

**SAINT JOSEPH
CATHOLIC SCHOOL
2011-2012**

Policy Book for Parents & Students



Catholic Education

Parents as well as those who take their place are obliged and enjoy the right to educate children. The duty and the right of educating belongs in a unique way to the Church which has been divinely entrusted with the mission to assist young men and women so that they can arrive at the fullness of the Christian life. Among educational means the Christian faithful should greatly value schools, which are of principal assistance to parents in fulfilling their educational task. Parents should cooperate with school teachers to whom they entrust their children to be educated, while teachers have the duty to collaborate closely with parents through associations and meetings.

Code of Canon Law: 793, 794, & 796

Admission to St. Joseph Catholic School or participation in school programs is not denied students on the basis of race, color, ethnic, or national origin.

ST. JOSEPH CATHOLIC SCHOOL
506 EAST MARVIN AVE.
WAXAHACHIE, TEXAS 75165

PASTOR, MARTIN MORENO

(972) 937-0956

Fax # (972) 937-1742

Web site: www.stjswaxtx.org

e-mail: stjswaxrtr@sbcglobal.net

Office Hours: 7:30 to 3:30 p.m.

School Hours: 7:50 to 3:00 p.m.

Extended Day Program: 3:00 to 6:00 p.m.

TABLE OF CONTENTS

Admissions	6
Advisory Council	10
Agreement for use of Computers and Internet Access – Parental Consent	Click here
Agreement for use of computers and Internet Access – Student Form	Click here
Core Curriculum	13
Discipline (Guidance)	18
Expectations of Students	19
Extended Care Programs	8
Faculty and Staff	5
Health Care	16
History of St. Joseph Catholic School	4
Homework	15
Immunizations Required By the State of Texas	28
Line of Authority	20
Medication Form	Click here
Mission of the School	4
Parental Information	22
Parents as Partners	21
Parent/Family Conferences and Student Progress	14
Religion Curriculum	13
Room Parents	11
St. Joseph School Policy Book Acknowledgement	Click Here
School Hours	9
Sexual Harassment/Bullying/Cyber-bullying	19
Tardiness and Absence from School	15
Technology Acceptable Use Policy	30
Tuition	7
Uniform Chart	25
Uniform Dress Code	25
Volunteer Hours	11

History of St. Joseph Catholic School

St. Joseph Catholic School opened in August of 1992 with the expressed purpose of supporting Catholic families in the spiritual, intellectual, social, and physical education of their children in a loving, nurturing, environment.

In a few short years the school has grown and established itself as an integral part of the parish and of the community. The school's graduates have gone on to distinguish themselves at area schools both private and public.

Visitors to the school are left with a lasting impression of the warmth of the unique nurturing environment proudly known as St. Joseph Catholic School, Waxahachie, Texas.

Mission Statement

The mission of St. Joseph Catholic School is to promote the love of God and all creation through a strong academic and safe environment where Catholic faith and values permeate the day.

The spiritual dimension is integrated in the three-fold responsibility of the message community, Christian fellowship and the fulfillment of the imperatives of social, spiritual and the temporal goods with those in need.

The intellectual dimension is met through a comprehensive offering of a variety of learning experiences that assist the students to attain the goals of the various areas of instruction, to prepare them to cope with social demands, to understand and participate in civic and governmental activities, to appreciate the worth of each person and his/her culture.

The physical dimension is met through programs that prepare the students to have the knowledge and understanding of their physical and psychological structure and the environmental concerns that effect their well being.

The personal dimension is met through fine arts and music classes, Christmas programs, Spring programs, service projects, and one on one counseling.

The social dimension is met through a well defined physical education program, sports activities (football, baseball, softball, soccer), recess and the total family atmosphere in the school.

Educational Philosophy

St. Joseph School is a part of the total Catholic community of St. Joseph. The purpose of St. Joseph is to make known the love of God the Father, revealed through the Son, Jesus. This is achieved through the spiritual, intellectual, emotional, social and physical development of the student. At St. Joseph, we strive to develop the intellectual potential of each student according to his/her ability. We want our students to come to know what it means to be a Catholic and to grow with the ability to respond to the demands asked of them. Self-discipline is taught as the means to obtain the high standard of moral integrity we set for our students. Everything that is done at St. Joseph is meant to aid in the development of the total person of each student.

While personal growth is of the utmost importance, we want our students to become aware of the needs of others, to take his/her responsibility in serving others and in helping to build Christian Community. Indeed, our students are truly called to be witnesses to Christ.

Educational Objectives/Goals

Objective One - Spiritual

The students will experience and model the love of God through the example of teachers and staff.

The students will be taught to pray and to appreciate the value of prayer in their lives.

The students will be involved in the planning and participation of liturgies.

The students will be taught and encouraged to give witness to their Catholic education by living their faith in family, Church, and society.

Objective Two - Global

The students will be taught awareness of others as persons of dignity and worth guided by clearly defined school and classroom rules.

The students will discover multicultural awareness through projects and activities within the school year.

The students will be given the opportunity to participate in service projects appropriate to their developmental level.

The students will focus on raising their consciousness about social justice issues.

Objective Three - Academic

The students will be given the opportunity to practice problem solving skills.

The students will be prepared for the world of technology.

The students will participate in classes and programs that meet their individual needs in accordance with our limited resources.

The students will direct future curricular changes through evaluation of their needs.

St. Joseph Staff Members 2011-2012

Mary Kay Volker
Principal

Alleasha Austin
Fourth Grade

Gina Wilson
3K

Alicia Hernandez
Fifth Grade

Beba Rasberry
4K

Amy Elliott
Sixth Grade

Terri Hartley
Kindergarten

Teresa Vierra
Seventh/Eighth Grade

Linda Reyna
First Grade

Carol Kelly
Seventh/Eighth Grade History
& Aide

Charlotte Buford
Second Grade

Pat Tidwell
Library/Technology

Mindy Taylor
Third Grade
Diane Hood
3PK Aide

Music
Sheila Gonzalez
Spanish, Gr. 6, 7, 8

Maria Reyes
4K Aide

Jodi Kowalski
PKEP/ESD

Joyce Wright
Kindergarten Aide

Maribeth May
Development Director

Linda McNamara
First Grade Aide

Debbie Lambert
Language Lab

Becky Sivinski
P.E.

Marguerite Delgado
Aide

Patsy Escobar
Adm. Asst.

Admissions

St. Joseph Catholic School is open to children of all races and religions. Priority is given to families who are registered, contributing members of St. Joseph Church. The parish has an active role in the school and assists with subsidy for improvements in the scope of education for the children.

Age requirements for admission to the school must be 3, 4, or 5 years old by September 1st of the level year of entry. To enter first grade, children must be six years old on or before September 1st.

For admission of any new student an interview and evaluation is held and the following information is required before admittance is complete. All new students are on academic and behavior probation for nine weeks. **All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Joseph Catholic School.**

1. The child's birth certificate
2. A baptism record
3. Immunization and physical forms
4. Academic records from the previous school attended
5. Registration fees paid

Tuition and Fees

St. Joseph offers an outstanding education at a lower cost than most schools in the area. Tuition can be kept at a moderate level due to church subsidy. Tuition rates have been set in two categories, "contributing" and "non-contributing" members. Those parishioners who decide to enroll their children and wish to take advantage of the contributing schedule

are expected to contribute to the parish and take an active role in the community of St. Joseph Parish.

Each family choosing to take advantage of the contributing parish member tuition rates will be required to contribute the minimum amount to the parish each calendar year (January 1 through December 31) using the parish envelopes. The parish office will monitor this amount. Failure to meet the required minimum level of contributions will change a family's tuition to the non-contributing tuition rate for the remainder of the school year.

**St. Joseph Catholic School
Tuition and Fees Schedule
2011-2012**

TUITION RATES

Tuition is paid monthly over 10 months. Starting in August with final payment due in May. Families paying the parishioner rate are expected to contribute \$400 per calendar year to St. Joseph Church.

	Monthly Tuition	
	Parishioner	Non-Parishioner Non-Catholic
<u>3K & 4K: ½ day (7:50 to 11:30)</u>		
Tues / Thurs	\$ 255.00	314.00
Mon / Wed / Fri	\$ 313.00	394.00
Mon – Fri	\$ 378.00	480.00
<u>4K: ½ day (7:50 to 11:30 pm)</u>		
Mon/Wed/Fri (Aug. thru Nov. optional)	\$ 313.00	394.00
Mon – Fri (Dec. – May all required)	\$ 378.00	480.00
<u>3K & 4K: Full Day (7:50 – 3:00 pm)</u>	\$ 437.00	548.00
<u>K – 8th</u>		
1 child	\$ 437.00	548.00
2 children	\$ 670.00	871.00
3 children	\$ 836.00	1,148.00
4 children	\$ 1004.00	1,432.00
5 children	\$ 1004.00	1,432.00

Book & Supply Fees

3K & 4K

Registration Fee	\$ 125.00
Book Supply Fee	\$ 150.00

Kinder – 8th

Registration Fee	\$ 175.00
Book Supply Fee	\$ 150.00

Technology Fee	\$ 20.00 per student
----------------	----------------------

Oktoberfest Fee \$ 40.00 per student

The Oktoberfest fee will help room parents and teachers go out and purchase needed items for class basket projects, class art project, which are a huge revenue in the Oktoberfest Silent Auction.

This will greatly minimize the personal financial burden that goes on in August and September before the Oktoberfest.

Tuition is due the first of each month beginning in August and is considered past due after the 12th of each month. If the 12th falls on a week-end, tuition will be due the Friday before the 12th. A late fee of \$25.00 will be added as of the 13th of each month.

Any families who leave the school during the course of the year will pay full tuition for one half or more of the calendar month. Families enrolled for less than one half of the calendar month and leave will pay half of the monthly tuition. Any other debts will also need to be paid.

No checks will be accepted after May 15th. Cash or money orders only.

There will be a charge by the school of \$25.00 for any returned checks. After two returned checks, all payments must be made by cash or money order.

THE SCHOOL RESERVES THE RIGHT TO REFUSE RELEASE OF RECORDS FOR ANY OUTSTANDING DEBTS.

Extended School Day Programs

Rates:

PKEP \$7.00 a day (11:30 to 3:00)

(PreK Extended Program - Only for school registered students)

This rate is a flat daily rate and it is applied for any amount of time used within the hours of operation.

ESD \$5.00 a day (3:15 to 4:00)

\$7.00 a day (4:01 to 6:00)

(Extended School Day – Only for school registered students)

This rate is a flat daily rate and it is applied for any amount of time used at the end of a normal school day. **There will be a late fee of \$1.00 per minute for each student picked up after 6:00 p.m. to be paid at the time of pick-up.**

BSP \$1.00 a day (7:00 to 7:25)

(Before School Program)

This rate is a flat daily rate and it is applied for any amount of time used in the morning before 7:25.

The KEP and ESD provide supervised care for SJS students beyond class times on regular school days. Parents pay only for the days that the program is used. There is no charge for sick days or days taken off. **Students are not permitted to remain in the ESD program once parents have arrived to sign them out.** Children staying for the ESD may change

out of their uniforms to regular play clothes. Only the Pre-K entrance is to be used for pick-up. All other doors will be locked. Students are to follow the structured schedule of the ESD program. Expectations and discipline of the students are the same as during school hours. *Drinks and snack are included in the ESD program.

Parents who volunteer in the school and take advantage of either of the above programs during the time of volunteering will pay \$2.50 for each child registered in the school. This is also dependent upon the number of students already in the program due to room. There will be no monthly statements sent for After Care. Please check with the office for the amount of the previous month when you pay current month's tuition.

Repeated failure to pick up your child from After School Care on time will result in your child not being allowed to attend the After School Care program.

School Hours

The school day of instruction begins at 7:50a.m. and ends at 3:00 p.m.
Pre-kindergarten sessions meet from 7:50 a.m. to 11:30a.m.

WITH THE 7:50A.M. BELL CLASSROOM INSTRUCTION BEGINS. PARENTS ARE NOT TO BE IN THE CLASSROOM. AFTER 7:50 A.M. STUDENTS ARE NOT TO BE ESCORTED TO THE CLASSROOM BY THEIR PARENTS. STUDENTS ARE TO REPORT TO THE OFFICE FOR A TARDY SLIP.

SECURITY VISITOR PASS

Entrance to the school is only through the main door by the office. All visitors (parents, grandparents, etc.) **MUST** sign in at the table outside the office and wear a visitor pass with their name on the pass or their safe environment badge. No one is to visit the classroom during school hours without permission from the principal. **If needed items are brought during the day, they are to be left in the office NOT taken to the classroom.**

Arrivals

Students may be dropped off at the main door beginning at 7:00 a.m. They stay in the library until 7:25 when they are taken to the cafeteria. Students arriving from 7:25 to 7:40 are to be dropped off at the main door or on Marvin Street and proceed to the cafeteria via the doors at the side foyer. From 7:40 on students go in the main door to their classrooms, unless tardy. On bad weather days the students go directly in the main door. Students are counted tardy if they are not in their desk in the classroom at the time of the bell.

At 11:30am only, Pre-K students are picked up from their classrooms. All students not picked up by 11:30am or 3:15pm will be placed in PKEP or ESD. At 3:00 students will be brought outside for dismissal. **Parents wait outside.**

Dismissals

Students are dismissed from school at 3:00 p.m. Each class is brought outside by their teacher. Parents are to remain in their cars for pickup. **For the safety of the students teachers cannot supervise the students and discuss items with parents at the same time.**

Parents are asked to pay close attention during the dismissal process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

Drop Off and Pick Up

As you turn off Marvin follow the flow around to the front of the school. Be Patient.

It's best to let your darling out of the right side door to avoid other cars that may go by, and to keep the flow going. Do not double-park in front of school to let your darlings out nor park and escort students in the flow of drop off traffic in the morning. The same applies to the afternoon pickup.

Pickup in the afternoon is basically the same. If you pick up by the PFC building, do not interfere with the main flow in front of the school. Instead, just go out the back way. If it is necessary to park, do not let your darling run/walk across the parking lot without you.

St. Joseph Catholic School Advisory Council

The SJS Advisory Council serves as the local policy-making body under the auspices of the Diocesan Catholic Schools Advisory Council. The Advisory Council is a consultative body which operates through consensus, formulates policy for the educational programs, evaluates the effectiveness of these policies and the programs which were implemented as a result of those policies, assists the Pastor and the Administration with handling and reviewing all school financial matters, approves the school's budget, including approval of the tuition policy and salary scales or ranges for school personnel. As one body, they provide leadership, guidance, and resources. In addition, the Advisory Council supports the principal and faculty in carrying out their responsibilities.

The actions of the Advisory Council are subject to the approval of the pastor, the principal, the policies of the Diocesan Advisory Council, the regulations of the Catholic Education Office of the Diocese of Dallas, and applicable state and federal laws. The greatest resources available to the Advisory Council will be the individual members of SJS School.

Visitor's policy:

Parents may observe a School Advisory meeting at any time.

The St. Joseph Advisory Council welcomes input from its constituents and all members of the faith community. The following policy is to be observed by the persons making a presentation to introduce subjects to the Council for its considerations.

1. A written summary of the presentation shall be sent to the Council President two weeks before the scheduled meeting in order that the items may be included in the agenda, time permitting.
2. The presentation shall be limited to ten minutes.
3. No decision or reply shall be expected at the time of presentation.
4. Memorandum of Council decision or action shall be promptly sent to the presenter and to anyone affected by the decision.

St. Joseph School Advisory Council 2011-2012

Belinda Barker
654 E. Brookvista Ct.
Waxahachie, TX. 75165
(972) 937-9686
Anna Toker
2307 Patrick Road
Waxahachie, Texas 75167
(214) 718-1416

Marissa Geary
4028 FM 66
Waxahachie, TX. 75167
(972) 923-9966
Joe Chandler
673 Brookglen Ct.
Waxahachie, Tx. 75165
(972) 937-4648

Mark Morgan
410 Victorian
Waxahachie, TX. 75165
(972) 935-9720

Georgia Dixon
503 N. Rogers
Waxahachie, TX. 75165
(972) 351-1153

Beverly Betik Lincks
106 Ashburne Glen Ln.
Ovilla, TX. 75154
(972) 217-4582

Michele Wray
201 Overhill
Waxahachie, TX. 75165
(972) 938-7898

Patrick Davidson
307 Northgate
Waxahachie, TX. 75165
972-938-2624

Room Parents

Room Parents will be a means:

- To provide communication with the principal, faculty, staff, parents, and parish.
- To offer their services and talents to the school.
- To organize and develop fundraising needed for the school budget.

Safe Environment – Required of Parents

All parents/volunteers are required to follow the Safe Environment Program of the Diocese.

- 1) Fill out Safe Environment Forms/Background Checks
 - a. New Forms/Background Check - \$15.00
 - b. Re-checks – \$3.50
- 2) Attend Safe Environment Training Sessions or online sessions
- 3) The above is necessary for any activities, field trips, coaching, etc.

VOLUNTEER HOURS

St Joseph Catholic School relies on its community of family for fundraising and fulfilling certain needs of the school. Parents are encouraged to take part in the wide variety of

volunteer opportunities which ultimately strengthen the various school's programs and culture. Volunteer opportunities during school hours as well as after school hours are available throughout the year.

In the spirit of community and service, each St Joseph School family is required to volunteer a minimum of 40 hours. **A fee of \$10 per hour will be assessed for each hour short of the required minimum.** Any hours earned above 40 hr. min. will not be credited to next school year.

Additionally, 20 of the 40 volunteer hour requirement must be earned through participation in St Joseph School's two primary fundraisers: 15 hours toward Oktoberfest and 5 hours toward Dream Vacation. **Fees (\$10/hour) will be assessed separately for volunteer hours short in each of these fundraising categories.**

Volunteer Hour Program Summary:

- Fundraising - 15 hours minimum required toward Oktoberfest *
- Fundraising - 5 hours minimum required toward Dream Vacation *
- Non-specific - 20 hours minimum (Fundraising or other area of your choice)

*\$10/hour fee will be assessed for volunteer hours short *in each Fundraising category.*

Extra hours earned through participation in Oktoberfest and Dream Vacation will count toward your total 40 hour minimum requirement.

***However, extra hours earned outside of Oktoberfest and Dream Vacation categories will NOT be credited against any shortfall in these two Fundraising categories.**

It is the responsibility of each St Joseph School family to submit their Volunteer Hour forms to the school in a timely manner. **Volunteer hour credit will only be given for hours logged and submitted on St Joseph School's pre-approved Volunteer Hour forms.** Verbal communications to school personnel and notes to the office will not be considered valid submissions. No sheets submitted will be deemed as non-participation and fees will be assessed accordingly.

It is also the responsibility of each St Joseph School family to inquire into the wide variety of volunteer opportunities available.

Volunteer hours for the school year may begin as early as June 1 and may be earned throughout the school year. All 40 hours for the 2011 – 2012 school year are **due no later than Monday, May 7, 2012.** **Any fees assessed will be due in full by the last day of the school year.**

Volunteer Hour credit for SCRIP:

\$100 SCRIP purchase = 1 volunteer hour (non-specific)

SCRIP does NOT give credit toward the 20 hour fundraising minimum

Opt Out Option:

To opt out of the Volunteer Hour program, you have the option to pay a **fee of \$400**. This fee, along with your decision to opt of the program, is **due at the beginning of the school year and payable along with the first month's tuition**. If opt out payment of \$400 is not received by the first month's tuition due date, it will be deemed that your family is participating in the program. No consideration for retroactive decisions will be given and no refunds will be given.

St Joseph Catholic School reserves the right to change the name and/or nature of their primary fundraising events without notice.

Religion Curriculum

Formal Program

The We Believe Series, William Sadlier Publications, is used for grades 3K - 6. We are excited with this program that presents the teaching of the Catholic Faith. The lesson themes develop the doctrine of the Church, Catholic Identity, and Faith Alive at Home in ways that help students see for themselves how the Catholic faith applies in their lives. Grades 7/8 use a different series from Sadlier Publishing.

Sacramental Program

The second grade program covers the doctrine and prayers necessary for the preparation of the student for the reception of the Sacraments of Eucharist and Confession. The Pastor provides the Sacrament of Confession to the students (Grades 3-8) once a month.

Prayer/Liturgical Programs

The students experience many kinds of prayer. Throughout the year we have school and classroom prayers and scripture readings. As a school, we attend weekly Mass and prayer services. During Advent and Lent, planned activities help students understand the liturgical meaning of the season and enable them to grow spiritually by becoming a part of the life of the Church. Grades K - 8 have the opportunity to plan and lead liturgical services throughout the year.

Curriculum

The curriculum of St. Joseph Catholic School includes Religion and all subjects required by the State of Texas and Texas Catholic Conference. 3K thru grade 8 follow a curriculum written by the Diocese of Dallas. Parents may review the curriculum in the school office.

Additional instruction is given for students to develop a wide range of knowledge in Spanish, physical education, art, music, computer technology, and library skills. If possible, special reading classes are taught in coordination with the core curriculum for dyslexic students.

Testing

In October, a standardized achievement test is administered to all students in grades 1-8. A copy of the test results will be sent to the family. Achievement tests are used to provide a basis for educational guidance, to measure effectiveness of the curriculum, and to estimate student achievement. It will aid the school in providing each child with all the advantages of an exceptional education.

Parent/Family Conferences and Student Progress

During the year, parent/family conferences are scheduled.

Conferences in October are mandatory since report cards are given at this time.

Progress reports are issued to students in grades 1st-8th the fifth week of each nine-week grading period and as deemed necessary by the teacher. Pre-kindergarten and Kindergarten progress reports are sent after the second nine weeks. These are to be signed and returned.

Parents or teachers may request a special conference whenever it is deemed necessary.

Report cards are important tools for communication. Report cards will be given four (4) times during the academic school year or every nine (9) weeks. Report cards are to be signed by the parents and returned to the teacher within a week of receiving the report card. There will be a \$5.00 fee for any report cards not returned.

Progress Reports will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition or After School Care Program fees are in arrears.

Grading Scale

First grade to eighth grade will receive a numeric grade in academics on the progress report and report card each quarter.

A letter grade in conduct and effort will be given to each student every week and on the report card each quarter.

Conduct codes: Gr. 1 to 8

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Academic Grades: 1 to 8

A = 94-100 Excellent

B = 85-93 Good

C = 76-84 Satisfactory

D = 70-75 Needs Improvement

F = 69-below

Academic Offense Procedures

Teachers should expect students to fulfill the academic expectations of St. Joseph Catholic School.

1. If a teacher identifies a student cheating, documentation is to be made and the student may be given a non-passing grade. Parent notification is required.

2. If a teacher identifies a student copying homework or class assignments, parent notification is required, and a zero may be given to both individuals.
3. If a teacher witnesses oral communication of any kind during an exam, ten points are taken off the exam for each infraction.
- *4. If a teacher identifies a student using copyrighted material, a student/teacher conference is held to correct the project, and a grade may be lowered.

Homework

Homework is an essential element for meeting the academic achievement expectations at each grade level. Homework serves as a continuation of a lesson taught; students are accountable and responsible to enrich their learning by the activity of homework. It develops good work habits and provides the student with additional resources found outside of school. Teachers and parents work together to help students achieve these purposes. Parents are encouraged to provide an environment conducive to study and to assist their child when needed.

Grades 2 – 8 are to use assignment books for homework as well as providing a quick means of communicating between teacher and parent. These are to be signed each night by the parent.

All homework needs to be on time. In extreme cases, there will be a window of opportunity given to students for late homework. Any exceptions will be approved by the administration.

Homework	K	15-20 minutes
	1	30 minutes
	2-3	45 minutes
	4-5-6	45-90 minutes
	7/8	90 minutes minimal

ALL STUDENTS SHOULD EXPERIENCE 15 MINUTES OF LEISURE READING EACH NIGHT.

Tardiness

STUDENTS ARE REQUIRED TO ATTEND SCHOOL REGULARLY AND BE ON TIME. ABSENCE AND TARDINESS INTERFERE GREATLY WITH STUDENT PROGRESS AND EASILY CREATES NEGATIVE PATTERNS OF BEHAVIOR. INSTRUCTION BEGINS AT 7:50AM AND ALL STUDENTS ARE TO BE IN THEIR CLASSROOMS. TEACHERS WILL BEGIN EACH DAY WITH STUDENT-CENTERED ACTIVITIES, WHICH WILL BE PART OF THEIR ACADEMIC CAREER.

The first bell rings at 7:40 a.m. A student arriving at class after the 7:50 a.m. bell will be marked tardy. **Students who are tardy are to report to the office for a tardy slip before going to class. Parents do NOT escort students to the rooms. A student who is late for class may not only fall behind in his/her work, but disrupts the other students**

as she/he enters. Please make certain that your children are at school in time for the beginning of the school day.

STUDENT TARDINESS WILL BE CALCULATED EACH QUARTER, AND FOR EVERY FIVE TARDIES A FULL DAY'S ABSENCE WILL BE APPLIED TO THAT QUARTER.

Absence from School

Parents are to call the school before 8:00 a.m. to report a student's absence. Medical or dental appointments, etc. are to be scheduled outside school time. A physician's excuse is required when the child has been absent 3 days or more. Students are expected to complete work that has been missed. It is up to the student to contact the teacher for make-up assignments. **Students who are in attendance less than 90% (absent more than 18 days) of the school year may be in jeopardy of advancing to the next level.** All cases are reviewed and the Principal determines the final decisions. Students should not be out of school for family vacations, trips, non-educational events, etc. If a parent believes that a student should miss school for any reason other than illness or family emergency, the family must contact the Principal. These absences will be unexcused.

Parents who choose to take students out of class for any reason other than illness must realize that students are ultimately responsible for the work missed, and forfeit any teacher explanations, quizzes, test, etc., which are given during their absence. Teachers are not responsible for bringing a student up to date on content covered during the student's absence. The teachers are also not responsible for providing work to the student before they leave on a trip.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM-3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Homework Due to Vacations/Planned Absences

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

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Health Care

In order that every child in school is protected from communicable disease and physically able to participate in the school programs, minimum requirements have been established

by the Diocesan School Board. A health examination is required on all new students in the school system in the Diocese of Dallas. No child shall be admitted to school unless he/she has been immunized against diphtheria, pertussis, rubeola, rubella, tetanus, poliomyelitis, HIB, and mumps. Evidence of meeting the state requirement for these immunizations must be presented at the time of registration of your child.

During the school year, vision, hearing, and scoliosis screening are performed. Trained and/or qualified volunteers will do these.

If a student becomes ill and has a temperature over 100 degrees, he/she will be sent home. A parent or designated person will be notified to take the child home. The child may not return to class and the child is signed out in the school office.

In order to prevent the spread of disease, we ask that you do not send your child to school if he/she is exhibiting any symptoms of illness or running any fever. If he has been ill, we ask that he/she be free of fever (99 or below) for 24 hours prior to returning to school. Also, if he/she has missed more than three consecutive days due to illness, a note from your physician is required.

Students are not permitted to take any type of medication unless there is a certified prescription label on the original bottle/package. The school cannot administer any medication that is not doctor prescribed. The state of Texas does not allow us to administer medicine without written permission and directions from both the parent and doctor. Parents are to bring all medication to the office. Students are never to have any medication in their possession during the day.

All Non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Office with the following information:

- a. Child's name**
- b. Frequency**
- c. Dose**
- d. Date**

When a child is seriously injured the school office will contact a parent or designated person. If no one can be reached and the office determines the injury to be serious, the child will be transported to the local hospital for treatment. In the event this does occur an injury form will be filled out.

A physician's note is required to excuse a child from PE or outside recess.

Parents/guardians are asked to inform the school as soon as any special medical needs develop. This will allow the teachers and staff to assist your child in case of an emergency.

Students must be properly trained in personal hygiene before entering the school. *(Refer to page 26 & 27 for Immunization Requirements.)*

Discipline (Guidance)

The true goal of any disciplinary measure in the school is to assist the student in achieving self-discipline which will manifest itself in clear and logical reasoning, and in action which is consistent with good moral principles.

Students are expected to show courtesy and respect to each other, adults, themselves as well as property. At no time will defiance, violence or insubordination be tolerated.

We also have expectations of parents. We believe that discipline begins at home and should be reinforced by the school. Parents are the primary educators of their children. Both the school and the parents should reinforce and support good behavior. Parent cooperation is essential for the welfare of the student. Communication is essential.

As citizens in a democratic society, students must be given the opportunity to participate actively and responsibly in school life. When a student's behavior infringes on the rights of others or militates against the educational process, he/she must be corrected; but he/she must be led to understand the reasons for any corrective measure administered.

Positive behavior should be promoted at all times, and infractions must be handled with care. The Christian well being of children is of utmost importance and fair consequences should be administered.

Teachers are expected to handle ordinary disciplinary situations themselves, not only in the classrooms, but anywhere on the school grounds or at school functions. Proper manners, cleanliness, and pride at school will be modeled throughout the day and at mealtime.

Ordinary offenses against classroom order, etc., are to be handled by the teacher in a professional, Christian manner. No teacher may use corporal punishment. Examples of ordinary offenses:

- Frequent talking or loudness
- Minor disruptions
- Offensive outbursts
- Violating good behavior standards
- Uniform violations

When ordinary offenses occur repeatedly the following procedures should be followed:

1. Teacher/student conference
2. Parent notification, written or phone within 24 hours of repeated offense.
3. Principal intervention with student and/or parents.

It is helpful to all people to know the limits of behavior and to have clear and concise guidelines for expected behavior. The St. Joseph School rule in regard to disciplinary measures is as follows:

Students who misbehave and/or infringe on the academic process will have chosen a consequence. Parents will be notified whenever a child has seriously misbehaved. If this continues, the student and parents will be told to find another school.

The teacher reserves the right to make his/her own classroom rules within the guidelines of school policy.

Expectations of Students in St. Joseph School

Students are expected to be courteous and respectful to each other, to all school personnel and to volunteer workers at all times.

Rules and Regulations

There are five positive rules in which nearly all school behavior can be described.

1. Be on time.
2. Come prepared to learn.
3. Respect your rights and the rights of others.
4. Work at learning.
5. Ask for help.

The following are part of the pay/replacement plan:

Chewing gum and eating outside of the cafeteria
Defacing books, equipment, and furniture

Any of these offenses warrant immediate payment for repair and maintenance or replacement of property. A written warning record is issued for these offenses and correction may be issued.

The following offenses merit immediate removal from class:

Unwanted contact to another person
Violence or threat of violence to others - any type of
weapon or one that can be construed as a weapon
Verbal or written harassment
Vandalizing school or personal property
Destroying school or personal class materials

These offenses are grounds for immediate communication with parents by the Principal and/or a suspension or an expulsion and/or community service.

The Principal and/or Pastor is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

Sexual Harassment/Bullying/Cyber-bullying

Sexual harassment is immoral and reprehensible and will not be tolerated in the Catholic School. It subverts the Mission of Catholic Education and threatens the careers, educational experience and well-being of all affected persons. In both obvious and subtle ways the very possibility of sexual harassment is destructive to individuals and to the Church/School community as a whole.

Sexual harassment includes, but is not limited to, the following behaviors:

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in just or online**) face detention, suspension, and or expulsion.

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

Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances or imitations

Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of sex

Retaliation for having reported or threatened to report sexual harassment

All demeaning behavior, including harassment, bullying, hazing, name-calling and threatening is wrong and will not be tolerated.

Any student who breaks the rules in the major offenses category, or who continually breaks orderly conduct rules, will be subject to immediate probation, suspension or expulsion at the Principal's discretion.

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

LINE OF AUTHORITY

If a problem arises with your child, you will be notified by the teacher or Principal. When a parent has questions concerning a child, the teacher should be approached first. If the matter cannot be satisfactorily settled with the teacher, the parent should then have recourse to the Principal. Day-to-day classroom situations should be handled with the teachers. Appointments with the teachers can be made by calling the school office. Allow yourself time to consider all options. Please respect a "24-hour time period" and do not confront teachers or administration while emotions are high. Parents who wish a conference with a teacher or administration should call the school to make an appointment. This is a common courtesy and assures that the teacher or principal will be available to talk with you when you arrive. Under no circumstance is a parent to disrupt a teacher during class time. Please respect everyone's privacy and do not call at home.

If, after discussing the situation with the teacher and principal, a decision or agreement is not acceptable, one may refer to the Pastor.

Please be careful to observe this line of authority. Misunderstandings may occur if the problem is not first investigated at the source. Any form of harassment or other inappropriate conduct from anyone connected with a student will be grounds for dismissal.

The Diocese has a Grievance Procedure. If there are any questions or problems, we try to deal with them following the proper line of authority. If problems are not settled or satisfied at that level, the parent may refer to the Diocesan Education Office.

Parent/Guardian (Action of):

THE DISRUPTIVE, THREATENING OR ILLEGAL BEHAVIOR OF A PARENT/GUARDIAN MAY RESULT IN THE EXPULSION OF THAT STUDENT.

Retention and Promotion

Fundamental skills, socialization, emotional well being and attendance are important to the mastery of each grade level. It is the responsibility of the teacher to assess, discuss with parents, and recommend to the administration any changes in the progression of a student. The principal will make the ultimate decision.

Parents As Partners

As partners in the educational process at St. Joseph Catholic School, we ask parents:

To set rules, times, and limits so that you child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time;
- Has lunch money or nutritional sack lunch every day; and
- Be highly involved in your child's technological interaction

To actively participate in school activities **and fundraisers**;

To see that the student pay for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy:

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

Parental Information

Parents are asked to enter the school through the office doors and check in with the office. Our children's safety depends on our knowing who is on campus at all times. All visitors must sign in at the office.

The only door that can be opened during school hours is the one by the office. No one is allowed into the classrooms unless arrangements have been made with the teacher (24 hours in advance), and the office is notified. If you would like to come and visit the classroom, request this from the teacher at least one day prior visitation.

All students who are leaving campus during the school day must bring a note to the teacher in the morning, and be picked up and signed-out in the school office. Please allow ample time for students to be picked up. **Parents (those picking up students) are to report to the office and wait there for the student. Do not go to the classroom.**

Any communication to parents from the office will be sent home usually on Tuesdays. Any appropriate notices or announcements from St. Joseph Community are welcome additions to the monthly calendar and/or newsletter. Please submit all information to the office by Friday of each week for approval.

Children may not bring any over-the-counter medications to school. This is a law and we must obey it. That means that we cannot give aspirin, cough medicine, or any other over-the-counter medication, even with your consent. For unusual circumstances, contact the school. (see Health Care)

Children may bring toys to school only when a teacher has made a special request for the children to do so, otherwise, no toys.

Permitting your child to be responsible allows them to grow and function at school. Please observe a "no rescue policy" and do not bring any forgotten homework or items to your child during the day. We all forget things, and our children can live with natural results. **If needed items are brought during the day, they are to be left in the office NOT taken to the classroom.**

Students are not permitted to receive calls at school unless it is an emergency. If an emergency arises the office will get the message to the student.

Library Information – Library Loans: Student checkout is limited to one or two books depending on grade level. The check out period is usually one week, with the item being due at the next scheduled library period for the class. Renewals are limited on popular books, such as those on the reserve list.

Overdue books: Overdue books are to be returned to the “Train” book drop. Late fees are 10 cents per day for every school day that the item is overdue. Fines stop increasing once the item has been returned. Students with overdue items, or unpaid fees are not allowed to check out more materials. Once their record is cleared, the student will be permitted to check out items. If there is an overdue item or unpaid fee at the end of the school year, the student’s final report card will not be released until the situation is resolved.

Lost or damaged books: Due to replacement costs, books and other items will not be depreciated when calculating the value. The condition or age of the lost or damaged item does not affect its replacement value. The replacement cost of the item will consist of the (1) retail cost, and (2) processing costs to process the item for library use. Lost or damaged items will be paid for, replacements will not be accepted.

Policies that relate to Materials Selection are available from the librarian.

Parents are permitted to check out items from the school library.

Reading incentives include the use of AR (Accelerated Reader) Program, Book It!, and other programs throughout the year.

The Librarian, Principal, or other responsible party may choose to restrict access to certain titles. Students who desire reading the restricted materials should consider using public libraries or purchasing the materials for personal use. Bringing personal copies of restricted items to school is discouraged.

Cell Phones

If it is a necessity for a student to have a cell phone in school, the following conditions must be met until the student is picked up after school:

- Phones must be kept in the OFF position and kept in the backpack in the locker
- Anyone who violates the above will have the phone taken and kept in the office for the parent to pick up. The student may forfeit privilege of bringing the cell phone to school.
- Second violation will also mean a \$25.00 fine.

Textbooks are the property of the school and are for the students' use on a yearly basis. All textbooks are to be covered and titled all year. All students will obtain and return textbooks in good condition. If the textbook is lost or damaged a fee will be assessed.

Fines and fees owed to Library and/or School for any reason may result in student records and transcripts being held.

Lost report cards and envelopes will result in a replacement charge.

Field trips assist in instruction during the academic year. Parents will be requested to sign a written permission slip allowing the students to leave school premises and releasing the school, accompanying teachers, and volunteers from responsibility in case of accident.

Parents may be called to assist with transportation. **Before any parent may drive on a field trip, the parent must provide the school with proof of license and insurance and be current in the Save Environment Program.** Forms are available in the office. The vehicle must have proper safety belts for the amount of students riding in the car. Emergency cards will be issued for all trips. If an accident occurs please call, the police and the school at once. **PARENTS MAY NOT TAKE SIBLINGS OR OTHER CHILDREN ON A FIELD TRIP. Do not stop for treats on the way there or back.**

Students staying for the whole day bring their lunches or participate in the hot lunch program. Any exceptions to the plan will be announced on the monthly school calendar that comes home in the Tuesday folders. There are microwave ovens available if food needs to be heated. All food needs to be covered if using the microwave. The soda machine in the parish hall is not available to students during school hours.

Hot Lunches: Hot Lunches are offered Monday thru Thursday through the St. Joseph Hot Lunch Program. Tickets are purchased only through the Lunch Program, not through the office. Milk and ice cream are offered for an additional fee. Checks need to be made out to Jennifer Howell and placed in the box outside the office.

Pizza Card: Pizza is offered on Fridays for \$1.00 a slice. Cards can be purchased for \$20.00 a card from the school office or students can bring money on Friday to purchase per slice. This is separate from St. Joseph Hot Lunch Program.

The teachers and homeroom parents plan class parties. Students do not exchange gifts at class parties. Parties will be simple and approved by the teacher and Principal.

Birthday Invitations to home parties are not to be handed out at school, unless everyone in the classroom is invited. This includes all sections of one grade level. Students may bring birthday cupcakes or cookies for everyone in the class on their special day. If their birthday falls in the summer or holiday, arrangements can be made with the teacher to celebrate the occasion. Students may celebrate their birthday by having free dress that is appropriate for school. Again, summer birthdays make arrangements with the teacher.

The children use our playgrounds and coned-off areas in the back and front of the building throughout the day. Please be watchful of the children as you enter and exit the school.

Inclement weather closing notification: School closing or late opening time announcements can be heard on the major television and radio newscasts. St. Joseph School will follow the decision of the Waxahachie Independent School District unless otherwise directed. Please listen to the local radio station, KBEC 1390 AM, for information. E-mails will also be sent to room parents and then forwarded to parents.

- All uniforms are to be purchased through Absolute Uniform only.
- PE uniforms are also purchased through Absolute Uniform.
- If girls wish to wear their skirt or jumper on a casual dress day (not a Mass day), they must wear the complete dress uniform for that day.
- Jackets are optional.

**** Uniform skorts, jumpers and shorts may not be any shorter than 3 inches above the knee throughout the year and must fit appropriately.**

Shoes

Good supportive tennis shoes are the only shoes required/allowed. **The tennis shoes are to be predominately white-no characters, no lights, no zippers. No open toe shoes, elevated soles/heels, open heels or sandals are allowed on campus even on free dress days.**

Socks and tights

Solid White Socks are worn everyday – no labels or colors. Socks are to be no higher and no lower than crew socks. For girls, white or navy tights with feet may be worn in place of socks. No leggings.

Hats

Hats are not allowed except on special occasions.

Jackets

Jackets and pullover fleeces may not be worn inside during class. Only the official sweaters and sweatshirts may be worn in the classroom.
No clothing shall be worn tied around the body.

Hair

Hair should be kept clean. Unusual or distracting haircuts, dying, or coloring is prohibited. *Hair should be cut so that it is out of the eyes. Boy's hair should not extend below the collar or below the top of the ear. Girls may wear hair accessories that are simple and in keeping with the uniform colors (navy, forest green or white). Hair pieces are not allowed.

Jewelry

Girls are permitted to wear one stud earring in each ear only. Boys are not permitted to wear earrings or studs anywhere on their bodies.

Girls and Boys may wear a cross, religious medal, or a single gold or silver chain, one watch, one bracelet and one ring.

Jewelry should not be a distraction.

SJS is not responsible for lost jewelry.

Tattoos are not allowed.

Nail Polish and Make-Up

Girls may wear clear nail polish only. Boys are not permitted to wear nail polish. Tattoos are not allowed on any part of the body. Make-up is prohibited. No fake nails. No acrylics.

Uniform infractions

Uniform infraction slips will be issued to the students who are not properly dressed each morning. A slip signed by the child's parent or guardian is to be returned to the classroom teacher the following day with the infraction corrected. If the infractions continue or are consistent, more severe consequences will be issued.

Free Dress

When students have free dress appropriate dress for school is required. No short-shorts, low cut blouses, tank tops and no jeans with holes.

Uniforms are always worn on Mass days unless otherwise instructed.

GOOD RULE: If you think you shouldn't wear it, you shouldn't.

Medication and Immunizations

[Click here to open document - administration_of_medication.pdf](#)

Immunizations Required by the State of Texas and the Diocese of Dallas (2011 – 2012 school year)

DTP, DTaP, DT, Td

Students aged 3 to 4 years

- Four doses of any combination

Entry into Kindergarten

- Five doses of any combination unless the 4th dose was given on or after the 4th birthday

Students 7 years and older

- Three doses of any combination including one dose on or after the 4th birthday (pertussis not required) and 1 dose within the past ten years

Entry into 7th grade

- One booster of Tdap if at least 5 years since the last dose or the 5 year interval has lapsed.

Entry into 8th grade

- One dose Tdap booster when 10 years have passed since last dose

Polio

Students aged 3 to 4 years

- Three doses

Entry into Kindergarten

- Four doses, one of which is required on or after the 4th birthday (unless the 3rd dose was given on or after 4th birthday, then only three doses are required)

HibCV

Students 4 years and younger

- One dose required for children younger than 5 years, after age 1

Measles, Mumps, Rubella (MMR)

One dose given on or after the 1st birthday with a second dose of a measles-containing vaccine given by age 5 or entry into kindergarten

MMR/M

Grades 1-12 - 2 doses measles containing vaccine and 1 dose of rubella and mumps

Hepatitis B

Three doses for students in grades PK 3, 4, and K- 12

Varicella (Chicken Pox)

One dose given on or after the 1st birthday for students in grades 3K through 6 – two doses are required if the student is 13 years old or older at the time of the first dose (or written note from the student's physician or parent/guardian confirming that the student has had the disease – please note month and year if possible)

2 doses required for grades Kindergarten, 1st, 7th & 8th grade.

Hepatitis A

Students aged PK & Kindergarten

- Two doses required (1 dose after age 1)

Meningococcal

1 dose for students for entry into 7th & 8th grade

Prevnar (PCV7)

Students 59 months and younger

- If the student has received three doses and one of these doses was given on or after 12 months of age, then no additional doses are required
- If the student has received two doses and both were given on or after 12 months of age, then no additional doses are required
- If the student has received one dose and it was given on or after 24 months of age, then no additional doses are required

Please note:

The Diocese of Dallas **does not grant immunization exemptions/waivers** on the basis of religious beliefs. This decision is based on the *Summary Response of the National Catholic Bioethics Center to the Statement of the Pontifical Academy for Life on the Use of Vaccines* (see www.ncbcenter.org/vaticanresponseNCBC.asp).

The Diocese of Dallas continues to recognize medical exemptions/waivers should your child's physician believe that the immunization(s) required would be medically harmful or injurious to your child's health and well-being. For children needing a medical exemption, a written statement by your child's doctor must be presented annually to St. Joseph Catholic School (unless the doctor states in his or her letter that the medical exemption/waiver is permanent).

Screenings Required by the State of Texas and the Diocese of Dallas

Each year students in the following grades or categories receive vision and hearing screenings: 4K, Kindergarten, 1st, 3rd, 5th, 7th, and any first time entrants regardless of grade. In addition to vision and hearing screenings, students in grades 1st, 3rd, 5th, and 7th participate in a new screening procedure called Acanthosis Nigricans (AN) Screening. This painless screening procedure involves looking at the back of your child's neck for a light brown-black, velvety, rough or thickened lesion on the surface of the skin. AN can be a primary marker that may signal high insulin levels, which can lead to insulin resistance and then Type 2 diabetes. When students are identified as having the AN marker, they are then weighed and their height is recorded. In addition, two blood pressure readings are taken. Parents/guardians are always notified in writing if any of the screening tests reveal any information that warrants medical follow-up. Students are also screened for Scoliosis.

Asthma Inhalers

Texas House Bill (HB) 1688 allows a student with asthma to possess and self-administer prescription asthma medicine on school property or at a school-related event if the student has written permission from the student's parent/guardian and doctor. Please call the School Office in order to request a copy of the form *Authorization for Administration of Medication at School*. SJCS **must have a copy of this form on file** before your child will be allowed to carry and self-administer asthma medication.

Technology Acceptable Use Policy

A Technology Acceptable Use Policy is a set of Guidelines for the use of a computer, the networks and software it has access to as a tool for learning. Its purpose is to provide guidance to users of the technology resources of St. Joseph School and is provided to staff, students, and parents.

St. Joseph School is proud to offer students in grades K to 8 access to our school's computer networks and the Internet. The Internet is provided for students to conduct research. Access to these network services is given to students who agree to act in a considerate and responsible manner.

This access is a privilege – not a right.

Students are responsible for good behavior on school computer networks just as they are in the classroom or a school hallway. General school rules for behavior and communications apply. The following are expected behavior of all students:

Treating all computers, software, computer systems or computer networks with respect and care.

Abide by all copyright rules and never to use the network or Internet to plagiarize.

Use time and equipment resources wisely.

Use equipment and network for educational purposes and not for personal, commercial or frivolous use.

Use floppy disks, flash drives, and CD's (regardless of source or content) only with the permission of the technology teacher.

Respect other users' folders, works, or files at all times.

Students should never under any situation be:

Using the network to send or display offensive and/or obscene messages or pictures.

Using computers to access material that is profane or obscene, that advocates illegal acts or advocates violence or discrimination toward other people.

Using the network or Internet to harass, insult or attack others.

Downloading software from the Internet without the permission of the technology teacher.

Consequences of Violation

Violation of the acceptable use policy of St. Joseph concerning the use of computers and networks will result in disciplinary action:

First Offense: Student will lose computer privileges/Internet access. Length of privilege suspension will be determined by the administrator/teacher.

Second Offense: A student will be removed from class with possible suspension.

Third Offense: Termination of enrollment may be considered in flagrant violations that blatantly corrupt the educational value of computers, of the Internet, or instances when students have used St. Joseph Internet access to violate the law or to compromise another computer network.

Warranties – St. Joseph School makes no warranties of any kind, whether expressed or implied for the service it is providing. St. Joseph School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence and errors or omissions of the user.

Use of any information obtained via the Internet is at the user's own risk. The school does not assume responsibility for the accuracy or quality of information obtained through the access provided.

Security – Security on any computer system is a high priority, especially when the system involves many users. Users are encouraged to identify security problems on the network and report them to the system administrator. Users will not demonstrate the problem to other users. Users will not use another individual's account or attempt to log in as the system administrator.

Vandalism – Any malicious attempt to harm or destroy the school's software or hardware, the data of another user, Internet, or any of the above listed agencies or other networks is prohibited. This includes, but is not limited to, the uploading or creation of computer viruses.

Personal Software – In keeping with copyright laws, software owned by the student may not be installed on any school computer or file server. The student may not, under any circumstances, copy software belonging to the school.

Acceptance of Terms and Conditions – All terms and conditions as stated in this document are applicable to St. Joseph School. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Texas, and the United States of America.

Violations of the St. Joseph School Acceptable Use Policy may lead to in-school suspension, being dropped from a computer class, and/or the termination of network privileges.

[Click here for Agreement for the use of Computers and Internet Access Parental Consent Form](#)

[Click here for Agreement for the use of Computers and Internet Access Student Form](#)

The Principal retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

[Click here for St. Joseph School Policy Book Acknowledgement](#)

The following three forms are to be completed and returned to the oldest student's home room teacher no later than August 26, 2011.

1. [Computers and Internet Access Parental Consent Form](#)
2. [Agreement for the use of Computers and Internet Access Student Form](#)
3. [St. Joseph School Policy Book Acknowledgement](#)