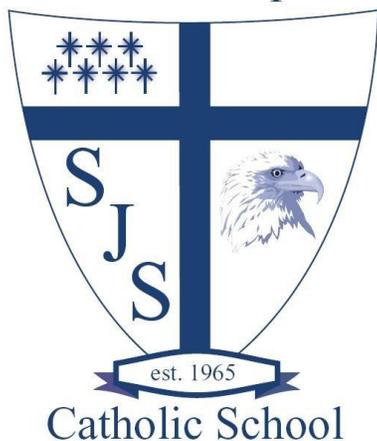


St. John the Apostle Catholic School

Parent/Student Handbook 2016~2017

St. John the Apostle



Our Mission:

St. John the Apostle Catholic School follows the traditions of the Roman Catholic Church, providing students a challenging education that encourages the success of each student.



St. John the Apostle Catholic School is a Nationally Recognized Blue Ribbon School by the U.S. Department of Education.

2016-2017
ST. JOHN THE APOSTLE CATHOLIC SCHOOL

St. John the Apostle Catholic School is a fully accredited parochial school with programs for children from four years of age through eighth grade. The curriculum presents a holistic view of education, providing an environment where children can grow intellectually, spiritually, socially, and culturally. Admission to St. John the Apostle Catholic School or participation in school programs is not denied students on the basis of race, color, ethnic or national origin. Admission shall not be denied because of any disabling condition unless it is clear that the staff, due to inadequate professional training and/or the school's program, will not be able to meet the student's needs.

ST. JOHN THE APOSTLE CATHOLIC SCHOOL
7421 GLENVIEW DRIVE
NORTH RICHLAND HILLS, TEXAS 76180

(817) 284-2228
Fax # (817) 284-1800
DIOCESE OF FORT WORTH
www.stjs.org

School Office Hours
Monday – Friday 7:30 AM – 4:00 PM
(Office may close earlier on early release days)

Principal: Mrs. Amy Felton

St. John the Apostle Catholic Church
7341 Glenview Drive
North Richland Hills, TX 76180
817-284-4811
www.sjtanrh.com

Pastor: Rev. Hoa Nguyen

Diocese of Fort Worth
800 West Loop 820 South
Fort Worth, TX 76108

Superintendent of Schools: Jennifer Pelletier
Assoc. Superintendent of Schools: Melissa Button

*The Administration reserves the right to make amendments
to the Parent/Student Handbook when issues warrant such action.*

INTRODUCTION

The aim of St. John the Apostle Catholic School is to provide a Christ-centered atmosphere in which each child can be challenged to strive for the highest possible level of formation, both spiritual and academic. The administration, faculty, and staff strive to instill a love for truth and a love for learning in each student. If effective learning is to take place, an atmosphere of study and Christian conduct must exist. All students are expected to practice self-control and good order at all times for the common good of the school. St. John the Apostle Catholic School looks to the home for support and cooperation in the implementation of these directives. **Your attendance at St. John the Apostle Catholic School indicates your willingness to comply with the school's policies, procedures, and regulations.**

ST. JOHN THE APOSTLE CATHOLIC CHURCH MISSION STATEMENT

St. John the Apostle Catholic Church inspires, proclaims, and spreads the good news of Jesus Christ by its discipleship, outreach ministering, and evangelization to fulfill the spiritual needs of our parish and community.

ST. JOHN THE APOSTLE CATHOLIC SCHOOL MISSION STATEMENT

St. John the Apostle Catholic School follows the traditions of the Roman Catholic Church, providing students a challenging education that encourages the success of each student.

ST. JOHN THE APOSTLE CATHOLIC SCHOOL VISION STATEMENT

Our school's mission statement integrates Catholic faith and Gospel values by practicing the traditions of the Roman Catholic Church in our everyday activities within the family, school community and church. Our teachers use their talents to teach as Jesus taught and challenge students to be the best they can be academically and spiritually.

ST. JOHN THE APOSTLE CATHOLIC SCHOOL PHILOSOPHY

St. John the Apostle Catholic School offers a supportive Catholic environment that reinforces belief in each individual as a child of God. We believe that all children are unique creations of God and possess a special potential for reflecting His glory. The parish priest, administration, faculty, and staff, along with the family, create a learning environment of Catholic values, realistic goals, and a challenging curriculum that promotes the development of the whole child.

HISTORY OF ST. JOHN THE APOSTLE CATHOLIC SCHOOL

St. John the Apostle Catholic School opened in 1965. The first classes were held in a temporary building while a permanent structure was being built. The present church and original eight classrooms were completed in the fall of the following year.

In 1965 St. John elected its first School Board, added four additional classrooms, and began a feasibility study of having a Kindergarten program. In 1970 St. John the Apostle Kindergarten accepted its first students. Those students had classes in temporary quarters the first year. 1971 saw the completion of a preschool building and an expansion of the program to include three and four year olds. A science room was added in 1972 and the library in 1977. The next additions came in 1988. A joint effort with the parish produced four more classrooms, an updated science room, and the Family Life Center, which included a gymnasium. In the fall of 2003, a new media center opened, along with a state-of-the-art computer lab as well as two new classrooms. In the summer of 2009 a five- phase master plan began that included the following to be accomplished during 2009-10: renovations to the cafeteria, necessary installations in the nurse's new clinic, repositioning of various classrooms, aesthetic facility updates, including painting of all outside facility trim and new metal soffits attached to the undersides of the canopy awnings, the removal of temporary buildings (Rooms 19-22, nurses' clinic, music room), and the addition of a new building that will house six classrooms. In August 2010 a new free standing classroom building for Kindergarten through second grade was completed. Bishop Kevin Vann dedicated the new building on September 24, 2010. This building replaced the oldest portables on campus. With the opening of the new building, classrooms in the portables adjacent to the teachers' parking lot were no longer needed. Since 2011, this space is used for meetings.

Mrs. Anne Smith, the first principal, guided the school through many changes during her seven years as administrator. From 1972 until 1989 Mrs. Leona Schwartz was the principal. During her seventeen years, St. John School grew to more than double its original enrollment and facility. In the fall of 1989, Mrs. Grace Messina signed on as principal until the end of the 1992-93 school year. In the fall of 1993, Dr. Bronte Gonsalves was appointed principal until the spring of 1997. Mrs. Pam Ratliff served as the principal from 1997 until the end of the 2002-03 school year. Dr. Cindy Cummins was the principal from the fall of 2003 until the end of the 2009-10 school year. In May 2010, Mrs. Geraldine Syler was appointed interim principal and in March 2011 she was named principal, a position she held until the end of the 2012-2013 academic school year. Mrs. Amy Felton is the current principal; she was selected in June of 2013. Also, for the 2013-2014 school year, St. John the Apostle adopted the president-principal model and hired Mr. David Dean to be president. In January 2016, the president accepted a new employment opportunity and the school went back to the principal model. A history can simply be a record of dates, or it can be a record of achievements. St. John the Apostle Catholic School is proud to have recorded numerous achievements during its fifty years. Among them are the following: retention of faculty, relevant curriculum and innovative programs, the continued success of its graduates, the return of many graduates as parents of St. John students, and the support and commitment of the families toward a value-based Catholic education.

The school was accredited by the Texas Catholic Conference in 1987, again in 1997 and in 2007. St. John the Apostle School received numerous exemplary and outstanding ratings and full accreditation status each of these times. In October 2008, the U.S. Department of Education named

St. John the Apostle Catholic School a Nationally Recognized Blue Ribbon School, one of 50 private schools and 270 public schools recognized nationally and the only school, public or private, in Tarrant County so designated in 2008. In the fall of 2015, the school went through the accreditation process and received an exemplary rating in curriculum and Catholic identity.

Our school community looks forward to on-going achievement and development as an integral part of St. John the Apostle Catholic Parish. We are proud of our past history and look forward to the future with enthusiasm.

GOALS AND OBJECTIVES

- Develop a spiritual life for the students through a variety of liturgical celebrations, prayers, sacraments, daily religious formation, and service to the community.
- Promote optimal intellectual achievement through a well-rounded academic program that supports the needs of each student and encourages individual achievement, effective study skills, and life-long work habits.
- Develop an awareness and appreciation for our cultural diversity through experiences in the arts, foreign language, and technology.
- Foster personal growth and individual responsibility through opportunities to make choices and to understand how these choices affect others, the community and the larger world.
- Encourage a healthy life style through physical education and athletic programs that endorse life-long fitness and good health
- Promote and encourage service opportunities in our immediate church community and the wider community.

SCHOOL GOVERNANCE AND RESPONSIBILITIES

The principal, with the cooperation of the pastor, is the chief administrator of the school. Programs and decisions about matters pertaining to teachers and students, to scholastic programs and extracurricular programs, to the day-to-day operation of the school, rest with the principal. The Advisory Council is an advisory council to the pastor and principal.

The smooth operation of the school is dependent upon the effective leadership and responsibility assumed by members of the local community, including employees of the school, the pastor, and local councils. Listed below is a summary of the key roles of each of these individuals and groups.

PASTOR

The administrative responsibility of the pastor for the school includes the care of the total parish plant and those matters that are not included within the authority of the School Advisory Council by reason of its constitution or within the professional responsibility of the principal.

PRINCIPAL

The role of the principal within the Catholic school is to provide Christian educational leadership and

- To serve in the role of Chief Administrator of the School
- To work closely with the pastor, the office of Faith Formation, and the faculty to achieve a climate that fosters Christian growth and formation
- To interact with the local council as an ex-officio member
- To be responsible for long range financial planning and management including development, fundraising, student recruitment and public relations
- To develop and manage the school budget along with the local School Advisory Council
- To administer all school programs, ensuring compliance with regulatory bodies related at the local, state, and national level
- To work with the maintenance engineer to ensure a safe environment
- To oversee the efforts of special programs such as parent organizations and athletic programs
- To interact with the community as a representative of St. John the Apostle Catholic School
- To oversee all student services in program evaluation, assessment, discipline, health, and parent communication
- To oversee the implementation of instruction in curriculum, instructional strategies, accreditation process, and teacher evaluation
- To interact with colleagues to ensure the smooth operation of services

Conferences with Principal

Conferences with the principal should be arranged by appointment through the school office.

Protocol dictates to meet with the faculty member concerned before meeting with the principal.

The operation of the school is based on the following factors:

- The best interest of the child(ren) is the first consideration in all administrative procedures, practices, and decisions.
- The teacher is the key factor in instruction, and every child should be instructed by well-qualified professional personnel.
- The high standard of education should be maintained by continuous evaluation and revision of the curriculum, organizational structure and methodology based on the latest valid research, changing goals in society, and school objectives. Close communications should be maintained among the pastor, principal, teachers, parents, and the community.

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 belong 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 principle assistance to parents in fulfilling their educational task. Parents should cooperate with the school's 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

ACADEMIC LIFE

Academic Detention

Daily Academic Detention is designed to help students accept their responsibility for doing homework and turning it in on time. Academic detention will be given for severely incomplete homework and missing homework (including homework completed but left at home).

- Grades 1 - 8 students will make up work after school from 3:11-3:35 PM. Students will go to the gym and the teacher supervising AD will take them to the detention room at 3:15 PM.
- Intentional failure to attend Academic Detention will result in attending Academic Detention the next day and a roster sign up for 'failing to follow instructions'.
- If the student attends academic detention and turns in the work the following day, teachers will give a maximum grade of 76% for the late work. After that day, the assignment will receive a zero.

Academic Responsibility

As parents and educators, we are dedicated to helping children become responsible citizens. Students must learn responsible conduct both inside and outside the classroom. To this end, students are ultimately responsible for completing their own assignments and homework and for remembering to bring their own books, homework, assignments, and materials to class. Parents should make arrangements with teachers or outside tutors for extra help if further academic assistance is needed.

Academic Responsibility Contract

An Academic Responsibility Contract may be issued to a student who insists that he or she wants to attend St. John the Apostle Catholic School but whose past academic performance has been unsatisfactory. Specific requirements for improvement will be tailored to the student's individual needs and will be spelled out in the Academic Responsibility Contract. Such a student and his/her parent or guardian must sign an Academic Responsibility Contract with the school administration that spells out renewed cooperation.

Accelerated Reader and STAR Testing

Accelerated Reader and STAR Reading are reading management software programs that provide teachers and parents with information about the student's reading level. Accelerated Reader and STAR Reading are used as incentive programs to get students excited about reading, to help students select books best suited to their individual reading levels, to improve student reading and comprehension skills, and to monitor student reading progress. The librarian administers Accelerated Reader and STAR Reading and works in conjunction with the teachers to serve the students. Each grade level requires a certain number of points and grades are given accordingly.

Assignment Books

St. John the Apostle Catholic School assignment books are required for students in grades 2 – 8. Students must purchase these books from SJS and teachers will monitor the use of these assignment books. Teachers will expect all students to write their assignments in their assignment books on a daily basis. These assignment books must go home daily with the child. Parents will be asked to sign the assignment books daily or weekly depending on the request of the teacher.

Backpacks

Backpacks should be clearly marked with the student's name. Because of safety concerns and lack of space in the classrooms, backpacks will NOT be used going to and from classes.

Counseling

St. John the Apostle Catholic School has a part-time licensed counselor on staff. The counselor is for students only and may see the student for a maximum of three visits, after which the counselor will refer the student to an outside therapist. St. John the Apostle Catholic School has a professional referral list which includes numerous child and family counselors. When referrals are made, families may use services through their parishes, Catholic Charities, or private practices. The school and parents work together and support each other's efforts to the extent possible. Parents may sign a Consent for Release of Information form which allows St. John the Apostle Catholic School personnel to speak directly to a child's therapist, counselor or doctor to gain insight into the best ways to help a student.

Curriculum

St. John the Apostle Catholic School uses the curriculum of the Diocese of Fort Worth, adapted from the Diocese of Hartford. Pre-Kindergarten through Grade 8 use this curriculum and it includes religion and all subjects required by the Texas Catholic Conference Education Department (TCCED). Parents may review the curriculum in the school office.

This curriculum covers a basic set of subjects: religion, math, science, social studies, language arts, Spanish, physical education, art, music, and computer technology. In addition, guidance, study skills, mentoring and electives are offered. Extracurricular activities such as athletics, band, and choir are offered after school.

Faith Formation

The Faith First Legacy Edition Series, RCL Benziger Publications, is used for grades PK - 8. The spiral learning approach introduces and reinforces doctrine, Scripture, and the liturgical year at every grade level. Lessons include ideas, suggestions, additional background information, and connections to the *Catechism of the Catholic Church*, the *National Directory*

for Catechesis, Catholic Social Teachings, liturgy tips, teaching tips, and special needs. This series offers a web site that can be used by parents, students, and teachers.

Students wishing to receive the Sacraments of *First Eucharist* and *First Reconciliation* must meet the following eligibility for reception of the sacraments:

- Parents must first attend a mandatory parent information session with the Faith Formation/ Religious Education staff prior to being accepted for enrollment in the Sacramental Preparation program. **For the second grade students at St. John the Apostle Catholic School, the information will be given to Parents at (TAPS) Teachers and Parent Night.**
- The child must be a baptized Catholic and parents must provide proof of Baptism prior to admission to sacrament preparation, including children baptized at St. John the Apostle Catholic Church. **No sacraments will be received without the baptismal certificate.** If you need a replacement copy of the baptismal certificate, you must go through the parish of baptism.
- Families must participate in the scheduled Sacrament Retreats.
- Children and families must be regularly participating in the celebration of the Mass.
- Failure to abide by these criteria will mean waiting for another year for the reception of the sacraments.

Children who are above 3rd grade will be required to follow the above criteria, as well as being assigned to a Sacramental Preparation Class.

Grading Scale

100 - 94	A	Outstanding Progress
93 - 86	B	Good Progress
85 - 76	C	Acceptable Progress
75 - 70	D	Limited Progress
69 -	F	Unsatisfactory Progress
	G	Good
	S	Satisfactory
	N	Needs Improvement

Homework/Classwork

The purpose of homework is to foster habits of independent work and study; to reinforce learning that has taken place in school; and to relate school learning to out-of-school interests. It is essential that students be instructed in the importance of daily homework assignments. Each student from second through eighth grade must keep a written account of homework in the required SJS assignment book. This is his/her responsibility. Parents, please make it a practice to ask your child about homework and also about papers to be signed. It is the policy of St. John the Apostle Catholic School to give homework.

Teachers will post upcoming homework assignments to RenWeb each week; however, students will need to follow the directions in the classroom regarding all homework assignments. RenWeb serves as a guide or preview.

Diocesan Policy Regarding Homework

- Students in Grades 1, 2, and 3 may have 30-45 minutes of homework daily
- Students in Grades 4 and 5 may have 30-90 minutes of homework daily
- Students in Grades 6, 7, and 8 may have 1 - 2 1/2 hours of homework daily

Homework times do not include daily reading time.

If a student receives a grade lower than 70% in any assignment other than a test, the student may correct the paper to receive a maximum of 76%.

Library Program

The Monsignor Charles B. King Multi Media Center [library] will be open from Monday through Thursday. Availability before and after school hours must be confirmed with the librarian.

Pre-Kindergarten through fifth grade students will have regularly scheduled library class each week for story time, special projects, library and research skill development and casual reading. Upper school students come to the library in conjunction with their literature class or as scheduled by a teacher. Each student in grades 1-8 is encouraged to make use of the school library.

In the case of lost or damaged books, the student will be assessed the cost of replacing the title at current prices. If a book that has been lost and paid for is returned to the library within 30 days, 50% of the cost will be refunded. If the book is returned after 30 days, no refund will be made. Fees owed to the library and/or school may result in student records and transcripts being withheld.

Lockers

Student lockers in the upper school are available for storing textbooks and school supplies. Lockers may not be decorated except on birthdays. The school reserves the right to inspect the lockers at any time. Students are not permitted to go to lockers during class time, and students will change books at their lockers at specified times. Because of time constraints when changing classes, locks are not allowed on lockers. Students follow the honor system by not opening any locker that is not theirs.

Mid-Term/ Final Exams

Students in the upper school will take semester exams. Exams help students recall curriculum content and skills previously taught and prepare students for taking exams at a high school level. Any eighth grader who has an A average for all four quarters [94% or higher] in any subject will be exempt from the final exam in that subject. Administration will inform exempt students. **Once dates for exams have been announced, please refrain from making any appointments for your child.**

Progress Reports

A progress report will be issued at mid-quarter each nine weeks to all students in grades 1 – 8; the individual student progress report will be sent by e-mail through RenWeb. Additional information may be obtained from the teacher.

Report Cards

Report Cards are issued quarterly. For first through eighth grade the individual student report card will be sent by e-mail through RenWeb at the end of each quarter. Final report cards will be hard copies and handed out on the last day of school. In the event that a family's account has a balance, the report card will be withheld until all accounts are paid. Prekindergarten and Kindergarten receive a quarterly Skills Report.

Grade 1 – Quarter one will use letter grades G, S, or N. Quarters 2-4 will use the actual number/average.

Grades 2 - 8 students' grades will be assigned the actual number/average.

Grade 1 - 5 students will be given G, S, or N in the following special area classes: art, computer, music, PE and Spanish.

Retention and Conditional Promotion

Progress through the grades is a matter of achievement in the basic skills as well as of age, maturation, social and civic development. It is expected that the majority of students will be well-adjusted and will move through the adopted course of study at the rate of one grade per year. However, some students may experience difficulty in mastering the academic phases of the school program and will profit more from school if retained one grade. Special consultation with the parents, teachers, and the principal will be arranged in sufficient time in each case.

Based upon teacher recommendation, test scores, and/or observation by school personnel or other professionals, a student may be conditionally promoted or retained if the student experiences difficulty in mastering the academic phases of the school program.

Students in **grades 6 - 8** who have an "F" average in any of the six core subjects at the end of the school year will not be promoted to the next grade until the applicable condition from the list below has been met. Core subjects for grades 6-7-8 include: religion, English, literature, math, science, and social studies.

- Students in grades 6-7-8 who fail one or two core subjects must attend summer school or be tutored by a qualified tutor and pass with a 70 or better to be promoted to the next grade.
- Students in grades 6-7-8 who fail more than two core subjects will not be promoted and summer school/tutoring will not be an option. Eighth grade students who fail more than two core subjects may not re-enroll at St. John the Apostle Catholic School.

Re-admittance to St. John the Apostle Catholic School for students in grades 6 or 7 who fail more than two core subjects will be at the discretion of the principal and may require the student receiving a psycho-educational battery of testing and/or counseling before repeating the same grade level at St. John the Apostle Catholic School.

- Students who fail summer school/tutoring will not be promoted and may not re-enroll in St. John the Apostle Catholic School.

Students in **grades 2 – 5** who fail a core subject will prepare for the next grade by attending summer school or by being tutored by a qualified tutor. Core subjects for grades 2-5 include: religion, English, reading, math, science, and social studies.

- Students in grades 2 – 5 who fail social studies or science will prepare for the next grade by completing a summer project assigned by the teacher or by attending summer school.
- If summer school is not available, an alternative course of action will be suggested by the administration.

Students in **grades Pre K- 1** are promoted based on their ability to do the next grade level's work.

Special Programs

Pre-Algebra & Algebra Courses

Starting in 7th grade, accelerated pre-algebra and eighth grade algebra classes are available. Students must qualify for these courses based on a math placement test, overall grades, standardized test scores, work ethic, and teacher recommendation. Algebra is a high school level course. The final decision regarding a student's placement in the algebra class rests with the school.

Upper School Electives

The elective program is a scheduled program offered to students in the upper school. This program includes a nine week rotation of a variety of electives.

Junior Great Books

The Junior Great Books Program is a classical literature program offered to students in the 3rd – 7th grades. This program focuses on study, interpretation, and discussion of classical literature.

The Guidance Program

St. John the Apostle Catholic School provides a Christian moral-based guidance program to all students in PK - 8. *Faith, Family, and Friends*, a National Catholic Educational Association program, outlines the guidelines of the guidance program, which is incorporated into the curriculum. The program helps students to understand themselves better, to form positive relationships, improve their decision-making skills, their abilities for their own happiness and for the good of others, achieve self-direction and self-discipline, and begin to see life and learning as an interconnected whole, aimed at loving God and serving others.

Student Service – Tutorials

Upper school tutorials are offered Tuesday through Thursday from 3:15 to 4:00 PM. Parents must fill out a permission slip for students to attend tutorials. Attending tutorials is highly recommended.

Textbooks

The Diocesan Education Office has approved all textbooks that are used at St. John the Apostle Catholic School. Textbooks are the property of the school and are for the students' use on a yearly basis. All students will obtain and return textbooks in good condition. Students are responsible for proper care of their textbooks, and **all textbooks must be covered**. Failure to cover textbooks will result in an infraction.

Students will be fined for lost or damaged books. If the textbook is lost or damaged beyond use, the replacement value will be billed to the parent/guardian. The replacement value will depreciate after 3 years by 10% each year of use. In cases of excessive damage to a book that is still usable, a fine of up to the cost of the book's replacement will be charged. If parents would like an extra copy of textbooks, please go online and purchase.

ADMISSIONS AND ENROLLMENT

Admissions Policy

Admission of students to St. John the Apostle Catholic School is subject to testing for placement in agreement with school policies. There are two tuition rates: *parishioner and non-parishioner.

***Active parishioner status** is determined by St. John the Apostle Parish.

The parishioner must:

- Be an active member of the St. John the Apostle Catholic Church
- Be current with 2015-2016 commitment
- Make a pledge for 2016-2017 Stewardship Renewal

Age of Enrollment

St. John the Apostle Catholic School follows the state regulation. All students must be the minimum age or older by **September 1** of the year entering for Pre-K - Grade 1. A child should have attained the age of five years on or before September 1 of the year during which the child is admitted to Kindergarten. A Pre-K child must attain the age of four on or before September 1. Participation in a school's Pre-K program does not ensure acceptance into Kindergarten. Administration must see birth certificates and shot records for all new students. A physical is required for all new students. All students must be totally toilet trained.

Change of Address, Phone Numbers, or Email

Please update in RenWeb or notify the school office in case of a change of address, telephone number, or e-mail (home or work). It is the responsibility of the parents to maintain current and accurate information on the emergency card, on RenWeb, and with the school office.

Custody

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If a court order specifies that no information is to be given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. If legal interpretation is needed, the cost of this will be charged to the parent raising the question. The school needs copies of custody/visitation arrangements on file.

Educational Support Program (ESP Hours)

The Educational Support Program was initiated in 1980 as a means of establishing a long-term financial base to provide for capital improvements. It was also planned to ensure high quality education and provide for future enrichment for St. John the Apostle Catholic School. The goal is to ask parents to make a commitment to the school in addition to paying tuition.

St. John the Apostle Catholic School has been able to keep costs down by utilizing parents' services in our cafeteria, library, facilities maintenance, clerical assistance, coaching, and many other areas. The Educational Support Program is one way of helping to ensure our future. Parents, faculty, staff, students and members of the parish community all work together to make a difference.

Educational Support Guidelines

A family's Educational Support Program commitment for the 2016-2017 school year is either a \$300 payment, forty hours of an approved service activity, or a combination of these two options. All parents of students in Pre-K through 8th grade are expected to participate.

ESP Approved Hours of Service

<u>School Job</u>	<u>Hours</u>
Cafeteria Worker	Actual
Coach	40 hours
Basketball, Baseball, Soccer, Softball, Track, Volleyball, Cheerleading	
Assistant Coach	20 hours
Track Meet Timers	Actual
Copy machine person	Actual
Golf Tournament	Actual
Chairperson	Actual
Co-Chair	Actual
Worker	Actual
Box Tops for Education Coordinator	40 hours
Home and School Officers	Actual
SAC members	Actual
Library Help	Actual
Summer Work	Actual
Technology Workers	Actual
Pre-Approved Projects (determined By Administration)	Actual
Info Fair	Actual
Catholic Schools Week	Actual
Field Day	Actual

NOTE:

1. There are three categories for Approved Hours:
 - a. Services for which the school's budget would have paid
 - b. Official fund raising projects
 - c. Pre-approved projects
2. "Actual" hours must be logged in through RenWeb at www.renweb.com
3. Hours worked after May 1 and in the summer are credited toward the following school year (i.e. hours worked in the summer of 2016 are credited to the 2016-2017 school year).
4. All parents/guardians of students in Pre-K - Grade 8 are expected to participate.

ESP VOLUNTEERS

The school could not offer the quality of education, service, and sense of community that it does without parental involvement as volunteers, committee members, and supporters. All jobs are important, and the students are delighted to know that their parents are working for the school. Volunteer opportunities are available in the following areas: cafeteria, library, athletics, field day, fundraising, special events, and other areas listed in the "Educational Support Program (ESP)." Volunteers are also needed as room parents, field day helpers, School Advisory Council and its committees' members, and Home and School event helpers. Volunteers should sign in at the office.

Keeping the best interests of the students in mind, and to provide a safe and secure environment for our youth is a priority of the Diocese of Fort Worth and of St. John the Apostle Catholic School. To help ensure a safe environment at St. John the Apostle Catholic School, all volunteers must complete the Call to Protect workshop. **To comply with health and safety regulations, parents may not bring their younger children when volunteering.**

Fees and Fines

St. John the Apostle Catholic School will withhold the release of report cards and transcripts if the student owes outstanding fees or fines for the following: tuition payments, defaced, damaged, or lost books, books not returned, or Educational Support fees.

Re-enrollment

Re-enrollment at St. John the Apostle Catholic School is not automatically extended to every student. This privilege is reserved for those students for whom St. John the Apostle Catholic School has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in spiritual and academic growth. Students may be denied enrollment at any time during the school year if attitude, behavior, and academics become negative. **Parents are expected to be supportive of the school's philosophy and the educational efforts put forth by the teachers, administration, and pastor. The attitude and behavior of parents and their willingness to follow school procedures and requests are also a consideration for re-enrollment of their children.**

Parental cooperation is required for continued enrollment. Parents are expected to cooperate in good faith with the implementation and enforcement of all St. John the Apostle Catholic School policies and procedures as stated in the handbook and requested by the principal. Parental behavior or failure to cooperate shall be grounds for removal of any student from the school. Additionally, parents are expected to speak and act in a Christian, positive manner. Disrespectful behavior, vulgar language, verbal or physical abuse may cause a situation where a family may be required to withdraw their child(ren) from the school, or a family may not be invited to return the following year.

Registration of New Students

Registration of new students will be held in February of each year. Applicants must present the following:

- Official state birth certificate (a hospital birth certificate is not acceptable)

- Official baptismal certificate (does not apply to non-Catholics)
- Health certificate, signed by a physician, reflecting compliance with state law regarding immunizations
- Payment of registration fee
- A child entering Pre-K must be four years old on or before September 1. There will be **NO exceptions to** this regulation
- A child entering Kindergarten must be five years old on or before September 1. There will be **NO exceptions** to this regulation

Re-registration of Existing Students

Students in all grades will re-register for the following year in February. A non-refundable registration fee is required at that time. The administration reserves the right to review each re-registration and, with due consideration, welcome back students or refuse readmission. Registration fees are due at the time of registration.

To qualify for re-registration in February the following conditions must be met:

- **Tuition payments must be current through December 31**
- Catholic Parishioner Status—families financially support the parish through the use of Sunday envelopes or Faith Direct. No minimum contribution is specified

Transfer

When a student transfers to another school, the principal and teachers should be notified in advance. All books must be returned. Upon request by the new school, a transfer form will be issued and all school records will be mailed directly to the registrar. ****No transcripts of grades, health records, etc., will be released to the receiving school unless all financial obligations have been met.**

Tuition

Tuition is paid through FACTS Tuition Management Service. Payments are based on a 10-month or 12-month payment cycle due by the 5th or 20th of each month depending on selection at time of registration. Full payment may be made by August 1.

Tuition Delinquency Policy (10/98)

Failure to make tuition payment by 45 days past due date will place student(s)' class attendance and enrollment at risk. If payment is not made (or arrangements for payment) by 60 days past due date, student(s) will not be permitted to continue to attend classes. When payment (or arrangements for payment) has been made, the student(s) will be permitted back in class. If a student(s) is not in attendance for 8 consecutive class days because of delinquent tuition, St. John the Apostle Catholic School will terminate enrollment. As stated under Re-registration, tuition payments must be current through December 31.

Tuition Assistance

Tuition Assistance is available on a limited basis and disbursed by May for the upcoming school year. Applications for tuition assistance should be made when registering in February. The FACTS form is used by the Bishops Scholars, Stephen Breen Foundation and the school when considering tuition assistance.

Volunteer/Opportunities to help SJS

Volunteer to coordinate or assist with any of the listed activities.

Box Tops for Education-Just tear off the General Mill & Yoplait symbol from specially marked boxes. Students may turn the Box Tops in to their homeroom teacher. SJS redeems Box Tops for \$.10 each!

Grocery Stores-

- Kroger- To be announced
- Tom Thumb-Link your Tom Thumb Reward Card to SJS **#2912**. Use your card with each purchase & Tom Thumb pays SJS 1% of aggregate sales quarterly. Pay with Tom Thumb SCRIP & SJS earns even more.

Office Depot-Help SJS earn FREE supplies! Each time you make a purchase at Office Depot, show the cashier your Office Depot card or give them the SJS ID #70099686. Office Depot will tally all SJS purchases and issue SJS a 5% credit. SJS can use this credit for FREE office supplies!!

Staples – Donated ink cartridges are recycled through a program with Staples. This program allows the school to earn vouchers to purchase office supplies.

Target - Designate SJS on your Target charge card & SJS will receive 1% of your Target purchases.

SCRIP - Purchase gift certificates. The price is the same as cash. Retailers include grocers, restaurants, specialty stores & more. Certificates are purchased by SJS from Great Lakes SCRIP Center at discounts ranging from 2-17%. If each of our 200 families use SCRIP grocery shopping & average \$100 weekly, we would raise over \$20,000 for SJS just by grocery shopping. OOU days for purchasing \$100 a month in SCRIP will be held once a month.

How do I purchase SCRIP?

- To order, simply fill out an order form for the SCRIP items you would like to purchase, total, attach payment (cash or check payable to SJS-SCRIP), and return to the school office before 9:00 A.M. on Tuesday. Orders are ready on Thursday afternoon for pick-up in the school office or sent home with your child (you **must** sign the release authorization on the bottom of the order form to have your SCRIP sent home).
- Purchase from our inventory in the school office. Specially marked items are available in the office.
- Order SCRIP online: www.shopwithscrip.com Enrollment Code: 5E45CDLL486L.

If you have further questions or need assistance, please contact the school at 817-284-2228.

Withdrawal

If a family leaves St. John the Apostle Catholic School before the end of the school year, formal written notice must be provided to the principal a minimum of 15 calendar days prior to the last day of attendance. Tuition will be due through the last day of attendance, or through a minimum of 15 calendar days after formal written notice is provided, whichever is later. There is specific paperwork for withdrawing from St. John the Apostle Catholic School.

ATTENDANCE AND ABSENCES

Absence Policy

Students are expected to be present and on time every day. In the case of absence, parents must inform the school by email, note, or telephone call explaining the reason for the absence. Permission for "special absence" (short or long) must be prearranged with administration. A student is responsible for work missed because of absences. Parents are encouraged to schedule vacations during regular school breaks. Missing several days of classes is detrimental even to the strongest student. A major goal of any school is to teach responsibility to the student. If a parent believes that a student should miss school for any reason other than illness or a family emergency (such as a death in the family), the parent must contact the administration in writing in advance of the absence. These absences may be unexcused.

Students who are in attendance less than 90% (162 days) of the school year may be in jeopardy of advancing to the next level. Repeated unexcused absences may be considered grounds for summer school, suspension, retention, or even dismissal. All cases will be reviewed, and final decisions will be determined by the principal. A note from the physician is required when the child has been absent 3 days or more.

If a student is absent from school, he/she will not be allowed to participate in practices or games for that day.

Absence and School Work

Each student is to complete all work missed during an absence. It is the responsibility of the student to obtain and complete assignments covered during the period of absence and to make arrangements with the teacher for make-up tests and other help at a time convenient for the teacher. Students are allowed to make up work for excused absences. A student is allowed one day to make up work missed for each day of absence unless the work was due the day of the absence. Make up work for unexcused absences will be given a zero.

Long-term assignments, such as science fair projects, book reports, research papers, etc., will need to be brought to school by 8:00AM on the day they are due whether the student comes to school or not. Grades will be lowered for long-term assignments handed in late.

Books and assignments for a student who is ill must be requested by calling the school office by 8:30AM. Calls after 8:30AM may not be honored because teachers may not have the free time to prepare the work. The books and assignments may be picked up in the school office after 3:20PM. Please make every effort to pick up requested work. Parents are responsible for getting supplies from the student's locker.

Appointments and Early Release

Doctor, dental, and other pre-approved appointments will be excused. However, appointments should be scheduled before or after school if possible. If appointments outside the school day are not possible, they should be scheduled so that students do NOT miss the same class on a regular basis. It is difficult for students to make continued progress if they often miss the same class.

All students who leave 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.

Excused Absence

An excused absence is an event over which the family has no control, such as:

- Student illness,
- Serious illness or death in the family
- School-sponsored trips, or
- Emergency

Medical or dental appointments, etc., are to be scheduled outside school time. Exceptions will be made if absolutely necessary, but only after a note from the parents and an appointment card from the doctor, presented either before going or upon returning from the appointment, have been submitted to the office.

Unexcused Absence

Any absence that does not meet the above criteria is unexcused. A student's absence from school due to an out-of-school disciplinary suspension is unexcused. In addition, every five unexcused tardies per semester is deemed equal to one day of unexcused absence and is recorded as an absence on the student's permanent school record.

Tardiness

Teaching children to be punctual starts very early. The school day begins with the 7:55AM bell. When they arrive on time and are picked up on time, children are learning life-long skills. Parents, please assist the school with your child's education by ensuring punctuality. Absence and tardiness interfere greatly with student progress, and tardiness, in particular, causes classroom disruption.

Any student arriving after 7:55AM is tardy. Tardy students in grades Pre-Kindergarten through eighth grade must go to the main office for an admittance slip. Younger students should be escorted to the office by their parents. Following the guidelines above, all tardy students must get an admittance slip from the office in order to be admitted to the classroom. Upper school students should go to their scheduled class after checking in at the office and give these slips to their teacher.

Consequences for Tardiness

Each student begins with a clean slate for tardies at the beginning of each semester, even though tardies are listed cumulatively on the report card. Consequences will be given for tardies each semester. **The office will notify parents/homeroom teacher of tardiness and consequences.**

3 tardies

- Letter to parents by e-mail

5 tardies

- Letter to parents by e-mail
- Equals one day of absence and recorded on permanent report card
- Subsequent tardies in increments of five (i.e. 10, 15, 20, etc.) will result in one day of absence for every five tardies and notification to parents

10 tardies

- Letter to parents by e-mail
- Behavior detention

Cafeteria Service

Educational Catering Inc. [ECI], an outside vendor, provides the cafeteria service. Every student will have a lunch card for funds to be loaded and used. Students may also pay daily. Students using the lunch card are given a note or parents are notified by e-mail when \$5 remains on their card. It is a good idea as a backup for forgotten lunches or busy days to always have funds available.

Meal Options (check cafeteria monthly menus)

- Students in PK will receive a full hot meal
- Students in grades K-8 have a choice of hot meals

Students may also bring their lunch from home. Because we are a soda free cafeteria, no sodas are permitted.

Parents, grandparents, out of town visitors, and alumni are welcome to eat with their children. They must sign in at the office to obtain a visitor's pass prior to entering the cafeteria and must use the table reserved for visitors.

Carpool

Traffic Plan

Parents/guardians are asked to cooperate with the traffic plan designed for the safety of the students. Safe use of the crosswalks needs to be modeled by all adults on campus.

Parents/guardians are requested to follow the flow of the traffic plan and to park in designated school parking lots when conducting school business. **The orange cones on the parking lot should not be moved in order to drive closer to a school building. Please do not park inside the designated playground area (within the orange cones).** If you do not follow this plan, you may be putting your child's safety in jeopardy. Carpool procedure information will be available at the Meet the Teacher/Info Fair Night and updates will be sent via email as needed. Students dropped off before 7:30AM will be taken to Child Care because of liability issues. Parents will be charged accordingly.

Classrooms open at 7:45AM and classes begin promptly at 7:55AM. School supervision in the gym begins at 7:30AM and ends at 3:35PM. Please drop off and pick your child up on time. Students should arrive no earlier than 7:30AM. Before School Care from 7:00AM to 7:45AM and After School Care are offered through St. John Childcare; call 817-595-2654 for specific information. All students left after 3:35PM will be taken to the school office to call home. At 4:00PM, if they are still not picked up, they will be taken to After School Care. A fee will be charged by Child Care.

An organized Safety Patrol under the guidance of the principal/teacher makes every effort to provide safety measures for the students during morning carpool. Parents are asked to follow the directions issued at the beginning of each school year. The safety and security of our children, teachers, staff, and parents are a top priority.

Arrival Time in Gym	PreK – 87:30 AM - 7:45 AM
Dismissal Time in Gym:	PreK - Grade 8 Walk up times...3:15-3:25 PM
	PreK - Grade 8 Carpool times....3:25-3:35 PM

Arrival Procedures

- Carpool Arrival Time is from 7:30AM to 7:45PM
- Enter the carpool drop off from Glenview Drive / Ruth Road from the church parking lot. Drive through along the gym drive. Follow the directions of the supervising teacher regarding pulling forward.
- All discharging of students should be on the passenger side of the vehicle.
- Do not park along the drive and walk a child to class.
- All students should go directly to the gym and wait for their teacher to walk them down to class at 7:45AM.
- **No students or parents should wait outside classrooms unless there is a scheduled conference with the teacher.**
- Students arriving between 7:45AM – 7:55AM will be directed to walk to their classrooms.
- Students arriving after 7:55AM should go to the office for a tardy slip.
- If there is a need to walk your child to the gym/ classroom, park in the designated

area adjacent to the gym and cross at the crosswalk.

- Do not pull through the cones to drop off or park closer to the classrooms.
- There are assigned parking spots in the Teachers' Parking Lot (adjacent to the office). Do not park in the Teachers' Parking Lot and/ or drop off students in this lot during carpool. If arriving after 7:55AM, park in the designated parking spots and walk your child to the office.

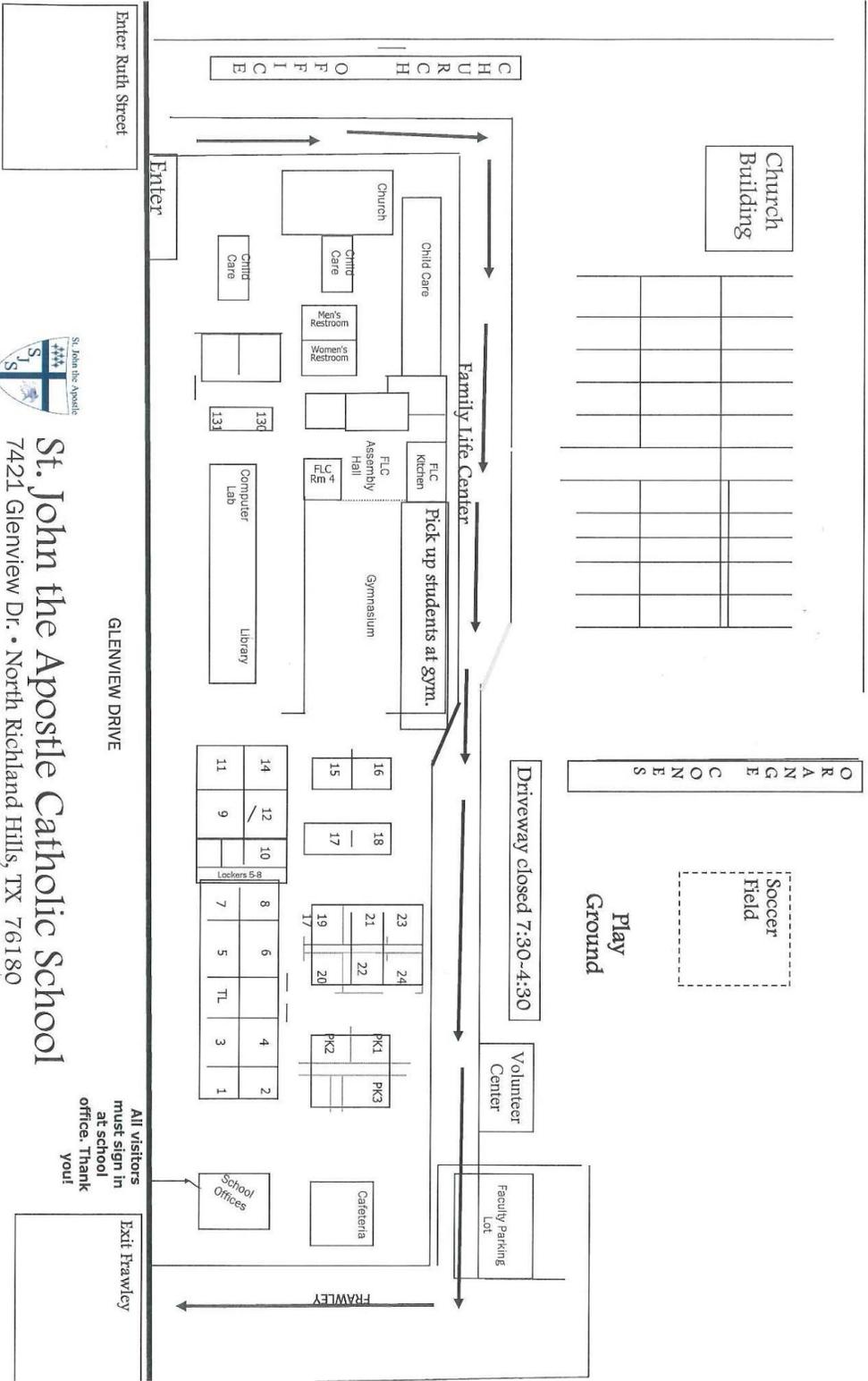
Afternoon Dismissal and Pick-up Procedures

Walk- up

Although we prefer all parents to use the carpool line; parents may walk up and pick-up students in the gym beginning between 3:15PM and 3:25PM.

- Parents who are walking up to pick up their child must park in the designated parking spaces. Do not park in the parking spaces next to cones.
- Please form a line at the outside gym doors closest to parking lot and church.
- Enter the back gym doors closest to the church, and then quickly exit the gym doors closest to the playground.
- **Carpool will begin at 3:25PM. As soon as carpool begins, NO PARENTS WILL BE ALLOWED TO WALK UP AND PICK UP THEIR CHILD UNTIL AFTER CARPOOL ENDS AT 3:35PM.**
- **Any parents and students still on campus while carpool is dismissing must wait until 3:35PM to cross into the parking lot area.**
- At 3:35PM, leftover students will be walked down to the office to call for a parent to pick them up.
- At 4:00PM, leftover students will be walked down to St. John Child Care and a fee will be charged.
- No student will be dismissed from campus to limousines.

Drop Off/Dismissal Map





St. John the Apostle Catholic School
 7421 Glenview Dr. • North Richland Hills, TX 76180
 817.284.2228 • www.stjcs.org

Communication

Conferences/ Appointments

All students from first to eighth grade will have two scheduled Parent/Teacher conferences per year during the first and third quarters. Pre-K and Kindergarten have a third mandatory conference in May. Additional conferences may be scheduled according to need. Special conferences are necessary when a student's work and/or behavior deteriorates to the extent that his/her welfare and that of his/her classmates suffer.

Conferences with the teachers are by appointment and should be scheduled by e-mail. Teacher email addresses can be found in the School Directory.

Grievance Procedures

Our goal at St. John the Apostle Catholic School is to make every effort to ensure effective communication between families and staff, but from time-to-time a misunderstanding will occur. Please refer to the following guidelines and procedures:

1. Grievances are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff-related grievance, an attempt must be made to settle the matter first with the staff member.
2. If no satisfactory solution is reached, the family should contact the principal.
3. Allow yourself time to consider all options. Please respect a 24-hour grievance policy and do not confront teachers, coaches, or administration while emotions are high. **Under no circumstance is a parent to disrupt a teacher during class time.** Please respect everyone's privacy and do not call teachers at home.

Hopefully, we can resolve any concern informally in an open, cooperative, Christian atmosphere. In this spirit, we model peacemaking with each other for our children.

Appeal

If the parents or the guardian wish to appeal the principal's decision, a written appeal must be filed with the Superintendent of Schools within five (5) days from the date the parent's or the guardian's receipt of notification of the principal's decision. The decision shall be sent by certified or registered mail and if the parent or guardian refuses to accept the mail, the five (5) day time period shall begin to run on the day the letter is mailed. The decision of the Superintendent is final and is not subject to any other appeal, grievance, and mediation or conciliation process of the Diocese.

Parent Alert System

St. John the Apostle Catholic School has a communication tool in the form of a text message called Parent Alert system. In the event of a change of school time or any school-wide emergency, a text message will be sent to the cell phone registered with the school. It is important for the school to have your current cell phone number, email and physical address at all times.

RenWeb

RenWeb is an online tool that the school uses to track grades, email report cards/progress reports, and communicate with parents. It also serves as a resource for parents to check classwork and homework assignments as well as grades.

School Website and Other Paperless Communications

St. John the Apostle Catholic School has its own website, www.stjs.org, which is a great source of information such as a calendar of school events, current school news, and other helpful information.

Telephone

Telephone calls may be made to the school office at 817-284-2228 between 7:30AM and 4:00PM. Messages of an urgent nature may be delivered to the students. The office is not open on Saturdays, Sundays, or holidays; however, you may leave a voice message.

The school nurse or receptionist will immediately make any calls with reference to accidents or illness of a student.

Students may not make telephone calls during school hours without permission from the school office and/or from their teacher. Students may use the school office phone or, with Mr. Petter's permission, the phone in the P.E. office.

Computer Technology

Computer Ethics Violations

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. In addition, a copy of the "Technology Acceptable Use Policy" is found in the Appendix of this Handbook. The "Technology Acceptable Use Policy Agreement" is signed by the student and parent at registration and is kept on file for the duration of the student's enrollment at SJS. The following are not permitted:

- Willfully damaging computers, software, computer systems or computer networks
- Trespassing in, modifying, moving, or deleting another's folder, work, or files FOR ANY REASON
- Using the network or Internet to plagiarize or violate copyright laws
- Intentionally wasting limited resources or printing without permission
- Employing the network for commercial purposes
- Use of CDs, or flash drives (regardless of source or content) without the permission of the network administrator
- Using the network to send, deliberately access, or display offensive and/or obscene messages or pictures

- Using computers to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people
- Using the network or Internet to harass, insult, or attack others
- Entering chat rooms, blog sites, or posting sites such as MySpace, Xanga, LiveJournal, Friendster, Facebook, Excite, Talk City, ICQ, etc.
- Checking or sending e-mail
- Downloading software from the Internet without the permission of the network administrator
- Changing, modifying, or adding software/hardware of any kind
- Accessing the Internet or using computers without permission from the teacher.
- Removing orange Speedskins from the computer keyboard after the teacher has instructed students to use Speedskins to improve word processing skills.
- Because the Web is a public forum with unrestricted access, St. John the Apostle Catholic School restricts permission for the posting of information related to the school, our staff, and our students on the Internet. The posting of any information in any format related to the school on any Web site, bulletin board, chat room, e-mail, or other messaging system that is deemed threatening or impugning to the character of another person is subject to disciplinary action.

Consequences of Violation

Violation of the policies and procedures of St. John the Apostle Catholic School concerning the use of computers and networks will result in disciplinary action:

- **First Offense:** Student will lose computer privileges/Internet access, plus detention. Length of privilege suspension will be determined by the administration/teacher.
- **Second Offense:** A student may be removed from class and recommended for in-school suspension
- **Third Offense:** Expulsion may be considered in flagrant violations that blatantly corrupt the educational value of computers, of the Internet, or instances when students have used St. John the Apostle Catholic School Internet access to violate the law or to compromise another computer network.
- **Computer Damage/Breakage:** A student or the student's parents will be responsible for any computer damage or breakage costs caused by that student.

Diocesan Policy 6200

St. John the Apostle Catholic School is proud to offer all students access to our school's computer networks and the Internet. The Internet is provided for students to conduct research and to obtain educationally appropriate material for school purposes only. 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.

Internet Guidelines for Home

In addition to school policies for Internet access, the following suggestions are made for our families to review with their children or use in establishing their home rules:

- Avoid chat rooms
- Closely supervise your child's use of the Internet and social media
- Realize that sites you access will trigger similar material on your computer for years
- Never give out last names of family or others
- Never give out addresses or specific locations (towns or streets) of any outings, meetings, games, practices, etc.
- Never give out phone numbers of family or others
- Never arrange a rendezvous
- Tell an adult immediately if something seems unusual or inappropriate
- Avoid students having own e-mail accounts with their own private passwords
- Keep computers in a room that is accessible to all family members
- Avoid sites that look or sound inappropriate
- Know that some sites can be "teasers" and it may not be clear what it is. If you get into one, exit immediately and inform your parents
- Consider establishing a specific time of day where only that time can be used for access by children, thereby providing greater supervision
- Consider the purchase of filtering software
- Notify your Internet service provider if you begin to receive inappropriate material

Online Social Media Diocesan Policy

Although this policy closely mirrors the Diocesan policy on social media, due to the special, privileged and powerful relationship between a Catholic school and its parents and students, sections of this policy are more restrictive. The first legal duty of a Catholic school is to keep those entrusted to them safe.

The Catholic schools of the Diocese of Fort Worth acknowledge the right of employees to use personal websites, social networks, wikis, weblogs and other emerging technologies not only as a form of self-expression, and, in their individual capacity, as a means to further the work of the Church. Additionally, the same rules that apply to school employee's messaging and communications in traditional media apply in the online social media space. This specifically means that teachers and all school staff, including substitutes and volunteers, are never to use social media to directly communicate, interact or respond directly to students unless that social media is operated, controlled and directed by the school itself. Simply because the development and implementation of an online social media program can be fast, easy, and inexpensive does not mean that different rules apply. School employees should bear in mind that posting of certain comments, photos, links or references to third party websites and information on websites, social networks, wikis and weblogs may have a harmful effect on the Church and its schools, their reputation, and their employees.

In light of this possibility, school employees are required to adhere to the following policy regarding the use of personal and professional websites, social networks, wikis, weblogs and other emerging technologies. This policy supports other related Diocesan and school

policies, including Acceptable Technology Use and the ***Code of Conduct & Behavior Standards for All Clergy, Religious and Lay Ministers.***

- School employees may only access websites, weblogs, wikis and social networks for legitimate professional job-related purposes during the workday with the approval of their direct supervisor. School employees are not to create, post or otherwise access weblogs, personal social networks, wikis or personal websites for personal use during normal school working hours. Employees should exercise sound judgment and common sense to prevent online social media sites from becoming a distraction at work.
- If you identify yourself as an employee of a Catholic school on a personal website, weblog or social network, you must make it clear to your readers that the views you express are yours alone and that your views do not necessarily reflect the views of the Diocese or its schools. In the event that you identify yourself as an employee of a Catholic school on a personal website, weblog, wiki or social network, to help reduce the potential for confusion, you are required to put the following notice in a reasonably prominent place on your site (e.g., at the bottom of your personal profile page) in at least a size 12 font bolded:

“The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer.”

- School employees are prohibited from disclosing on personal or professional websites, weblogs, wikis or social networks, any information that is confidential or proprietary to the Diocese, its schools or to any third party that has disclosed information to the Diocese or its schools.
- The school has exclusive ownership rights with respect to certain concepts and developments you produce that are related to school business. Employees may not use school trademarks on their site or reproduce any school materials or logos. Please consult with your principal if you have questions about appropriateness of publishing anything that may be related to the school on your site.
- School employees may not use the copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC), without the necessary permissions of the rightsholder(s).
- School employees are prohibited from providing a link or otherwise referring to the school website on their personal website, social networks, wikis or weblogs without consulting with and obtaining the approval of the principal of the specific school.
- School employees shall not allow any obscene, harassing, offensive, derogatory or defamatory comments and images which reflects/dischredits or causes embarrassment to the Diocese and its schools, their employees, patrons, vendors,

partners, affiliates, agencies, students, and others on personal, the school's and professional websites, any other social networks, wikis or weblogs.

- All social media being used by Catholic entities must be clearly branded in order provide institutional authority as well as avoid confusion. Unless you have been officially authorized in writing to speak or act on behalf of a Catholic entity, employees are prohibited to use such brandings or create secondary social media sites that give the illusion of being authoritative.
- All social media used by Catholic entities must comply with the Minimum Social Media Requirements contained in Policy 6210.

The school reserves the right to regularly monitor any and all schools based computers. In addition, it is the policy of the Catholic schools of the Diocese of Fort Worth that every portable information/data storage device used by a school staff member or student may be examined at any time because it may contain something dangerous.

- The school reserves the right to monitor professional websites, social networks, wikis or weblogs created on school computers during the course of a normal workday, or on school computers on personal time.
- Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous. If your complete thought, along with its context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.
- The school requires that you confine your personal website, social network or weblog commentary to topics unrelated to the Diocese or its schools (or in certain cases, that you temporarily suspend your website or weblog activity altogether) if it believes this is necessary or advisable to ensure compliance with this policy or federal and state laws.
- School employees will comply with all aspects of the Children's Online Private Protection Act (COPPA). Employees are forbidden to post or distribute personal identifiable information including pictures on any child under the age of eighteen without parental consent. Personal identifiable information includes name, home address, email address, telephone number or any information that would allow someone to identify or contact a child. If written verifiable consent is obtained from a parent, it is important that the parent has approved the information that is to be provided and has full knowledge of its use, purpose and how the information is going to be provided. Likewise, parents should be made aware that the school is making use of only school controlled websites, social networks, weblogs and other emerging technologies to communicate with students.
- School employees will model safe and effective use of technology for students including developmentally appropriate instructions on responsibility associated with the use of technology and the possible dangers associated with technology.

School employees who violate this Online Social Media policy will be subject to disciplinary action, up to and including termination. If you have questions about this policy or any matter related to your site that this policy does not address, please consult with the principal of your school.

Minimum Social Media Requirements Diocesan Policy

The following guidelines are required for schools wishing to establish social media. These requirements apply to all current and future social media, including but not limited to websites, wikis, Facebook, Twitter, blogs and other emerging technologies.

- Site administrators must be adults and/or approved employees of the school
- There must be at least two site administrators for each site to allow for rapid response and continuous monitoring and updating of the site.
- All social media must be reviewed by the principal or the pastor before implementation to ensure it is not in conflict with current standards, policies and Catholic teachings.
- Personal sites shall not be used in connection with school programs or to communicate with students. Students are defined as any and all students enrolled in a Catholic school in the Diocese of Fort Worth.
- Passwords, names of the sites and the site addresses or site location information shall be registered in a central location in the school and at least two (2) adults must have access to this information.
- In establishing a school site, know and abide by these key “Rules of the Road”:
 - a. Abide by all diocesan, parish and/or school guidelines
 - b. All communication by school employees reflect on the Church and the school
 - c. Do not claim or in any way give the impression or the appearance representing the official position of the school or the teachings of the Church, unless you have written authorized to do so.
 - d. All school social media sites shall be clearly branded and identified to provide institutional authority and to avoid confusion.
 - e. Abide by all copyright, fair use and financial disclosure laws.
 - f. Never divulge confidential information.
 - g. Do not cite others, post photographs or videos of other individuals or link to their material without express written approval. Media involving minors must have written parental approval.
 - h. Practice Christian charity.

Conduct and Discipline

Academic Honesty/Cheating

Teachers expect students to fulfill the academic expectations at each grade level. Our vision for the progress of individual students requires that all students complete their own individual assignments. **Cheating in any form is not tolerated.**

1. If a teacher identifies a student cheating, the administration is informed in writing and all documentation will be given to the administration. The teacher will notify the parent.
2. Cheating on tests has serious consequences and such incidents will be handled case by case.

Conduct and SJS Honor Code

The primary purpose of St. John the Apostle Catholic School is to prepare students to live effectively in the present as Catholic youth and in the future as Catholic adults. Students are expected to live in accordance with the Golden Rule and the Greatest Commandment in their everyday lives.

Students will follow the SJS Honor Code:

1. Exercise self-control
 - Use courteous language
 - Resolve conflicts in a mature manner
 - Be honest
 - Make ethical and morally responsible choices
2. Demonstrate a positive attitude
 - Take a leadership role
 - Be polite
 - Be cooperative
 - Be appropriately dressed and groomed, and otherwise comply with the school's uniform policies
3. Respect the rights and feelings of others
 - Behave in a manner that does not disrupt others
 - Treat others with courtesy and respect
4. Take responsibility for school property and the property of others
 - Respect the school buildings, grounds, and property
 - Keep the campus free from trash and graffiti
 - Respect the property of other students, teachers, or staff
5. Support the learning process
 - Attend all classes regularly and on time
 - Be prepared for class (i.e., bring assignments, books, and supplies)
 - Complete school work, projects, quizzes, and tests on one's own
 - Participate in class activities
 - Obey classroom policies

The SJS Honor Code is a contract that students sign and make a commitment to follow. Copies of this will be in the school office.

Conduct Grades

Students in grades 1-8 receive conduct grades that follow a point schedule. Each student begins with 100 points for each grading period. The grade is lowered when points are lost due to detention, discipline infractions/Report to Parent, and other documented concerns. Deductions on Conduct Grade:

- Up to 20 points for suspensions
- 10 points for academic dishonesty
- 5 points for automatic detention
- 2 point for misbehavior /discipline infractions
- 2 point for each uniform infraction (Grades 2-8)

Conduct Guidelines Pre-K – 1st Grade

1. Be kind to others
2. Follow directions and be attentive
3. Keep hands, feet, and objects to yourself
4. Raise your hand to speak and listen while others are talking
5. Work quietly and do not disturb others
6. Show respect for school and personal property

*Students in first grade will have a daily calendar where the teacher will mark any conduct issues in the classroom for which they will sign a discipline roster. If they sign the discipline roster 3 times in a week, the principal will send home a letter informing parents when the student will serve a behavior detention.

Conduct Guidelines 2nd – 8th Grade

1. Avoid unnecessary talking
2. Act courteously
3. Follow directions promptly
4. Come to class prepared (supplies and books)
5. Take care of school property
6. Dress according to code

*Students will sign the discipline roster if they violate these guidelines. Three roster sign-ups in a week will result in a behavior detention. The principal will send home a letter informing parents when the student will serve a behavior detention.

Conduct in Public Places

Students of St. John the Apostle Catholic School are representatives of our school when they are off campus. To our larger communities, including Northeast Tarrant County area, North Richland Hills, and Fort Worth, SJS student behavior reflects the education they receive here. Therefore, it is the students' duty to conduct themselves in an appropriate and well-behaved manner at all times.

Diocesan Policy 5215

The following procedures must be observed when students are released to police.

- Ask for identification to verify that the person is a police officer. The officer is not required to present a warrant to speak with a student, but will be required to wait until parents are notified and given reasonable time to come to the school.
- Contact and ask the parents or guardian to come to the school to be present with the student during the interview. If a parent or guardian cannot come to the school, the Principal or his or her designee will sit for the interview *in loco parentis*.
- A warrant for arrest must be presented by a police officer before removing the student from the school. If the student has been involved in some suspected illegal activity immediately prior to the police arrival on campus, or while the police officer is present, the Principal must contact the parent or guardian to come to the school.
- If the parent or guardian cannot come, the Principal or designee must accompany the student to the police station.
- Contact the Superintendent immediately if a student is arrested.

THE PRINCIPAL (OR HIS/HER DESIGNEE) WILL HAVE THE AUTHORITY TO PRESCRIBE ALTERNATIVE DISCIPLINARY MEASURES WHEN SUCH ACTIONS ARE NECESSARY.

Disciplinary Issues

Major disciplinary issues that will result in immediate referral to the principal, who will choose the appropriate consequences, including but not limited to the following:

- Violence or threat of violence to others (including fighting, pushing, hitting, etc.)
- Disruptive behavior of major or recurring nature which may include physical, verbal, sexual or any other type of harassment or abuse
- Insubordination/Disrespect/Disobedience
- Damage, theft, or destruction of property, either that of the school, or that of another individual (student or teacher)
- Possession of drugs/alcohol
- Possession of a weapon of any kind, even a toy weapon (references to guns, drugs, etc. will always be taken seriously)
- Any other matter which the administration determines is detrimental to the school community

Note: Attendance at any Catholic school is a privilege, not a right. The administration can, at any time, withdraw any child, subject to the applicable grievance procedure through the Superintendent of Schools for the Diocese of Fort Worth. Any action/incident not covered in the handbook will be handled at the discretion of the administration.

Disciplinary Measures & Consequences

For misconduct one or more of the following disciplinary measures may be taken:

- Withdrawal of privileges or time apart from classmates for a portion of the day
- Written assignment
- Conference
- Infractions
- Detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Expulsion

Three detentions in a semester will lead to student /parent /administrator conference.

Four detentions in a semester will lead to an in-school suspension.

Five detentions in a semester will lead to an out-of-school suspension and a discussion with the student and parents on the student's future at St. John the Apostle Catholic School.

A student being suspended for a second time may instead be subject to expulsion.

Disciplinary Probation

Disciplinary Probation is defined as a trial period, determined by the administration, wherein the student attempts to rectify his or her behavior. Disciplinary Probation may include counseling, a Responsibility Contract, denial of privileges, such as athletics, participation in club or organization activities, or holding an office in a club or organization. This is a period of conditional re-enrollment and may be lifted if positive steps are taken by the student to improve his/her behavior. A student may be placed on Disciplinary Probation without having been suspended.

Disciplinary Responsibility Contract

A Disciplinary Responsibility Contract may be issued to a student who insists that he/she wants to attend St. John the Apostle Catholic School but whose past behavior has been unsatisfactory. Specific requirements for improvement will be tailored to the student's individual needs and will be spelled out in the Disciplinary Responsibility Contract. Such a student and his/her parent or guardian must sign a Disciplinary Responsibility Contract with the school administration which spells out renewed cooperation.

Students who have served repeated detentions or suspensions during a school year and who are planning to return to St. John the Apostle Catholic School for the next school year may be issued a Disciplinary Responsibility Contract for the first quarter of the following school year as a condition of re-enrollment.

Electronic Devices and Cell Phones

Students are not allowed to possess on campus electronic devices such as, but not limited to, e-readers, (Nook, etc.), iPods, MP3 players, or other electronic devices, without prior permission from the teacher or administration. Because of after school activities and the need to reach parents after school hours, cell phones are allowed with the following restrictions:

- Cell phones **MUST remain turned off and remain in the student's backpack during school hours.**
- If the cell phone rings during school hours, the student will receive an automatic infraction for failing to follow instructions.
- If the problem of a cell phone's ringing during the school day becomes chronic, the cell phone will be taken up by the teacher and put in the office for the parents to pick up. The student may lose the privilege of having the cell phone at school.
- Students using cell phones, iPods, MP3 players or other electronic devices (whether audio, text message, or camera feature) during class are subject to an automatic detention or suspension. These devices will remain in the school office until the parent/guardian picks them up.
- The school is not responsible for any lost or damaged cell phones or electronic devices.
- Smartwatch devices should not be worn at school and must remain in the students' backpack during school hours.

Harassment/Bullying

Bullying will not be tolerated on or off campus while students are under school supervision. According to our guidance program, bullying is defined as being unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying is a form of harassment. St. John the Apostle Catholic School is committed to a policy of non-discrimination within all school programs and activities. **Harassment of employees or students is not condoned in a Christian environment and is strictly prohibited at St. John the Apostle Catholic School.** All allegations of harassment will be taken seriously and promptly investigated. Harassment includes, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes, slurs, unwanted advances, imitations, or comments
- Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work, study, or play
- Threats and demands to submit to inappropriate requests as a condition of continued employment or grades or other benefits or to avoid some other loss and offers of benefits in return for inappropriate favors
- Retaliation for having reported or threatened to report harassment

- Electronic publications – Facebook postings or other social media

Any student who believes he or she has been the subject of harassment shall report the alleged harassment in writing to the school principal. The principal will take whatever actions he/she deems necessary to investigate the complaint, including but not limited to interviewing the accused person, the accuser, and any witnesses. The principal will render a decision within thirty days of receiving the complaint.

Payment/Replacement of Damaged Property

Certain offenses warrant immediate payment for repair and maintenance or replacement of property.

- Stealing
- Defacing books, equipment, and furniture
- Vandalizing school or personal property
- Destroying school or personal class materials
- Library books, workbooks, musical instruments, musical instruments

Playground Rules

Teachers go over playground rules with all students at the start of each academic year. A copy of these rules is available in the school office and all teachers have a copy in their handbooks. It is expected that all students will follow the playground rules.

Principal's Discretion

If, during the course of the school year, a situation arises that is not addressed in the *St. John the Apostle Catholic School Parent/Student Handbook*, the principal, in consultation with the pastor, is empowered to implement procedure that supports the common good of the school community.

THE ADMINISTRATION RESERVES THE RIGHT TO INCREASE OR CHANGE PUNISHMENTS IF A MORE FITTING PUNISHMENT IS WARRANTED.

Searches

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect any locker at any time. In addition, the school may inspect personal possessions of students, including backpacks. Searches of lockers or personal possessions must be conducted by a faculty/staff member and witnessed by another faculty/staff member.

Extracurricular Programs

Band

The band program at St. John the Apostle Catholic School is administered by an outside company for students in grades 4-8.

Cheerleading

Cheerleading is under the auspices of the sports program of the school, and interested students in grades 5, 6, 7, and 8 may participate. Cheerleading is subject to the policies and eligibility requirements of the sports program.

Choir

Students have the opportunity to participate in the choir in grades 3 - 8. By being a member of the choir, students accept all the commitments the choir makes within the parish community.

National Junior Honor Society

The Monsignor Charles B. King Chapter of the National Junior Honor Society (NJHS) is an organization designed to recognize and encourage academic achievement and other characteristics essential to citizens in a democracy. Membership is open to seventh and eighth graders who have an average of 95% in core classes (religion, English, literature, math, science, and social studies). Students meeting this requirement are asked to submit a nominee application exhibiting the following characteristics: leadership, citizenship, character and service, as well as, an essay giving reasons for desiring membership, and two letters of recommendation. A faculty committee reviews the applications and selects the candidates for membership. The candidates are inducted into the NJHS at a ceremony in the fall honoring the Chapter. Members are required to uphold the ideals for which they were selected and render service to the school and community through various projects during the year.

If an NJHS member is unable to keep up with the grade requirement or has behavior issues, the student will be given a written warning. If the problem persists, the student's membership in the NJHS will be rescinded.

Sports Programs

The purpose of the sports program at St. John the Apostle Catholic School is to support and enhance the character growth of each student through developing a sense of discipline, hard work, teamwork, sportsmanship, and the individual pursuit of excellence. The following rules of conduct and code of ethics were devised to provide a structured framework within which each student/athlete is expected to behave and conform.

Eligibility for Participation

- Students are required to maintain at least a "D" in each subject. Any student who receives a failing grade in a subject on a progress report or a report card cannot

- participate in any sports activity. Grades will be checked at two weeks following the failing report, and if the student is passing all subjects at either time, eligibility will be reinstated.
- An annual sports physical must be completed and returned to the school.
 - A player/parent agreement must be signed and returned prior to the beginning of each sport
 - If a player becomes a discipline problem during school hours or at the extra-curricular activity, he/she may be asked to refrain from participation in the sport.
 - All students participating and/or signed up for a sport will be required to attend all scheduled games and practices. A student will be excused only with a written notice from his/her parent/guardian to the Athletic Director or direct communication to the coach prior to the game or practice. Failure to do so will result in disciplinary action according to the student/parent agreement for each sport.
 - Scheduled practice times will be set by the coaches and Athletic Director.
 - If a student is absent from school, he/she will not be allowed to participate in the practice or game for that day.
 - All sports competitions (games, meets) will start with a prayer to be led by the coach.
 - Any unsportsmanlike or unchristian like conduct will not be tolerated, such as:
 - Profanity
 - Disruptive behavior toward the coach, team members, officials, and/or opponents.
 - Any disciplinary action during practice or competitions will be determined by the coach and the Athletic Director. The administration should be informed promptly. Repeated infractions will result in a conference among student, parent, coach, and administration.
 - Expectations regarding the use of electronic devices (cell phones) apply to sports activities.
 - All parents and students must be trained in Play Like a Champion Today in order to be eligible.

Diocesan Athletic Eligibility Requirements

1. A player must attend the school he/she represents.
2. A parental consent form must be submitted to the school for each player.
3. An eighth grader must not be 15 years old before September 1st of the current school year; a seventh grader must not be 14 years old before September 1st of the current school year; a sixth grader must not be 13 years old before September 1st of the current school year.
4. With permission of the principal, fifth graders may play on a sixth grade team.
5. A maximum of three years of eligibility is permitted starting when the student first enters the 6th grade.
6. Principals may declare a player ineligible for serious disciplinary reasons.
7. Physical Examination: According to Diocesan policy any student who participates in the program provides the school with evidence of a complete, satisfactory physical examination within 60 days (or on or after June 1 of the current school year) prior to the beginning of the current school year.

8. A sports calendar will be drawn up annually in the spring for the following school year. The approval of the sports calendar will be on the agenda of the last principals' meeting of the current school year.
9. Academic Eligibility:
 - Student athletes must maintain a passing status in academic subjects in order to participate in Diocesan Interscholastic Sports' Program competition.
 - These minimum requirements will be used in conjunction with the standards established by individual schools.

Student Council

Student Council is an organization of elected representatives from grades 6, 7, and 8. Its purpose is to foster the leadership skills of its members and help them to develop a sense of responsibility for the school as a community. The Student Council ushers at all school Masses, and plans a number of other activities and service projects to help fulfill its purpose.

Conditions Affecting Participation in Student Council

A member may not receive any grade lower than a 70 in any subject area on the progress report or report card. If this happens, the member will be placed on probation for the next grading period. If the grade falls below 70 at the end of the next grading period, the member will be dropped from Student Council.

If a student becomes a discipline problem, he/she may be asked to give up his/her seat on the Student Council.

Field Trips

School field trips are encouraged as educational and cultural experiences. Trips are correlated to classroom instruction to create and maintain interest in many phases of the curriculum. No class is required to take field trips, and no grade should anticipate a field trip as an annual event. Each teaching situation is unique, and the teacher is the best judge of what will be beneficial for the teaching/learning of a given lesson.

Permission forms are required for student participation on a field trip. Telephone calls will not be accepted in lieu of written permission.

Transportation for field trips is by bus. Parent chaperones must have taken the *Call to Protect* workshop, will provide their own transportation, and should make childcare arrangements for their other children so that they can be free to provide the supervision necessary.

Field trips are curriculum privileges, not rights. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

Health and Information from the School Nurse

Accidents

In the event that a student is seriously injured, the school nurse or principal will contact a parent or contact person. 911 will be called in an emergency. If it is determined that the child must be transported for emergency medical care, the original signed copy of the parent's release to obtain medical care (usually on student's emergency card that was completed at the original time of registration) and a school staff member must accompany the student and stay with the student until a parent is present. RenWeb is updated yearly with emergency information. An accident report will be completed and kept on file for every incident occurring on school premises for which professional medical care was sought. The school does not assume any responsibility for either medical or hospital expenses of a student.

Accident Insurance

Accident insurance is available to students through St. John the Apostle Catholic School. Negotiations concerning insurance are strictly between the insured and the insurance company.

Forms

A health examination is required for all first time entrants or all new students to the school system in the Diocese of Fort Worth. This information must be turned in for registration to be complete. For participation in sports, this physical examination is required to be completed **after June 1** each year for the upcoming school year. All schools of the diocese use the **Catholic School Health Record Form** for maintaining health data on students.

Illnesses

This school provides a health office, staffed by registered nurse, to handle illnesses and emergencies that arise during the school day. The child's condition will be assessed and he/she will be allowed to rest in the office for a brief period. However, if his/her condition does not improve such that he/she can return to class within one hour or if he/she has a temperature of or over 100 degrees, he/she will be sent home. **It is important that the school has a current phone number for a parent or designated person who can be notified to take the child home.** A child may leave only with one of the above and MUST BE signed out in the nurse's office when leaving campus.

A physician's note is required to excuse a child from PE or outside recess. In the event of an incident occurring during the day, the school nurse will write a note.

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 a fever. If he/she has been ill, it is required that he/she be free of fever for 24 hours prior to returning to school. Also, if he/she has missed more than three consecutive days due to illness, a physician's note is required.

Guidelines for Excluding Students from School

EXCLUSION GUIDELINES	RETURN TO SCHOOL GUIDELINES
Oral temperatures of 100 degrees or above	Fever free for 24 hours
Vomiting, nausea, or severe abdominal pain	Symptom free
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold, or persistent cough	Symptom free
Red, inflamed, or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered, physician diagnosed as non-infectious
Ear ache	Symptom free
Pediculosis (head lice)	Nit free
Other symptoms suggestive of acute illness	Written physician release

Immunization

A child will not be registered if he/she does not meet the Texas Health Department immunization requirements for students who attend school in the Diocese of Fort Worth. Immunizations are not in conflict with the Catholic faith. Conscientious objections or waivers, which may be permissible for attendance in public schools, do not qualify as an exemption in Catholic Schools in Texas. (Atty. Gen. Op. GA-0420) This policy was adopted by Texas Catholic Conference Education Department, December 2008. **A complete copy of the student's immunizations, validated by a physician, must be furnished to the school nurse before he/she may enter school on the first day**

Medication Policy

ONLY **necessary** medications (prescribed for, but not limited to, the treatment of diabetes, epilepsy, ADD/ADHD, and asthma) may be given at school. All medication should be given outside of school hours if possible. Three-times-a-day medications should be given before school, after school, and at bedtime for optimal coverage. All necessary medication prescribed for a student by a doctor must have the **Diocesan Medication Permit Form filled out and signed by the physician and parent**. This form may be obtained from the school office or the school nurse. All prescription medication must be in the prescription bottle and labeled with a current pharmacy prescription label. "Over the counter" medication must be in the original labeled container. Medications sent in baggies or unlabeled containers will not be given. The **parent** is responsible for bringing all medication to the clinic/office and for picking up unused medicine, or it will be destroyed at the end of the school year. All medication will be kept in a locked cabinet/drawer in the school office/clinic and administered in the school office/clinic. Antibiotics will not be given at school by school personnel. If the parent feels the antibiotic must be given during the school day, the parent may come to the school office/clinic and administer it. Hand sanitizer is provided by the school. No scented hand sanitizer is allowed on campus.

Screening

State law mandates vision, hearing, and scoliosis screening. Screenings will be done unless parents provide documentation from a physician that testing has been done and the school has a written statement from the parents that they do not wish for it to be done again.

If a child is having difficulty in school due to a possibility of difficulties with attention or focus on classroom studies or possible emotional health issues, the school may request that a screening be done to identify these difficulties that could hinder the learning process. The principal has information concerning diagnostic services located in the Metroplex area.

Speech Screening and Speech Therapy

A brief speech screening by a certified speech therapist is available at parent request. If the child needs further in-depth screening or speech therapy, the speech therapist will inform the parents of what is needed and where these services can be obtained. However, payment for these services is extra and will be arranged through the speech therapist. The speech therapist is an outside contractor and is NOT an employee of the school. Other speech services may be available through the local school district.

Parent Organizations

Home and School Association

The St. John the Apostle Catholic School Home and School Association is an organization that assists with fund raising and various activities of St. John the Apostle Catholic School. All parents are encouraged to volunteer and participate in the many activities sponsored by the Home and School Association.

School Advisory Council

The St. John the Apostle Catholic School Advisory Council is an advisory council to the principal and pastor. The School Advisory Council (SAC) assists the principal and pastor in developing and implementing policies and programs in order to achieve and maintain the mission statement of the school.

Meetings are open to St. John the Apostle Catholic School parents. If you would like to be on the agenda, please submit your topic in writing seven days prior to the meeting with the SAC chairperson. Parents interested in joining the School Advisory Council must attend two SAC meetings. Spouses of school staff may not be on the School Advisory Council.

Safety and Emergency Procedures

Asbestos

An asbestos inspection was completed on September 30, 1988. ACM (Asbestos Containing Material) was found in the water heater room of the kitchen/cafeteria building. An asbestos management plan has been filed with the EPA. A copy of this plan is on file in the parish/school office and is available for parents to review per the Asbestos Hazard Emergency Response Act (AHERA). An updated inspection was completed in February 2012. The suggestions made were taken care of, and all areas show compliance.

Crisis Management Plan

St. John the Apostle Catholic School has on file a Crisis Management Plan. All procedures follow the Diocesan Policy. This plan is in the Faculty Handbook and the faculty has been given instructions on each of the following areas.

Acts of Nature

- Ozone Alert
- Tornadoes
- Weather Closing

Environmental and Building Disasters

- | | |
|---------------------|--------------------|
| Fire | Electrical |
| Explosion with Fire | Water Loss |
| Gas Leak | Hazardous Material |

Disruption of Campus Life

- | | |
|-------------------------|---------------------------------------|
| Aggressive Intruder | Stranger on Campus |
| Child Abduction | Student Left at School |
| Drugs/Alcohol on Campus | Threats (Bomb/Telephone) |
| Hostage Situation | Death on Campus |
| Infectious Disease | Bus/auto accident on trips off campus |

* All Threats of Violence will be taken seriously.

In the event of the death of a student or a student's close relative, the school has procedures in place to help the child and/or all those affected.

Drills

FIRE DRILLS/TORNADO DRILLS/LOCKDOWN DRILLS

St. John the Apostle Catholic School conducts fire, tornado, and safety drills during the course of the year in compliance with the State of Texas. Evacuation routes are posted in each room. Students shall move to designated areas quickly and in silence. If the school is in an active lock-down, students will not be released.

Emergency School Closing

INCLEMENT WEATHER

During the winter months, school closing or late opening time announcements will be on Channel 5 and Channel 11 TV. A message will be left on the school answering system and, if possible, on the school website. Parents will also be notified using the Parent Alert system. If the school is open, but you find that the roads are hazardous in your area, please wait until the traffic eases before you venture out. **Children are not counted tardy when they arrive late on bad weather days unless there is a 10:00AM late start.** Please use discretion and good judgment on whether to come to school in inclement weather.

OTHER EMERGENCIES

If the school closes for any other reason, information will be sent using the Parent Alert text message system, posted on the school website, an updated message will be added to the school phone system along with an email through RenWeb, and a posting on Facebook. **In the event of a severe storm (tornado), we follow our Crisis Management protocol. Students will not be released from the safety zone.**

Smoking Ordinance

In accordance with the City of North Richland Hills smoking ordinance, smoking is prohibited in all school facilities/grounds.

Visitors

All visitors, including school parents, must use the buzzer at gate 2 to go to the school office when entering the building. Visitors should sign in and obtain a visitor badge, no matter how frequently they visit or how well known they are by school personnel. They should also sign out when leaving the school. Teachers have been instructed to direct visitors to the office before giving admission to their classrooms or anywhere else on school grounds. These policies are for the protection of the students and staff and to minimize disruption in the classroom.

Parents are welcome to visit the school classrooms, but must call a day in advance to clear the visit with the office and the teacher. On the day of the visit, the parent must sign-in first at the office and obtain a visitor's badge.

Visitors and volunteers may not enter any classroom without permission from the school office during business hours. **Everyone entering St. John the Apostle Catholic School is expected to come to the office.**

Social Functions

After School Activities

Attendance at school-related functions is encouraged. Students in grades 6 - 8 have the opportunity to attend school-sponsored socials as scheduled throughout the year. All socials are chaperoned by teachers

Students attending non-chaperoned after-school activities must remain with their parents/guardians. Children are not allowed on the playground or elsewhere on campus without parental supervision.

Classroom Parties

Christmas, Valentine (PK-5), and end-of-year parties are planned by the room parents with the teacher's approval. Any parents who are volunteering on the school campus must have completed the Call to Protect workshop. Expenses are part of your Home and School membership fee.

Student Birthdays

Students may be out of uniform on their birthdays or half-birthdays. Distribution of cupcakes or cookies may only be done after consultation with the class teacher. Party invitations may be distributed at school if everyone in the class/homeroom is invited. No gifts are to be brought to school for individuals. This behavior creates disruption in the classrooms. Students may not be out of uniform on mass day.

Upper School Dances

Dances will be offered for 6th through 8th graders, with dismissal by 9:00PM. Parents do not attend the dances and must pick up students promptly after all activities. Students must follow the Out of Uniform guidelines for school dances.

Uniform Policies and Dress Code

Lost and Found

All lost and found articles are held for a reasonable period of time. If not claimed, they will be sent to charity. Lost articles may be found in the container in the P.E. office. All personal belongings should be clearly labeled for easy identification.

Scout Uniform

Scout uniforms may be worn on meeting days only, **except** when formal dress uniform is required

Spirit Day Attire

Spirit Day is a special occasion on which students are not required to wear full uniforms however it is not a free dress day. On the LAST FRIDAY OF EACH MONTH, students will be allowed to wear any **officially** designed SJS Spirit Shirt or T-shirt or sweatshirt emblazoned with the SJS logo or the words St. John the Apostle Catholic School, sports uniforms included. Slacks, regular length shorts, walking shorts, uniform shorts, or blue jeans may be worn. **School shoes and uniform socks are required on SPIRIT DAYS.**

Out of Uniform (OOU) Dress Code

Out of Uniform days will be periodically scheduled for special reasons, meaning students are not required to wear their school uniforms on designated dates. *School uniform shoes are required due to PE needs and safety issues.* These days are optional, so students may always wear their uniforms instead of the optional clothing. Students must be neat, tidy, and appropriately dressed. Inappropriate dress includes the following:

- Clothing in disrepair or with holes in the clothing, whether considered fashionable or not
- Shoes without socks
- Shorts above mid-thigh
- Mesh shirts or revealing blouses
- Bare midriffs
- Mini skirts
- Low-riding or baggy jeans
- Tight fitting pants, skirts, shirts, or blouses
- T-shirts with inappropriate logos or advertising (this includes, but is not limited to, t-shirts advertising alcoholic beverages or t-shirts promoting rock groups)
- Make-up or colored fingernail polish
- Miss-matched clothing

Uniform Requirements Pre-Kindergarten

Girls: Cardinal short sleeve polo with navy shorts, pants, or culotte, navy cardigan with school insignia, Keds School Days navy or solid white non-scuff athletic shoes. White, navy, or black crew or knee-high length socks. Solid opaque navy or white tights on cold weather days. No embellishments or logos.

Boys: Cardinal short sleeve polo with navy shorts or pants, navy cardigan with school insignia, solid black non-scuff athletic shoes. White, navy, or black crew or knee-high length socks. No embellishments or logos.

Uniform Requirements (Grades K-5)

Girls (Grades K – 5)

- Jumper Navy blue plaid, no shorter than the top of the knee
- Blouse Pointed collar uniform blouse, white blouse with blue piping, or white oxford cloth button-down collar blouse, short or long sleeve, no emblem.
- Polo Shirt (Optional) Cardinal short sleeve polo shirt embroidered with *St. John the Apostle Catholic School* may be worn with uniform shorts or slacks, but not with the jumper. The polo shirt may NOT be worn on Formal Uniform days.
- Sweater Navy blue cardigan- no holes. Sweaters must remain tidy.
- Insignia Sewn on left side of cardigan sweater (over the “heart”)
- Sweatshirt Navy blue with screen printed St. John insignia may not be worn on a Mass day.

- Jewelry Earrings, worn by girls only, **one** stud in each earlobe (no exceptions)
Necklaces may be gold or silver chains with small pendants having a religious theme (should be inconspicuous and worn inside shirts and blouses for safety reasons).
Rings/Watches, only one of each. **NO BEADED NECKLACES, CHARMS, OR OTHER BANGLES ARE ALLOWED.**
One wrist band that supports a documented, charitable cause (i.e., cancer, Pro-Life) is allowed.

- Shorts Navy cuffed walking shorts, knee-length, no shorter than 2” above the knee
- Pants Navy pants
- Tie If long pants are worn on Formal Uniform days, the girl’s tie is required.
- Gym/Modesty
Shorts **Blue** uniform gym shorts must be worn under jumpers/skirts and on days the uniform walking shorts/pants are not worn.

- Shoes Keds School Days navy and white non-scuff athletic saddle shoe OR **all white** solid color laced leather athletic shoes with non-marking soles and non-marking outsoles. Laces must be white and tied at all times. Shoes meeting SJS uniform specifications are available at Parker Uniform. Shoes may be purchased elsewhere as long as they meet uniform specifications.

Boys (Grades K – 5)

- Pants Navy pants
- Shirts White oxford cloth button-down collar, with short or long sleeve, no emblem
- Polo Shirt (Optional) Cardinal short sleeve polo shirt embroidered with *St. John the Apostle Catholic School* may be worn with uniform shorts or slacks. The polo shirt may NOT be worn on Formal Uniform days.
- Sweater Navy blue cardigan
- Insignia Sewn on left side of cardigan sweater (over the “heart”)
- Sweatshirt Navy blue with screen printed St. John insignia - may not be worn on Mass day.
- Shorts Navy blue walking shorts, knee-length, no shorter than 2” above the knee
- Tie Navy blue - 5K, no tie; Grades 1-3, clip-on; Grades 4-5 clip-on or regular
- Shoes **All black** solid color laced leather athletic shoes with non-marking soles and non-marking outsoles. Laces must be black and tied at all times. Shoes meeting SJS uniform specifications are available at Parker Uniform. Shoes may be purchased elsewhere as long as they meet uniform specifications.

REGULATIONS REGARDING ACCESSORIES (GRADES K - 5)

- Belts Navy or black, must be worn with shorts and pants with belt loops (braided belts, which are easier for little fingers, are recommended for K-3)
- Socks Solid, plain, and **opaque** white, navy, or black crew or knee-high socks or tights (in cold weather). **Socks that are below crew length, such as golf, tennis, short cuff, or sports socks, are NOT permitted. Socks may NOT have decorations, embellishments, or logos.**
- Shoes Shoes should remain clean and, if necessary, polished. **No writing is allowed on shoes, clothing, or skin. Laces must match the shoes.**
- T-shirt Only plain white T-shirts may be worn under uniform shirts or blouses
- Jewelry Earrings, worn by girls only, **one** stud in each earlobe (no exceptions) Necklaces may be gold or silver chains with small pendants having a religious theme (should be inconspicuous and worn inside shirts and blouses for safety reasons). Rings/Watches, only one of each. **NO BEADED NECKLACES, CHARMS, OR OTHER BANGLES ARE ALLOWED.** **One** wrist band that supports a documented, charitable cause (i.e., cancer, Pro-Life) is allowed.
- Hair Hair styles for boys and girls should be neat and simple in **own natural hair color**. Hair should not be streaked, high lighted, or dyed. Hair length for boys should be no longer than the top of the shirt collar. Hair should be trimmed around the ears and above the eyes. Boys may not

have sideburns. Conservative hair cuts only. Both boys and girls MUST have their hair out of their eyes or above their eyebrows. Girls' hair bows **must** be in uniform colors or uniform color combinations; **flat** hair clips must be solid gold, silver, red, black, white, or navy.

- Make-up/nails None allowed. Clear nail polish only. Neatly groomed nails.
- Hats During cold weather, stocking caps may be worn to and from school only.
- Jackets Jackets and windbreakers (preferably red, navy, black, or gray) may only be worn **outside** the classroom, including SJS jackets.

THIS AND ONLY THIS CONSTITUTES THE UNIFORM; ANYTHING IN ADDITION TO THE ITEMS SPECIFIED IS NOT ALLOWED. ALL ITEMS MUST BE CLEARLY MARKED WITH THE STUDENT'S NAME AND MUST BE WORN APPROPRIATELY. BACK PACKS SHOULD ALSO BE MARKED WITH THE STUDENT'S NAME.

Uniform Requirement (Grade 6-8)

Girls (Grades 6 – 8)

- Skirt Navy blue plaid, no shorter than the top of the knee
- Blouse Uniform blouse or white oxford cloth button-down collar shirt, short or long sleeve, no emblem **OR** white $\frac{3}{4}$ sleeve length over-blouse from Parker Uniforms.
- Polo Shirt (Optional) Cardinal short sleeve polo shirt embroidered with *St. John the Apostle Catholic School* may be worn with uniform skirts, shorts, or slacks. The polo shirt may NOT be worn on Formal Uniform days.
- Sweater One of the following sweaters:
 1. Navy blue varsity cardigan (Letter on left pocket) – full dress uniform
 2. Navy blue cardigan – full dress uniform
 3. Sweaters must remain tidy-no holes or frays.
- Insignia Sewn on left side of cardigan sweater (over the “heart”)
- Sweatshirt Navy blue with screen printed St. John insignia - may not be worn on Mass days
- Pants Navy Pants
- Shorts Navy **cuffed**, knee-length walking shorts - no shorter than 2” above the knee
- Gym/Modesty
 - Shorts Blue uniform modesty shorts are to be worn under skirts on days when uniform walking shorts/pants are not worn.
- Tie If long pants are worn on Formal Uniform days, the girl's tie is required.
- Shoes Keds School Days navy and white non-scuff athletic saddle shoe **OR all white** solid color laced leather athletic shoes with non-marking soles Laces must be white. Shoes meeting SJS uniform specifications are available at Parker Uniform. Shoes may be purchased elsewhere as long as they meet uniform specifications.

Boys (Grades 6 – 8)

- Pants Navy blue pants
- Shirt White oxford cloth button-down collar shirt, with short or long sleeve, no emblem
- Polo Shirt (Optional) Cardinal short sleeve polo shirt embroidered with *St. John the Apostle Catholic School* may be worn with uniform shorts or slacks. The polo shirt may NOT be worn on Formal Uniform days.
- Sweater One of the following sweaters:
 1. Navy blue varsity cardigan (Letter on left pocket)- full dress uniform
 2. Navy blue cardigan
 3. Sweaters must remain tidy-no holes or frays
- Insignia Sewn on left side of cardigan sweater (over the “heart”)
- Sweatshirt Navy blue with screen printed St. John insignia - may be worn Monday, Tuesday, Thursday, and Friday **only** over the shirt
- Shorts Navy blue knee-length walking shorts, no shorter than 2” above the knee (recommended to wash in cold water)
- Tie Navy blue (regular tie)
- Shoes **All black** solid color laced leather athletic shoes with non-marking soles and non-marking outsoles. Laces must be black. Shoes meeting SJS uniform specifications are available at Parker Uniform. Shoes may be purchased elsewhere as long as they meet uniform specifications.

REGULATIONS REGARDING ACCESSORIES (GRADES 6 - 8)

- Belts Navy or black; must be worn with shorts and pants
- Shoes Shoes should remain clean and, if necessary, polished. **No writing is allowed on shoes, clothing, or skin. Laces must match the shoes and be tied.**
- Socks Solid, plain, and **opaque** white, black, or navy crew or knee-high socks or tights (in cold weather). **Socks that are below crew length, such as golf, tennis, short cuff, or sports socks, are NOT permitted. Socks may NOT have decorations, embellishments, or logos.**
- T-shirt **Only plain white shirts** may be worn under shirts or blouses
- Jewelry Earrings, worn by girls only, **one** stud in each earlobe **can only be gold, silver, or birth stone NO NOVELTEY earrings are allowed** . Necklaces may be gold or silver chains with small pendants (should be inconspicuous and worn inside shirts and blouses for safety reasons). Rings/Watches, only one of each. **NO BEADED NECKLACES, CHARMS, OR OTHER BANGLES ARE ALLOWED.** **One** wrist band that supports a documented, charitable cause (i.e. cancer, Pro-Life) is allowed.
- Hair Hair styles for boys and girls should be neat and simple in **own natural hair color**. Hair should not be streaked, highlighted, or dyed. Hair length for boys should be no longer than the top of the shirt collar. Hair

should be trimmed around the ears and above the eyes. Boys may not have sideburns or facial hair. Conservative haircuts only. Both boys and girls MUST have their hair out of their eyes or above their eyebrows. Girls' hair bows **must** be in uniform colors or uniform color combinations. **Flat** hair clips must be solid gold, silver, red, black, white, or navy.

- Make-up/nails Minimal base make-up in natural colors. Clear nail polish only. Neatly groomed. **NO EYE MAKE-UP/MASCARA, COLORED LIP GLOSS/LIPSTICK ARE ALLOWED.**
- Sweatshirts Non-uniform sweatshirts are **NOT allowed except at recess.**
- Hats During cold weather, stocking caps may be worn to and from school only.
- Jackets Jackets and windbreakers may only be worn **outside** the classroom, including SJS jackets.

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Appendix

SCRIP Order Form

SJS Honor Code Agreement

Technology Acceptance Agreement

Handbook Covenant (return signed to school office)