Community Service Requirements - Student and Parent Volunteers

Service Requirements Grades 4 through 11

To promote goodwill with those around us and to help students learn the value and pleasure of serving God by serving others, St. Joseph Catholic Academy asks that fourth through eleventh grade students provide service to our community.

Community service is a component of the Religion and campus ministry curriculum and will be considered an academic expectation. A variety of activities is expected, students should perform at least three different types of service projects during the course of the year. Students should perform a minimum of three hours of service each grading period (nine weeks). Volunteer work needs to be done without compensation.

Examples of activities:

Visiting a nursing home, completing a project for the Academy or community, participating in a clean-up campaign, performing housework or errands for ill or elderly persons, helping with Academy safety patrol (i.e., escorting younger students during the school day), altar serving (1 hour for a Weekend Mass), and singing in their parish choir.

A student may use his or her own money to purchase items for a shelter. However, the money may not be counted as the Christian Service, only the time taken to purchase and deliver said items. Students are encouraged to perform as many hours as possible during the fall, as opportunities for service in the spring tend to be fewer.

NON-Academy masses, choir and altar serving for student's home parish may be counted toward service hours, not to exceed 5 hours per year.

Exceeding Requirements

Students who exceed the service requirement by April 15th will be recognized with a Citizenship Award at the end of the 4th quarter.

Parental Involvement and Volunteer Hours

St. Joseph Catholic Academy not only encourages parents to participate in the lives of their children at the Academy, but also depends upon that participation, requiring 20 hours of volunteer work from each family. If a family is unable or chooses not to volunteer, a minimum (depending on number of enrolled students) \$400.00 tax-deductible fee will be assessed. You may pay \$200.00 in August and \$200.00 in April.

All volunteers must sign-in through Raptor System in the office to log their hours. You are responsible for recording your own hours. At the end of April, the office will total the hours entered. Any outstanding hours will be billed at the cost of \$20 per hour. In May, each family will be asked to contribute \$20.00 for each unfulfilled volunteer hour.

Ethics and Integrity in Ministry (EIM)

In an effort to protect our children, the Diocese of Austin mandates that all individuals who have contact with our students must be in compliance with the Ethics and Integrity in Ministry Policy, which equips each of us with the tools and knowledge to protect our children from possible abuse and perpetrators. All parents **MUST** complete this process to be able to chaperone field trips, volunteer in your child's class, and volunteer at any Academy-affiliated event.

In order to register follow this link [Sign Up and Login Instructions](#)

Once you have completed registration and training, please contact the Academy office. Please contact the Academy office if you have any questions.

****If it has been 3 years since you last completed the Ethics and Integrity in Ministry training, you need to register for the "EIM Refresher. ****

Bulletin Boards

Postings on Academy Bulletin Boards are subject to approval by the Headmaster. Only upon such approval may any notices be posted.

School Lunches

Students may purchase a hot lunch or bring lunch from home. All students must eat lunch in the assigned cafeteria or banquet room, unless excused for special class activities.

The Academy invites parents and family members to eat lunch with their student(s) on occasion at the visitor table in the cafeteria. All visitors must sign-in at the front office prior to eating lunch with their student. Any visitor wanting to eat lunch with their student **must** also be EIM trained.

Any student forgetting their lunch and not receiving a lunch from their parents by 10:00, will be charged a hot lunch on the student's account for this service.

Parents delivering lunch must send a written notice to the homeroom teacher with their student when they arrive.

Care of Academy Property

Students may utilize property which belongs to the Academy, including but not limited to: computers, cameras, sports equipment, books, and playground equipment. Frequently, this use will take place during the school hours; however, some such items may be checked out for use at home. Students are expected to maintain proper care of Academy property. Should loss or damage to Academy property take place while such property is under student care, students/families will be responsible for covering the cost of repairs or replacements. Depending upon the intent of actions or the extent of damage, disciplinary action may be taken as appropriate for the given situation.

Contact Information and Family Status

Any change to the Emergency Notification sheet - including address, telephone number, parents' marital status, and changes in employment, guardianship, or custody arrangements - must be made known to the Academy office as soon as possible *in writing and with the appropriate documentation*. Such information can and should be changed directly on FACTS as well.

Conduct and Discipline

Parent-Student Standards of Conduct

St. Joseph Catholic Academy is committed to the principle that teaching students to conduct themselves properly in all situations must be a shared effort between parents and educators. This effort is vital to both the student's academic progress and their formation.

All students have a right to an educational setting that is orderly and free from disruption of a normal teaching/learning environment. In order to achieve this, all students must respect principles of good conduct.

Student Standards

A fundamental aspect of educating our students is to teach them to treat others with love and respect. Academy standards of behavior help the student learn self-control and proper social behavior. Our students are expected to meet Academy standards at all times throughout the day.

Regulations governing student conduct apply to all Academy-sponsored activities, whether on- or off-campus. Teachers and administrators have the authority to enforce conduct standards at all Academy-sponsored functions.

The following examples are prohibited both at the Academy and Academy-sponsored activities:

- Failure to comply with Academy policies, standards, and regulations, or with directives issued by Academy personnel.
- Showing disrespect for others.
- Spreading of gossip or slander.
- Engaging in verbal abuse (such as name-calling, ethnic or racial slurs, or derogatory statements).
- Use of profanity, vulgar language, or obscene gestures.
- Use of physical or verbal intimidation of others through threats, bullying, harassment, pushing, hitting, lifting up students, or any other demeaning behavior.
- Participating in classroom disturbances.
- Throwing of objects.
- Chasing or running in rooms or halls.
- Pushing, tripping, or fighting within the Academy or on Academy grounds.
- Chewing gum, eating candy, or eating/drinking outside designated areas.
- Bringing toys, Cell Phones, or other electronic entertainment items not used for classwork to the Academy.
- Use of electronic organizers unless required by class.
- Selling, bartering, renting, or trading of goods.
- Tardiness, truancy, or skipping classes or other scheduled activities.
- Leaving Academy grounds or the classroom without permission.
- Cheating, forgery, plagiarizing, or copying the work of another student.
- Any public display of affection or other inappropriate physical contact.
- Sexual harassment (written, verbal, or physical).
- Gambling for money, candy etc., for personal gain.
- Possession and/or use of illegal drugs, tobacco products, and/or alcoholic beverages, with or without the intent to distribute.
- Extortion, coercion, or blackmail (i.e. using force or threat of force to obtain items of value or to cause harm to an individual).
- Possession or use of fireworks, explosives, firearms, knives, or objects of any kind that may be considered a weapon.
- Unauthorized distribution of group letters, newspapers, or other unofficial publications on Academy grounds, and unauthorized posting of signs (permission to post signs must be obtained through the Academy office).
- Possession of vulgar pictures or pornography of any kind.

Conduct detrimental to the Academy, whether within or outside of the Academy, is grounds for expulsion. Respect for those in authority must be shown at all times. Rudeness,

discourtesy, or disobedience will not be tolerated.

Disciplinary consequences shall be applied to students who violate conduct standards. In general, consequences shall be progressively administered so that penalties increase due to the severity or persistence of the misbehavior, in keeping with the maturity level of the student. Some examples are listed below under *Section A Consequences*.

Disciplinary action will depend upon a careful assessment of all circumstances, including the nature and severity of the offense.

Saint Joseph Traits

The Saint Joseph traits are standards by which the Academy holds its students accountable, and by which students hold themselves and one another accountable. These traits are recited each morning, by all students. They are as follows:

As a student at St. Joseph Catholic Academy I will always:

- Show respect for others by treating them the way that I want to be treated.
- Take responsibility for my actions.
- Make good choices.
- Do what is right.
- Pray for God to help me.

General Classroom Policy

A basic responsibility of the classroom teacher is to help students to develop self-discipline in studies, personal organization, and good behavior. A student who disturbs the learning of other students is stealing time from education and must be taught the moral value of self-disciplined study. Teachers are responsible to communicate their expectations of appropriate classroom behavior to their students, and have those expectations posted within student reach. When a student fails to maintain proper behavior, the teacher will work with the student and parents in order to develop a collaborative approach to help the student learn to work in the classroom.

The majority of disciplinary issues and consequences are handled in the classroom. Serious transgressions that fall outside the classroom scope of instructive disciplinary action or repeated warnings will result in a meeting with the Headmaster.

Discipline

The purpose of discipline is to teach the student to make correct choices, which are consistent with the Christian principles taught by the family, church, and the Academy. Discipline involves the molding, strengthening, and correction of pupils, and the encouragement to make the best choices.

By creating an atmosphere of orderly activity, discipline makes work possible and develops character in the exercise of virtue. It has the spiritual basis of authority and obedience: "*All authority comes from God*" (Romans 13:1)

To assist students in understanding the importance of conducting themselves properly, and to foster a welcoming and safe learning environment, the Academy has established a Disciplinary Committee and implemented a 3-tiered behavior management model. This 3-tiered model (Positive, Behavioral, Interventions, and Support - PBIS), allows the Academy's staff to respond to each student's individual needs.

The first tier (teacher-managed) focuses on clearly defining and teaching student expectations, implementing classroom strategies and instruction to assist students in meeting expectations, and providing meaningful consequences. Within this tier, students are provided with more opportunities to learn how to change behaviors with the support of their classroom teachers. Parent contact will be made by teachers in order to address issues within this tier, and before moving to the second tier.

The second tier (administration-managed by Dean of Students) focuses on targeted instruction and intervention from the administration team. This tier is meant to address the needs of students who are at-risk of falling behind academically due to behavioral issues, or those whose behavior(s) have become a safety issue in the classroom.

The third tier (administration-managed by Dean of Students) provides intensive individualized support and interventions, and it is meant to address the needs of students who have already fallen behind academically due to behavioral issues, or those whose behavior(s) have become a safety issue in the classroom.

Note: Each tier has its own list of interventions and consequences.

Examples:

Tier 1 Infractions (minor): classroom disruption, task refusal, disrespectful comments, lying, cheating, sleeping/food/gum/drink in class, initial dress code violation, etc. Tier 1 infractions will cost students *one demerit* per incident.

Tier 1 Consequences: silent lunch, special assignments or extra duties, supervised study during school activities (i.e. pep rallies), lunch/after-school detention, in-school suspension, etc.

Tiers 2 and 3 Infractions (major): chronic Tier 1 infractions, dress code violations (after warnings), bullying/intimidating, discriminatory comments, fighting, physical aggression, throwing chairs/furniture, inappropriate touching, drug/alcohol/weapons, false accusations/major dishonesty, etc. Tier 2 and 3 infractions will cost students *two or more demerits* depending on the behavior, and will be at the discretion of Academy staff.

Tier 2 and 3 Consequences: lunch/after school detention, in-school suspension, dismissal from extracurricular activities (i.e soccer team), probation, out-of-school suspension, expulsion from school, etc.

Classroom Interventions: re-teach, seat change, take a break, peer mediation, redirection,

verbal/written apology, counselor visit, proximity, etc.

Note: Corporal punishment or the use of physical force is never a disciplinary consequence at St. Joseph Catholic Academy in accordance with TCCED and the Diocesan Catholic Academy's Office policies.

Detention - After School, 3:45-4:30

A form and/or a phone call stating the reason and setting the day for the detention is made to the parent. Detentions will take place after the Academy day ends following the issuance of the detention notification to both students and parent/guardian. **Students who have earned a detention may not participate in Academy-affiliated after-school activities on that day.**

If the student misses serving the detention for any reason other than absence from the Academy due to illness, a second detention will be issued. Students are signed out and picked up in the library. In lieu of detention, administration reserves the right to assign a student an alternative activity designed to improve or change student behavior.

Suspension

A student may be suspended from the Academy, either via in-school or out-of-school suspension, when other disciplinary measures have failed to bring about desirable behavior, or when a student has made serious transgressions (i.e. tier 2 or 3 infraction) of Academy rules. If this disciplinary action becomes an option, the disciplinary committee will review the student's behavioral records to determine the appropriate type and length of suspension.

A parent conference will be held via phone or in-person to inform the parent/guardian of the disciplinary committee's recommendations regarding the type and length of suspension. In addition, parents/guardians will also be provided with written notice as to the committee's recommendation for the student's return to campus.

Repeat offenses will result in a longer suspension. Further transgression of Academy rules may result in the student being expelled from the Academy.

A student who acts in a disruptive, aggressive, or destructive manner will be required to leave the Academy for the remainder of the day, pending further disciplinary actions. The parent/guardian may choose to have another responsible party, whose name is listed on the student emergency card, pick up the child for them.

When a suspension occurs, the student is responsible for all work missed, including a suspension assignment. Suspension and class work must be completed before a student is able to return to class. The student may not participate in or attend any Academy-sponsored activity, including practice, games, tournaments, social activities etc., on the suspension day(s). Any student who has been suspended three (3) times during the academic year will be dismissed from St. Joseph Catholic Academy.

After every effort has been made to correct the student's behavior and evidence shows that the student's behavior remains incongruent with the philosophy and objectives of the Academy, the parents will be asked to withdraw the student from the Academy. Non-compliance with the request will result in expulsion from the Academy. The Pastor and Diocesan Office of Education will be closely informed of the impending action.

Expulsion

The expulsion of a student from a Catholic Academy is invoked only as a last resort. When it becomes apparent that the pupil's behavior continues to disrupt the learning environment in the Academy or presents a serious moral problem, the Headmaster, in collaboration with the Disciplinary Committee and with approval of the Academy Pastor and Superintendent, will expel the pupil from the Academy. This serious disciplinary action will be entered in the student's record.

NOTIFICATION OF EXPULSION:

Parents will be notified immediately of the expulsion and a prompt meeting or conference held. At the time of the conference, matters pertinent to the expulsion will be discussed by the Pastor, Headmaster, teacher, parent, and student.

Bullying and/or Harassment

St. Joseph Catholic Academy considers learning and providing a safe environment for all individuals as its highest priority. St. Joseph Catholic Academy strives to provide all students with an educational setting that is orderly and free from disruption of a normal teaching/learning environment. In order to accomplish this, all students must respect principles of good conduct.

Bullying or harassment of any kind, manner, or means is taken very seriously and will not be tolerated by this Academy, its staff, or its administration.

Bullying is:

- The expression of harassment of any kind, whether written, oral, or physical conduct, that is determined to have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or property; or
- Any conduct that is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive environment for a student; or
- Any conduct designed or likely to result in causing physical, emotional, or psychological harm of a persistent nature will be considered bullying.

Bullying occurs when an individual or group, whether seriously or in jest, actively or passively, uses strength or power to cause harm, either physically, verbally, or emotionally, by intimidating or demeaning others. It is usually persistent, often covert, and is a conscious attempt to hurt, threaten, or frighten someone.

Bullying includes, but is not limited to, the following types of conduct:

- Physical assault against a person or group of people because of some perceived physical, economic, intellectual, cultural, or racial difference.
- Derogatory name-calling of an insulting and/or personal nature designed to or likely to result in offending a person or group of persons.
- Verbal and/or written abuse and/or threats against another of any kind.
- Demanding money, material goods, or favors by means of threat or force.
- Ridiculing an individual or group of individuals because of physical, economic, sexual, intellectual, cultural, or racial differences.
- Graffiti or any form of vandalism designed to intimidate or embarrass.
- Incitement of others to commit acts of bullying.
- Involvement of the use of any electronic form such as cell phones, computers, or the internet, including chat forums such as Discord.
- Deliberate exclusion or isolation of an individual or group of individuals for any reason not rationally related to any activity approved by the Academy.

Students or faculty are to report *all* allegations or believed cases of bullying or harassment, of any kind, to the Headmaster. All allegations of bullying, harassment, and cyber-bullying will be taken seriously and promptly investigated. The student found in violation of this policy will face disciplinary action, including possible in-school suspension, out-of-school suspension, or expulsion. The proper disciplinary action will be determined by the Headmaster, at his or her discretion, based upon factors including whether it is the student's first offense or repeated offense, the severity or pervasiveness of the offense, and other circumstances of the incident or situation.

Cyber-bullying is defined as: sending inappropriate texts, emails, or instant messages; posting inappropriate pictures or messages about others in blogs, on websites, on cell/smart phones, in chat rooms, on home pages, or by any internet or electronic means; or using someone else's username to spread rumors, lies, or other information designed to embarrass, harass, or threaten someone.

Students engaging in such cyber-bullying behavior will face such disciplinary action as would be appropriate for any other type of bullying conduct.

Search and Seizure

Lockers, desks, and other storage spaces are Academy property. The Academy reserves the right to search possessions at any time. Prohibited items may be seized and retained in the Academy office for pickup by parents.

Students are prohibited from vandalizing or otherwise damaging or defacing any personal property belonging to, rented by, or used by the Academy or parish personnel. No student shall steal any property; similarly, no student shall take or borrow any property that does not belong to him or her without the consent of the person to whom the property belongs. A person shall not, without the consent of the owner, damage or destroy property of the owner.

Acceptable Use of Communications Technology

The purpose of the use of electronic media and telecommunications at St. Joseph Catholic Academy is for education and research. Parents of children in all grades will be asked to sign the *Statement of Acceptable Use*, which applies to educational use of electronic images and the Internet. Instructional applications may include distance learning and video-conferencing. “Acceptable use” includes proper ChromeBook and computer usage (including on-task vs. off-task behaviors), e-mail etiquette, prevention of copyright violation, plagiarism, cyber-bullying, texting, or access to non-approved materials, and other potentially harmful actions. Teachers will supervise and instruct students in these areas to achieve high moral, ethical, and social practices in use of electronic communications.

Serious or repeated violation of Acceptable Use Policy will result in banning the student from all technology use for a designated period of time. Alternative assignments will be provided if regular technology use is part of class work.

Cell Phones

Cell phones, ipads, computers or smart watches are to be turned off during school hours and must be turned in to the front office or homeroom teacher immediately upon entering the school building(s). They are not to be carried or operated during the school day, which includes checking text messages.

Cell phones and other electronic devices taken up from students, lockers, backpacks, etc., due to a student’s decision not to turn the device into the office or homeroom teacher must be picked-up by the student’s parents from the front office.

Note: Cell phones and other electronic devices confiscated for not being turned in as required will not be returned directly to the student. As stated above, parents/guardians will have to pick items up from the front office. The school is not responsible for items not turned in to the office.

Counseling and Guidance

St. Joseph Catholic Academy is concerned with development of the whole child; therefore, their spiritual, moral, intellectual, and social growth and adjustment are of as much concern to us as their physical well-being. Classroom teachers are instructed in guidance techniques. The Academy has a licensed mental health professional working as its counselor and available to meet with students. Any student is allowed to meet with the counselor; per Texas law, students may meet confidentially with a counselor at their school five times. When a student is identified as one who will need to meet with the counselor more frequently, parents will be notified. Laws of Confidentiality mandate that a student 12 years or older must provide consent for the counselor to discuss information shared by the student with parents/guardians. Limits of Confidentiality mandate that if a student discloses any intent to harm self or others, or if a student discloses being harmed, parents and/or proper authorities will be notified. Additionally, the Headmaster is available for guidance and the Academy Deacon is available to provide pastoral counseling. If referral to additional services is indicated, the parents, through consultation with the Academy,

will decide on an appropriate choice among the private and public resources.

Disputes and Conflict

Parent/ Staff Conduct and Responsibilities

Staff, parents, and other members of the Academy community are called upon to model good standards of behavior both within and outside of the Academy. **Adults in the Academy community should be good listeners, remain mutually supportive and inclusive of one another, maintain appropriate confidentiality, and handle disagreements in a spirit of conciliation.** All members of this Academy community recognize that the examples set by the adult members of the community are the best informants of student conduct for the future. Volunteers on the campus are especially reminded to keep conversation positive and limited to appropriate topics.

A special word is needed about the goal of inclusiveness, since this principle is frequently violated among children and within the Academy. Students of all ages will be taught that name-calling, bullying, ridiculing, teasing, and excluding others have no place at the Academy and that these actions are not only unnecessary, but are also intolerable. Parents are expected to reinforce these ideals at home.

Adult Civility Code

As an adult member of the St. Joseph Catholic Academy community, I hereby agree to conduct myself with conspicuous civility at all times. All of my exchanges with students, faculty, staff, parents and visitors will be marked by respect and kindness, even in times of stress or disagreement. This Civility Code for teachers, staff members, parents, guardians and students focuses on the virtues of Prudence, Justice, Fortitude, and Temperance. In order to be an effective member of the St. Joseph community, I pledge to follow this Civility Code for the good of the whole community and, especially, for the children who learn from my example.

Consequences:

While the normal consequences for a violation of the Civility Code follow the sequences below, some violations may be so severe or extreme that they require immediate probation or separation of students and/or adults.

1. The individual will be contacted to discuss the situation and consequences of the behavior. A written warning is given at this time.
2. If the individual commits another violation, the person is placed on probation. The terms and length of this probation are determined on a case-by-case basis.
3. If the individual's behavior continues to be deemed a problem during the defined probation period or if he/she violates that probation, where applicable:
 - a. The adult will be restricted from the Academy's campus
 - b. The child of the individual will be dismissed from St. Joseph Catholic Academy without tuition refund.

All members of our community (parents, students, faculty, and staff) will be held to the same

civility standard. While the Civility Code violations are usually held in the strictest confidence, some civility code regulations may be so public or significant the Headmaster may inform the Academy community. In these instances, an individual name is not used. Any questions regarding such policies or procedures should be directed to the Headmaster or Pastor as appropriate.

Disputes and Conflicts

Disputes or conflicts can arise in the educational setting. It is important that such matters be resolved as quickly as possible.

- *If the dispute or conflict is with a teacher, the first step for a parent/guardian is discussion of the problem with that teacher.* If the problem is not resolved satisfactorily, the parent/guardian may proceed to the second step and request a meeting with the Headmaster.
- *If the dispute/conflict is with the Headmaster, the first step for parent/guardian is discussion of the problem with the Headmaster.* If the problem is not resolved satisfactorily, the parent/guardian may proceed in the second step and request a meeting with the Academy Pastor.

St. Joseph Catholic Academy Dress Code & Uniform

St. Joseph students must be in full uniform before the academic day begins and until they leave the Academy campus, as well as at Academy-affiliated events where the Academy uniform is required. All students will receive instruction from their classroom teachers relative to the dress code, and provided with examples as to how the uniform is to be put together each day. Thereafter, if a student is not in uniform he/she will receive a disciplinary action. Repeated dress code violations are considered a tier II infraction.

PreK-5th Grade - BOY

Monday-Wednesday uniforms are navy pants/slacks/shorts, with a red or white polo with St. Joseph logo embroidery. Shirts should be tucked in. Solid black or solid white shoes.

Thursday uniform is Mass uniform: navy pants; light blue Oxford shirt and navy sweater vest, each with St. Joseph logo embroidery; and plaid tie. Shirts should be tucked in. **Solid black dress shoes or solid black tennis shoes.**

Friday uniform is casual. Denim jeans with a SJCA or faith-based t-shirt. No holes, designs, or embellishments on denim jeans. Jeans must be one solid shade of blue denim. Student may, instead, choose to wear uniform bottoms and/or uniform tops. Solid black or solid white shoes.

Note: If pants/shorts have belt loops, a black or brown belt must be worn for students in grades 2 and above.

PreK-5th Grade - GIRL

Monday-Wednesday uniforms are navy pants/slacks/ bermuda shorts/skort or jumper, with a red or white polo with St. Joseph logo embroidery. Shirts should be tucked in. *Navy shorts must be worn under skirt or jumper; these may be spandex-style bike or cartwheel shorts.* Solid black or solid white shoes.

Thursday uniform is Mass uniform: Plaid jumper; light blue Oxford shirt; and navy criss-cross tie. *Navy shorts must be worn under skirt or jumper; these may be spandex-style bike or cartwheel shorts.* Solid black dress shoes or solid black tennis shoes.

Friday uniform is casual. Denim jeans with a SJCA or faith based t-shirt. No holes, designs, or embellishments on denim jeans. Jeans must be one solid shade of blue denim. Student may, instead, choose to wear uniform bottoms and/or uniform top. Solid black or solid white shoes.

Note: If pants/shorts have belt loops, a black or brown belt must be worn for students in grades 2 and above.

Middle School - BOY

Monday-Wednesday uniform is: khaki slacks; light blue Oxford shirt and navy blazer, both with St. Joseph logo embroidery; and plaid tie. Navy blazer is optional on non-Mass days. Shirts should be tucked in. Solid black or solid white shoes.

Thursday uniform is: khaki slacks; light blue Oxford shirt and navy blazer, both with St. Joseph logo embroidery; and plaid tie. Navy blazer is mandatory on Mass days. Shirts should be tucked in. Solid black dress shoes or solid black tennis shoes.

Friday uniform is casual. Denim jeans with a SJCA or faith based t-shirt. No holes, designs, or embellishments on denim jeans. Jeans must be one solid shade of blue denim. Student may, instead, choose to wear uniform bottoms and/or uniform top. Solid black or solid white shoes.

Note: If pants/shorts have belt loops, a black or brown belt must be worn.

Middle School - GIRL

Monday-Wednesday uniform is: khaki slacks or long skirts; light blue Oxford shirt and navy blazer, both with St. Joseph logo embroidery; and navy criss-cross tie. Navy blazer is optional on non-Mass days. Shirts should be tucked in. *Skirt/skort hemlines must not be worn more than 3-inches above the knee.* Solid black or solid white shoes.

Thursday uniform is Mass uniform: Plaid skort; light blue Oxford shirt and navy blazer, both with St. Joseph logo embroidery; and navy criss-cross tie. Navy blazer is mandatory on Mass days. Shirts should be tucked in. *Skirt/skort hemlines must not be worn more than 3-inches above the knee.* Solid black dress shoes or solid black tennis shoes.

Friday uniform is casual. Denim jeans with a SJCA or faith-based t-shirt. No holes, designs, or embellishments on denim jeans. Jeans must be one solid shade of blue denim. Student may, instead, choose to wear uniform bottoms and/or uniform top. Solid black or solid white shoes.

Note: If pants/shorts have belt loops, a black or brown belt must be worn.

High School - BOY

Monday-Wednesday uniform is: khaki slacks; white Oxford shirt with St. Joseph logo embroidery; and red tie. Navy blazer with St. Joseph logo embroidery is optional on non-Mass days. Shirts should be tucked in. Solid black or solid white shoes.

Thursday uniform is: khaki slacks; white Oxford shirt and navy blazer, both with St. Joseph logo embroidery; and red tie. Navy blazer is mandatory on Mass days. Shirts should be tucked in. Solid black dress shoes or solid black tennis shoes.

Friday uniform is casual. Denim jeans with a SJCA or faith-based t-shirt. No holes, designs, or embellishments on denim jeans. Jeans must be one solid shade of blue denim. Student may, instead, choose to wear uniform bottoms and/or uniform top. Solid black or solid white shoes.

Note: If pants/shorts have belt loops, a black or brown belt must be worn.

High School - GIRL

Monday-Wednesday uniform is: plaid skirt, khaki pants, or khaki skirt/skort; white Oxford shirt with St. Joseph logo embroidery; and red criss-cross tie. Navy blazer with St. Joseph logo embroidery is optional on non-Mass days. Shirts should be tucked in. *Skirt/skort hemlines must not be worn more than 3-inches above the knee.* Solid black or solid white shoes.

Thursday uniform is: plaid skirt; white Oxford shirt and navy blazer, both with St. Joseph logo embroidery; and red tie or red cross tie. Navy blazer is mandatory on Mass days. Shirts should be tucked in. *Skirt/skort hemlines must not be worn more than 3-inches above the knee.* Solid black dress shoes or solid black tennis shoes.

Friday uniform is casual. Denim jeans with a SJCA or faith-based t-shirt. No holes, designs or embellishments on denim jeans. Jeans must be one solid shade of blue denim. Solid black or solid white shoes.

Note: If pants/shorts have belt loops, a black or brown belt must be worn.

Shoes and Socks

Socks must be high enough to cover the ankles and may be navy, black, or white in color. Socks may not have any logos or writing. Tights may be worn in navy blue, white or black.

Students must wear all-white or all-black athletic tennis shoes on non-Mass days. Shoes on Mass days must be solid black. Shoes cannot have lights, characters, or wheels. Shoes should not be a distraction (i.e platforms, heels) to the student or classmates and the student needs to be able to put their own shoes on and lace or snap them with minimal assistance. (i.e. no laces unless the student can tie their own shoes consistently).

Sweaters and Jackets

Only navy blue sweaters or jackets may be worn in the classroom or in the Academy buildings. There are no exceptions. Students may wear different colored items outside of the Academy, i.e. coming from the parking lot, on the playground, and walking to Mass. These non-uniform items must be hung up or put away upon arrival to the classroom.

Faith (Holy Spirit) Fridays

Students will be allowed to wear SJCA or other faith-based t-shirts on Faith (or Holy Spirit) Fridays. Elementary students may wear properly-fitted plain blue jeans, shorts, below-the-knee Capri-style pants, or knee-length skirts (for girls). Middle/high school students are not allowed to wear shorts or Capri-style pants. All pants must be hemmed, without rips, holes, or ragged edges, and without embellishments or other designs. The entire garment must be one shade of denim.

Clothing that is too tight, too short, too skimpy, or too baggy is never allowed. Pants with belt loops must be worn with a black or brown belt (grades 2 and above). Uniform-appropriate shoes must still be worn on Spirit Days. Students are allowed to wear their uniform shirt with jeans, or their uniform pants with a faith-based shirt. Only St. Joseph Catholic Academy or other faith-based sweatshirts are allowed on Spirit Days.

Students who choose not to wear a Spirit Shirt must come in the appropriate Academy uniform. Hats/caps may not be worn in the Academy buildings.

Students must stay in compliance with dress code when attending after school sports activities in uniform on campus including pack and field.

Hair

Boys and girls must keep their hair clean and well-groomed, with bangs above the eyebrows and hair kept off the face. No extreme hair styles are permitted including, but not limited to, mohawks, spiked hair, designs, and highlights. Hairstyles that are culturally appropriate (i.e. locs, braids) are acceptable.

Boys' hair must be cut above their shirt collars and trimmed above the ears and off the face. Sideburns must be kept trimmed and not extend into the cheek area. Boys must also keep their faces clean-shaven; individual issues with this may be addressed to the Headmaster and dealt with on a case-by-case basis. Girls may wear solid-color or Academy plaid headbands, ribbons, and bows for the hair Monday thru Thursday and may wear any color or design of headbands, ribbons, and bows on Friday when wearing a spirit shirt or faith based shirt.

Hairstyles or ornaments that are distracting in the classroom are not permitted. Hair must be a natural hair color. No bleached or artificially colored hair or highlights permitted.

The administration reserves the right to determine hairstyles inappropriate.

Makeup, Fingernails, and Body Decoration

Girls may wear **clear lip gloss** and **clear nail polish**. Heavy makeup, tinted lipstick, and colored/tinted nail polish are not allowed. No French tip, gel, or artificial nails are allowed.

No writing, painting, stickers, or tattoos may be visible on the body or clothing.

Piercing and Earrings

Body piercing, other than ear piercing (as described here), is not permitted. A **single** piercing of

the earlobe - not in the cartilage - is allowed. **Only one earring of a matched set** may be worn in each ear and must be a stud, a button, or a tiny hoop that stays close to the ear (**large hoops and dangling earrings pose a safety hazard and are prohibited at all times**). If earring violations continue after a warning, the student will be asked to surrender the earrings to the office, where a parent may retrieve them. Boys are never allowed to wear earrings of any sort.

Necklaces and Pins

A thin chain or cord, with a cross, crucifix, or a single medal may be worn outside the shirt/blouse. All other chains must be worn under the shirt. **“Chokers” are prohibited**. Pins or buttons are allowed if they relate to an Academy-supported activity or cause.

Rings, Bracelets, and Watches

One ring and one bracelet per hand are permitted. Analog/digital non-network watches may be worn but must be kept silent.

Extended Day Programs

Before-School Extended Care

St. Joseph Catholic Academy offers before-school supervision from 5:45a.m. to 7:30 a.m. in the Academy cafeteria for all students. An Academy representative will be stationed in the cafeteria. All students must be brought into the building through the side door of the cafeteria and signed into Extended Care via the Raptor system. **Breakfast is served from 7:15 to 7:40 am.**

After-School Extended Care

St. Joseph Catholic Academy will not accept responsibility for supervision after 4:00 p.m. except for students who are signed into Extended Care. Students who have not been picked up by 4:00 p.m. will go to Extended Care, regardless of their age or grade level, and their accounts will be charged for this service accordingly. Students of any age or grade level may not roam the Academy campus freely after school has ended. After-school Extended Care runs from 4:00 p.m. to 5:45 p.m. Parents must pick up their child(ren) no later than 5:45 p.m. or a fee of \$20 per every 15 minutes will be charged to the student/parent account. If the issue of lateness continues, then the student/parent will lose the privilege of using the after-school care program.

Extracurricular Activities Participation

Students must maintain passing grades (70+) *in all subjects* and have a conduct grade *no lower than “C”* to participate in Academy extracurricular activities. All students participating in school extracurricular activities will receive progress checks every 3 weeks to ensure that students are meeting academic standards. If a student is not meeting academic standards during the first 3 week progress check, he/she will be placed on academic probation for the purposes of determining eligibility for extracurricular activities. The student will be given time to improve and will need to seek academic support from classroom teachers to increase academic performance. The student will remain on academic probation until the next report card in which

eligibility to participate in extracurricular activities will be determined. If the student has not passed all classes he/she will not be allowed to participate in extracurricular activities.

Field Trips

Field trips are planned by the teacher to be a valuable educational experience that fits into the curricular plan. Field trips are a privilege, not a right. Only students who act responsibly, wear the permitted uniform, and have returned a properly signed Academy permission form will be permitted to attend. As field trips are an integral part of the learning program, students who are not permitted to accompany the class on a field trip must spend the same period of time in the Academy working on special assignments equal to the field trip experience under the supervision of a teacher.

Unless otherwise stated on the permission form, regular Academy attire will be worn on trips that primarily involve indoor activities, while spirit clothes may be permitted for outdoor field trips.

Volunteers who go on a field trip must have an approved EIM application and security clearance from the Diocese of Austin. Drivers for field trips must possess a valid driver's license and show current proof of liability insurance before each trip.

Payment for field trips should be made directly to the Academy or through FACTS incidental billing. Returned checks will incur a fee of \$35.00 to the Academy in addition to any applicable bank fee.

Homework

Teachers do assign regular homework and reading. Students may need to complete work that was not completed during class at home.

Library

Our students are encouraged to frequently use the Academy library and to have a book checked out at all times. Students will be allowed to check out up to 2 books at a time; check out is for 2 weeks with an additional 2 week extension if the student has not completed the book. It is the expectation that students will be responsible for taking good care of the books they borrow from the library and return them in the same condition as received.

Library fines for late book returns accrue at a rate of \$1.00/per week, which will be billed through FACTS. Library fine invoices will be sent home monthly via FACTS. Lost books will assess a \$10-20 fee.

Liturgical Celebrations and Holy Mass

All students in St. Joseph Catholic Academy develop their understanding of religion through attending Academy liturgies.

All students, regardless of denomination, will attend Academy Mass together weekly (elementary students at 8:15 a.m. on Wednesdays and middle/high school students at 8:15 a.m. on Thursdays) and on Holy Days. Masses will be held at St. Joseph Catholic Church. Additionally, special liturgical celebrations are scheduled throughout the year. We encourage parents to participate in all of these events; however, parents present may not sit with their students during Mass celebration.

Standards for Mass Attendance

St. Joseph students are privileged to attend Academy Mass each week. This is an important Academy event where students must adhere to all Academy standards of decorum for dress and behavior.

Lost and Found

Inquiries about lost, misplaced, or found articles are to be directed to the Academy office. Check with the office immediately if your child is missing an item. Items are not held over a long period of time and are usually donated to at least twice a year. Uniform items may be donated to the Tiger Closet for resale to Academy families.

Please label your child's clothing, binders, and supplies to make it easier to return misplaced items to their rightful owner.

Messages

The staff regrets that the Academy cannot give messages to students during Academy hours except in emergency situations (e.g., pertaining to illness or accident). Students cannot request to call home during school hours except in emergency situations.

Parent Teacher Conferences and Communications

Teachers are available to confer with parents regarding their child's progress. Conferences may be scheduled with the teacher. Impromptu meetings or hallway conferences are to be discouraged in the interest of privacy, as well as respecting the time constraints of teacher/ staff schedules.

Classes may not be interrupted in order to speak to the teacher except in case of extreme emergency. The easiest way to schedule a parent teacher conference is to send a written or email request to the teacher.

Academy-wide parent-teacher conferences will be scheduled each fall and spring; these dates can be found in the academic calendar on the website. The homeroom teacher will present the report card and discuss the student's ongoing progress.

Teachers may communicate to parents through entries in the students' academic notebooks and assignment journals, phone calls, or via email. More personal communications are sent home in a sealed envelope.

Parties

Class parties are held at the teacher's discretion. If parents wish to bring food items for the class for any occasion, they must receive permission from the classroom teacher 24 hours in advance. Such items may be distributed during the lunch period or later in the day at the teacher's discretion.

Invitations to parties outside of Academy may not be distributed at the Academy unless *all* students in the classroom are invited.

Physical Education Class

Medical Excuse

Students may be excused from physical education for health or medical reasons for a maximum of three consecutive days with a note from a parent. Excuses for more than three days require an official order from a physician. In cases of non-participation in the program or participation on a limited basis, a statement from the doctor must be on file, giving the reason and the length of time of the restriction.

P.E. Uniforms

Elementary students wear their regular Academy uniforms to physical education with white or black tennis shoes. Middle and High School students must wear the appropriate athletics uniform of solid red t-shirt and solid long, navy-blue mesh soccer shorts, which can be found on the Academy's French Toast store.

Pictures

Parents will be given opportunities to purchase pictures made of their children during the Academy year. Individual and group pictures will be taken. Also, a yearbook will be available for purchase at the end of the Academy year. Please contact the Academy's front office if you do not wish for your student's picture(s) to be shared on the school's website or social media.

Progress Reports

A progress report on each student's general academic standing and conduct is sent weekly. At the end of each quarter and at the end of each semester, a report card is sent home electronically through FACTS. Please refer to the minimum academic standards all students have to meet in order to participate in extracurricular activities in the section above entitled 'extracurricular activities.'

Records

Student records are maintained as necessary for local needs according to district, state, and federal requirements.

A student's parents or guardians are welcome to review or request a copy of these records during office hours, in accordance with the Family Rights and Privacy Act. Requests for records should be made to the office managers one full working day in advance and may require up to one week to be processed.

Student records will be released upon request if payments of tuition, fees or fines are current. In addition, no diplomas or transcripts will be released and no participation in graduation ceremonies will be allowed for students unless all tuition, fees, and fines are paid.

Sacramental Preparation (Catholic Students)

Guidelines for Sacramental Preparation for First Reconciliation, First Communion, and Confirmation will be sent to parents of students each fall. **Your home parish is responsible for administering all Sacraments. The Academy provides instruction in coordination with the parish. It is the responsibility of the Parent to attend all meetings/retreats that your parish requires. Please check with the Director of Religious Education or Pastor at your parish.**

Safety & Inclement Weather

St. Joseph Catholic Academy makes every effort to ensure the students' safety. City and County personnel conduct regular sanitary and safety inspections. Teachers, staff, and administration are vigilant in spotting and correcting safety hazards.

The Standard Response Protocols (SRP) from the I Love U Guys Foundation outlines our safety protocol.

Traffic Flow

At all times, parents must protect the safety of all of our children by **driving slowly and carefully** on the streets around our Academy and parish facilities. It is of *utmost importance* that everyone complies with posted signs and rules so that the children's safety may be foremost priority. **Do not leave unattended vehicles blocking the traffic flow. All drivers must promptly follow instructions given.**

One of our concerns is seeing students cross traffic. Parents should *never* drop off their children in areas where they have to cross in front of oncoming vehicles. St. Joseph Catholic Academy has established several drop-off and pick-up points.

1. A. Student drop-off at main building is the cul-de-sac near the cafeteria. **No drop-off or pick-up is permitted from the parking lot side of the flag pole.**
B. Pick-up is front of main building
2. A. Student drop-off at PAC is main entrance of PAC. **No drop-off or pick-up is permitted from the breezeway driveway.**

Tardy Students

If a student is Tardy they need to be brought to the office, not dropped off.

Emergency Drills

Tornado and intruder drills are held once a semester. Quarterly fire drills are practiced where everyone leaves the buildings. For the students' safety, silence must be maintained during drills and other emergency situations.

Asbestos

Academy facilities are in compliance with the Asbestos Hazardous Emergency Response Act (AHERA). The Asbestos Management Plan is available in the Headmaster's office for public review.

Inclement Weather

In case of ice or snow, St. Joseph Catholic Academy normally follows Killeen ISD's determination for Academy closings and delays, *unless otherwise announced*. However, St. Joseph Catholic Academy may announce an Academy closing during adverse conditions before Killeen ISD does. Closings are customarily announced on local TV stations. If icy conditions occur early the preceding evening, announcements may be made at the ten o'clock TV evening news broadcasts. Notice of Academy closings will also appear on the Academy website, www.sjc-academy.org and through the Parent Alert notification system.

Smoking

Smoking and Vaping are prohibited on Academy grounds. There is no place for disposal of cigarettes and it is not safe to throw them out in the trash can. Parents and guardians who are reported to be smoking on the Academy grounds, including but not limited to the front of the Academy building and playground, will be asked to leave the grounds.

School Board

The purpose of a Catholic education board is to assist the Pastor and Headmaster in an advisory capacity to ensure that the mission of the Academy is lived out and the needs of the students enrolled are met. Employees of St. Joseph Catholic Academy, and relatives of employees, may not serve as voting members of the Academy Board.

Policy may originate from the Academy Pastor, the Headmaster, or the members of the Academy Board. It may be formed in response to a need for action on a particular issue, when a solution to a problem is required, or when changes are needed in order to bring the Academy into conformity with a Diocesan policy or a state regulation.

When the board or committee appointed to the task has completed research and deliberation, the policy is presented to the full Academy board for a vote. A policy approved by the Academy Board is then sent to the Headmaster for consideration and/or revision.

When the Headmaster approves a policy, the policy is presented for promulgation to the Academy Pastor.

The Academy administration translates the policy into practice through forming regulations that are carried out on a daily basis in the Academy.

Note that the following areas do not fall under the auspices of the Academy Board: disciplinary matters, approval of instructional & curriculum materials, hiring & firing of staff, regulations, and grievances.

School Bus

St. Joseph Catholic Academy maintains its own bus, which is used for field trips, extra-curricular activities, and student transportation to-and-from school for enrolled families. Students who ride the bus must abide by all rules set by the Academy, and disciplinary action for our students who violate these rules may be brought about by St. Joseph Catholic Academy.

Bus transportation is a privilege for those students who display safe, appropriate behavior. A student who violates these rules may lose bus privileges. Students shall conduct themselves with the same courtesy as if they were in the Academy's buildings. They shall not fight, tease other students, use inappropriate language, or commit vandalism. Bus students must behave in an orderly manner and not cause undue noise or other disruption that could distract the driver. It could take only one instance of misconduct to cause an accident.

Basic rules:

- At all times, be courteous to the bus driver and promptly follow all instructions.
- Remain seated in assigned seats while the bus is in motion.
- No food, drinks, candy, etc. are allowed on the bus.
- Be careful not to leave any trash.
- Do not mark or otherwise deface the bus.

Important safety reminders:

- Follow all given emergency procedures
- Remain seated while the bus is in motion. With safety belts on.
- Never stick your head or hand outside the bus windows.
- Never throw anything inside or from the bus.

School Clubs and Organizations

All organizations, programs, and clubs that represent the Academy must operate according to Academy policies. The Headmaster approves all by-laws and operational policies. All organizations function under the auspices of the Headmaster. Examples are parent organizations, academic programs, or booster clubs.

Projects undertaken by anyone representing an Academy-affiliated organization must have the prior approval of the Headmaster. All solicitations, purchases, and expenditures must have prior approval of the Headmaster. Those responsible for collection of money will file a detailed

balance sheet with the office. The Academy Finance Specialist deposits all monies into the St. Joseph Catholic Academy accounts.

Telephone Calls

Students may not carry or use cell phones or other electronic equipment during Academy hours. Cell phones and other electronic equipment brought for after-school Extended Care use must be secured in the Academy office during the day, not kept in lockers, book bags, or the classroom, etc. Devices may be directly given to the front office by students, and classroom teachers will also collect cell phones. If a student decides not to turn in a cell phone or other device to the front office or their teacher and it is later discovered, the device will be submitted to the front office at that time and released only to a parent or guardian.

Students may make emergency phone calls in the Academy Office. Please note that forgetting homework or a textbook is not an emergency. If a student forgets their lunch, they will be provided a hot lunch in the cafeteria and the parent will be billed accordingly.

Testing

All students, Kinder -7th grades, and newly enrolled students, will take a variation of the NWEA Map test during the Fall and Spring semesters. 8th, 9th, 10th and 11th grade students will be taking the Pre ACT/ PSATs during the Fall and Spring semesters.

Transfers and Withdrawals

A parent/guardian who wishes to arrange for transfer or withdrawal of a student must inform the registrar *at least one week in advance* by written note. They then need to complete the necessary forms. **No withdrawal or transfer will be completed if money is owed for tuition, fees, fines, books, or other items.** The Academy will withhold the student's academic record until all debts are paid. Parents must request transcript copies *in writing*.

When a child is withdrawn from Academy, the parent/guardian is responsible to pay tuition for the last month attended.

Valuables

Students are asked not to wear expensive jewelry or bring excess money to the Academy.

If a bus student chooses to bring personal entertainment equipment on a field trip or to the Academy, the item is to be left at the Academy office for security and retrieved at the end of the Academy day.

Students, *not the Academy*, are responsible for their personal property. It is the recommendation of the Academy that students *do not* bring valuables to school unless they are necessary for an academic activity.

Visitors

For our children's safety, ***all visitors must report to the Academy front office*** and log in and out on the Raptor System each time they visit the St. Joseph Catholic Academy campus; this includes at lunch time. Visitors may only enter the Academy through the front door. This applies to those dropping off an item and those staying to volunteer.

The word "campus" as used here refers to any part of the campus including buildings, parking lots, the playground, and fields. A visitor is one who is on campus for any length of time during the Academy day.

Parents are not permitted to enter the classroom or library without approval from the front office. Academy officials provide Academy tours.

For security and safety reasons, students are not allowed to open any doors for anyone.

**ST. JOSEPH CATHOLIC ACADEMY
PARENT/STUDENT HANDBOOK**

2023-2024

Dear Parent or Guardian:

This is your copy of the regulations, policies, and procedures for St. Joseph Catholic Academy. Educating a child is a cooperative venture between the Academy and parents. It is important that you read this handbook with care and communicate to your child the expectations of our Academy.

Entries are arranged and listed in the table of contents for easy reference. Should you receive a correspondence from the Academy marked "Handbook Addendum," we ask that you add it to this booklet so you will always have an updated reference to the Academy's administrative guidelines. Other changes may be published in the weekly newsletter.

Please sign the form at the bottom of this page indicating that you have received a copy of this handbook for your family and understand the contents herein.

Thank you for sharing your children with us at St. Joseph Catholic Academy this year. We look forward to a safe and productive year.

Tony Henely

Headmaster

I have received a copy of the Parent/Student Handbook for 2023-2024 Academy Year.

Parent/Guardian Name(s) / Signature _____

Date _____

Child/Children Name(s) Grade

_____	_____
_____	_____
_____	_____

ESCUELA CATÓLICA SAN JOSÉ
MANUAL ESCOLAR PARA PADRES Y ESTUDIANTES
2023-2024

Estimado padres o tutores:

Este es su manual de los reglamentos, políticas y procedimientos de la Academia Católica San José. La educación de un niño es una iniciativa de cooperación entre la escuela y los padres de familia. Es importante que lea este manual con cuidado y comunicarle a su hijo(a) de las expectativas de nuestra escuela.

El manual contiene una tabla de contenidos y encontrará los temas enumerados. Si recibe una correspondencia de la escuela marcada como " Apéndice del Manual" significa que un reglamento, política y procedimiento fue revisado o cambiado, les pedimos que lo agregue a su manual para que siempre tenga una referencia actualizada de las guías administrativas de la escuela. Otros cambios pueden ser publicados en el boletín semanal.

Por favor firme el formulario en la parte inferior de esta página indicando que ha recibido una copia de este manual para su familia.

Gracias por compartir a sus hijos con nosotros en la Academia Católica San José este año. Esperamos un año seguro y productivo.

Tony Henely
Headmaster

He recibido una copia del Manual para Padres y Estudiantes para el Año Escolar 2023-2024.

Padres/Tutores / Firma _____

Fecha _____

Nombre de estudiante(s) Grado

_____	_____
_____	_____
_____	_____