

## ACADEMIC LIFE

### ACADEMIC RESPONSIBILITY

Parents often ask how they can help their child in school. What can they do to ensure success? While some of the responsibilities may seem simplistic, they are all essential. As you can see, it takes more than teacher input. It also takes a firm commitment from students and, equally important, parents. What happens in school is only a small part of the educational process. The follow-up at home, by both student and parents, is vital for success.

As parents and educators, we are dedicated to helping children to become responsible citizens. Students must learn not only responsible conduct behavior but also responsible academic behavior. To this end, students, especially Upper School 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. Students are **discouraged** from calling home for forgotten books, homework, or materials.

**Although teachers try their best to notify parents if students have lost books or materials or have received zeroes for missing assignments, it is the ultimate responsibility of the student to keep track of school assignments, grades, and materials and to relay this information to his or her parent.** Students should make arrangements with teachers or outside tutors for extra help if further academic assistance is needed. At the beginning of the year, teachers will send home the times they are available to give students extra help.

#### The Teacher Will:

- Present material
- Explain the subject
- Model material
- Answer questions
  
- Provide practice
  
- Reteach and clarify
- Assess and grade
  
- Encourage students
- Create a safe environment

Acknowledge **QUALITY**

#### The Student Will:

- Listen to presentation
- Question if uncertain
- Follow examples
- Record assignments
  
- Review daily lessons discussed in class
- Do homework and turn it in on time
  
- Honor due dates
- Have required supplies
  
- Keep track of materials
- Be prepared for class

Strive for **QUALITY**

#### The Parent Will:

- Make school a priority
- Provide quiet work area
- Provide student supplies
- Monitor homework and due dates
- Ensure daily review in all academic subjects
- Reward good work and provide consequences for poor work
- Ask to see graded work
- Encourage reasonable bedtime

Encourage **QUALITY**

### QUALITY WORK IS

EXCELLENT  
CREATIVE  
MECHANICALLY CORRECT  
METICULOUS AND TIDY

ON TIME  
ERROR FREE  
PRECISE  
DESERVING OF RECOGNITION

## **ACADEMIC DETENTION**

Daily Academic Detention is designed to help students accept their responsibility for doing homework and turning it in on time. Failure to accomplish this task results in supervised Daily Academic Detention.

- Grades 1 - 8 students will make up work after school from 3:11-3:35 P.M. Students will go directly to the detention room at the 3:11 P.M. bell. Tardiness in excess of five minutes will result in detention the following day.
- Intentional failure to attend Daily Academic Detention will result in attending Academic Detention the next day.

## **ASSIGNMENT BOOKS**

School assignment books are required for students in grades 2 – 8. All students will use these assignment books daily. Teachers will try to ensure that students write their assignments in their books, and parents will check assignments books on a regular basis.

## **CONFERENCES**

All students will have two (2) scheduled Parent/Teacher conferences per year following the first quarter grading period and during the third quarter. Additional conferences may be scheduled according to need. Special conferences are necessary when a student's work and/or behavior deteriorate to the extent that his/her welfare and that of his/her classmates suffer.

## **CURRICULUM**

The curriculum of St. John the Apostle Catholic School includes Religion and all subjects required by the State of Texas and Texas Catholic Conference. PreKindergarten through Grade 8 uses the curriculum of the Diocese of Dallas. Parents may review the curriculum in the school office.

Instruction is in accord with the Curriculum Guides provided by the Diocese of Fort Worth and the Texas Education Agency. The K - 8 grade curriculum covers a basic set of core subjects in religion, math, science, social studies, language arts, Spanish, physical education, art, music, and computer technology. An Exploratory program is offered each quarter in the Upper School. This program provides a variety of interesting mini-courses for St. John students. In addition, extra curricular activities such as band, chorus, and athletics are offered during or after school.

## **EARLY CHILDHOOD PROGRAM**

Children must be 4 or 5 years old by September 1. Classes are held from 7:55 a.m. to 3:11 p.m.

### **Kindergarten - 5K (An all-day program held five days a week)**

A "developmental/academic" curriculum offering phonics, math, science, art, music, large and fine motor activities, social studies, Spanish, computer concepts, and language skills. This is a K-8 skill-building curriculum.

### **Pre-Kindergarten - 4K**

A Kindergarten "readiness" curriculum offering manipulative activities in language arts, math, science, art, music, large and fine motor skills, social studies, computer concepts, and social interaction. This is a developmental skill-building curriculum.

- 5 day program - Monday through Friday (All-day program)
- 2 day program - Tuesday and Thursday (All-day program)

- 3 day program - Monday, Wednesday, and Friday (All-day program)

### **Skills Reports and Conferences**

Preschool and Kindergarten students receive Skill Reports three times a year. Formal parent/teacher conferences are held in November, February, and May, and other conferences can be scheduled as needed.

### **MID-TERM/FINAL EXAMS**

Students in the Upper School will take mid-term and final exams. Tests will be administered for academic and preparation purposes. Exams help students to recall curriculum and skills previously taught and to prepare students for taking exams when on a high school level.

### **HOMEWORK**

It is the policy of St. John the Apostle Catholic School to give homework. The purpose of homework is to foster habits of independent work-study; to reinforce learning that has taken place in school; to bring the home and school closer together; 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 must keep a written account of homework. This is his/her responsibility. Please make it a practice to ask your child about homework and also about papers to be signed.

A reasonable amount of homework will be assigned daily. Homework time will vary in length and intensity depending on the student and the grade level. Students are expected to complete all homework assignments. Academic and/or behavioral consequences are applied when homework is not completed. Homework is a necessary part of serious academic study and should be completed on time every day. Parents should supervise the completion, but should **NOT** do the assignments.

### **Diocesan Policy Regarding Homework**

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

### **Homework in the Case of Absences**

See "Absence and School Work" in this Handbook.

### **Late or Incomplete Homework (Grades 1 – 8)**

See "Academic Detention" in this Handbook. Late and/or incomplete homework will receive a grade deduction or possibly a zero depending upon the age of the child and the subject.

### **PROGRESS REPORTS**

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

### **REPORT CARDS**

Report Cards are issued quarterly and may be sent by e-mail through RenWeb. Final report cards

will be hard copies.

Grade 1 receives the traditional report card of the diocese, and their grades will all be assigned as A, B, C, D, or N---except for possibly Quarter 1 - Needs improvement, Improving, Satisfactory - (N, I, or S).

Grades 3 - 8 students' grades will be assigned the actual number code. Grade 2 will be assigned letter grades.

### **GRADING CODE**

|          |   |                         |
|----------|---|-------------------------|
| 100 - 94 | A | Outstanding Progress    |
| 93 - 86  | B | Good Progress           |
| 85 - 76  | C | Acceptable Progress     |
| 75 - 70  | D | Limited Progress        |
| 69 -     | F | Unsatisfactory Progress |

### **PROMOTION AND PROGRESSION THROUGH GRADES**

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 principal will be arranged in sufficient time in each case.** The final decision regarding a student's promotion and/or class placement within a grade rests with the school.

### **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 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.

### **CONDITIONAL PROMOTION AND RETENTION**

Based upon teacher recommendation, test scores, and/or observation by the 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.

### **Grades 6 - 7 - 8**

Any student in grades 6 - 8 who has 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 following condition has been met.

- 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 School. Re-admittance to St. John the Apostle 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's receiving a psycho-educational battery of testing and/or counseling before repeating the same grade level at St. John School.

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

Core subjects for grades 6-7-8 are the following: religion, English, literature, math, science, social studies.

### **Grades 2 - 5**

- 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.
- 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 administration. Core subjects for grades 2-5 are the following: religion, English, reading, math.

### **Grades K – 1**

Promotion of students in kindergarten and first grade is made on the ability to do the next grade level's work.

**In the case of a student's possible retention, special consultation with the parents, teachers, and principal will be arranged to address the problem and to propose solutions.** The final decision regarding a student's promotion and/or class placement within a grade rests with the school.

## **ADMISSIONS, REGISTRATION, AND TUITION**

### **ADMISSION POLICY**

Admission of students to St. John the Apostle School is determined by the following factors in order of priority:

1. The highest priority will be given to children of faculty members who are currently enrolled or children of faculty members enrolling for the first time.
2. Children in good standing who are currently enrolled at St. John the Apostle Catholic School.
3. Children of active\* parishioners of St. John the Apostle Parish with siblings enrolled at St. John the Apostle Catholic School
4. Children of active\* parishioners of St. John the Apostle Parish attending St. John's Child Care registering at St. John the Apostle Catholic School for the first time

5. Children of active\* parishioners of St. John the Apostle Parish registering at St. John the Apostle Catholic School for the first time
6. Children of non-active parishioners of St. John the Apostle Parish with siblings enrolled at St. John the Apostle Catholic School
7. Children of non-active parishioners of St. John the Apostle Parish
8. Children of Catholics who are parishioners of other Catholic Communities registering for the first time
9. Children of non-Catholics with siblings enrolled at St. John the Apostle Catholic School
10. Children of non-Catholics registering for the first time

\*Active parishioner status is determined by St. John the Apostle Parish. For 2009-2010, active parishioners should be current with the 2008-2009 Commitment and have made a pledge for the 2009-2010 Stewardship Renewal.

### **AGE FOR ENTERING SCHOOL**

St. John the Apostle Catholic School follows the state regulation. All students must be the correct age or older by **September 1** of the year entering for grades PK-2. Administration must see birth certificates and shot records for all new students. A physical is required for all new students. All younger students must be totally toilet trained.

### **RE-ENROLLMENT**

#### **General Information**

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, councils, 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**

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 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.

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.

### **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.

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. No minimum contribution is specified.

### **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
- 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 Kindergarten must be five years old on or before September 1. There will be **NO exceptions** to this regulation.

### **TUITION**

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

### **Tuition Assistance**

Tuition Assistance is available on a limited basis. Applications for tuition assistance should be made when registering in February.

### **Tuition Delinquency Policy (10/98)**

Tuition is due by the date stated in the student handbook. 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 student(s) is not in attendance for 8 consecutive class days because of delinquent tuition, St. John the Apostle Catholic School will terminate enrollment.

## **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, library fines, or Educational Support fees.

## **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.

## **ASBESTOS**

An asbestos inspection was completed on September 30, 1988. Non-friable asbestos-containing materials (ACM) were found in the floor tile mastic of rooms 19, 20, 21 & 22. ACM were also found in the water heater room of the kitchen/cafeteria building. New carpet was installed in the classrooms to encapsulate the materials. The mastic in the floor tile is on the underside of the tile and is not exposed to the students. There is a metal asbestos sign in the hot water closet warning of the hazard. The closet is seldom opened. An asbestos management plan has been filed with the EPA. A copy of this plan is on file in the parish office and is available for parents to review. Asbestos Hazard Emergency Response Act. (AHERA) An updated inspection was completed in June 2007. The suggestions made were taken care of, and all areas show compliance. Six month periodic checks are documented.

## **ATTENDANCE AND ABSENCES**

### **ABSENCE POLICY**

Students are expected to be present and on time every day. Permission for "special absence" (short or long) must be prearranged. Parents may call or write a note to the principal explaining the situation beforehand. 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 and causes additional hardship to the teacher.

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.

### **EXCUSED ABSENCE**

An excused absence is one 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.

A major goal of any school is to teach responsibility to the student. **STUDENTS SHOULD NOT BE OUT OF SCHOOL FOR FAMILY VACATIONS, SCOUT TRIPS, SKI EXCURSIONS, ETC. 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 Principal in writing in advance of the absence. These absences may be unexcused.**

### **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 tardies per semester is deemed to equal one day of unexcused absence and is recorded as an absence on the student's permanent school record.

### **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 and parents should also check RenWeb for a general guide to the homework missed when absent. 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 NOT be given a grade.

Long-term assignments, such as science fair projects, book reports, research papers, etc., will need to be brought to school by 8:00 A.M. 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 10:00 A.M. Calls after 10:00 A.M. cannot 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 3:20 P.M. Please make every effort to pick up requested work. Students (or parents) should check RenWeb and call a classmate for the homework missed when absent.

### **PROCEDURES REGARDING ABSENCES AND LATE ARRIVALS**

- If a child is absent, parents must call the school office before 9:00 a.m. to inform the administration of the nature of the absence.
- A written excuse will be required from parents after a student's absence. **A note from the physician is required when the child has been absent 3 days or more.**

### **APPOINTMENTS AND EARLY RELEASE**

Doctor, dentist, 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 Appointments**

A note should be sent with the student to the homeroom teacher if the child is to leave early for a doctor, dental, or any other excused appointments, which has been approved by the principal. Parents should sign the student out in the school office.

### **Unexcused Early Release**

Students will have an unexcused early release for reasons unrelated to doctor, dental, or other excused appointments. St. John the Apostle Catholic School will not give early release for tutorial lessons, therapy, music lessons, vacation, sport events, etc.

### **TARDINESS**

Teaching children to be on time starts very early. When they arrive on time and are picked up on time, children are learning life long skills. Students should arrive at least by 7:45 A.M. so that they can begin promptly. Parents, please cooperate with your child's education by ensuring punctuality. Absence and tardiness interfere greatly with student progress, and tardiness, in particular, causes classroom disruptions.

Students arriving after 7:55 A.M. are considered tardy. Tardy students in grades PreK – 8 should 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 give these slips to their homeroom teachers at the first available opportunity, but they should go to their scheduled class after checking in at the office.

### **Excused Tardiness**

Tardiness to school will be excused for the following reasons:

- Court appearance (parent note and court notice required)
- Car accident
- Doctor/Dentist appointment (doctor's note required)
- Extenuating circumstances with administrative approval

### **Unexcused Tardiness**

Oversleeping, car problems, and traffic are not usually excused. In cases of major traffic accidents by the school or excessively bad weather, the principal will announce to the faculty that students arriving a few minutes late to school will be not be considered tardy.

### **Consequences for Unexcused Tardiness**

Each student begins with a clean slate for tardies at the outset of each semester, even though tardies are listed cumulatively on the report card. Consequences will be given for tardies each semester.

#### 3 tardies

- Call, e-mail, or letter to parents

### 5 tardies

- Call, e-mail, or letter to parents
- Equals one day of absence and recorded on permanent record card

### 7 tardies

- Call, e-mail, or letter to parents
- Student in grades 2-8 serves Weekly Detention.
- 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.

**Students with detentions due to tardiness in both semesters may be ineligible to re-enroll.**

## **BACKPACKS**

Students may use backpacks **WITHOUT WHEELS** to carry their books to and from home. Because of safety concerns and lack of space in the classrooms, backpacks will NOT be used to and from classes. If a doctor prescribes a rolling backpack, the school must have a current prescription on file (updated yearly) and the student will be issued a special backpack tag for the rolling backpack. **Backpacks should be clearly marked with the student's name.**

## **BUILDINGS**

Students are expected to take pride in the physical setup of the school. It is our intention to keep the school buildings and grounds neat and clean. Students are reminded not to mark or deface any school property. Damage to any school property must be compensated.

## **CAFETERIA SERVICE**

An outside vendor, Educational Catering Inc., provides the cafeteria service. The students may purchase a debit card or they may buy their meal by the day. Students in PK will receive the full hot meal; students in grades K-1 have the choice of a full hot meal with entrée substitution (if they wish) of peanut butter and jelly sandwich, grilled cheese sandwich or hot dog; students in grades 2-8 have the choice of a full hot lunch or a la carte - chicken sandwiches, hamburgers, corn dogs, baked potato, salad, and dessert. Students using the debit card are given a note or parents are notified by e-mail when \$5 remains on their ticket. Students may also bring their lunch (**no food purchased from a fast food restaurant will be permitted**). A meal ticket is a good idea as a back up for forgotten lunches or busy days.

Guests are kept to a minimum due to space and time. Parents, grandparents, out of town visitors, and alumni are welcome and must sign in at the office to obtain a visitor's pass prior to entering the cafeteria. **Visitors should not bring in fast food for students.**

## **CALENDAR OF EVENTS**

A calendar of events is provided in the Thursday folder and on the website. Consult this calendar for special events and changes in the daily program.

## **CARPOOL PROCEDURES AND SCHOOL HOURS**

### **Traffic Plan**

Parents/guardians are asked to cooperate with the traffic plan designed for the safety of the students. Parents are requested to follow the flow of the traffic plan and to park in designated school parking lots when conducting school business. If **you** do not follow this plan, you may be putting **your** child's safety in jeopardy. **Due to construction the carpool procedures outlined below may change.** Carpool procedure updates will be available at the Meet the Teacher/Info Fair Night and as needed.

**Classrooms open at 7:45 A.M.** and classes begin promptly at 7:55 A.M. School supervision begins at 7:30 a.m. and ends at 3:35 p.m. Please deliver and pick your child up on time. Students should arrive no earlier than 7:30 A.M. Before School Care from 7:00 A.M. to 7:45 A.M. and After School Care are offered through the Parish. Call 817-595-2654 for information. All students left after 3:35 p.m. will be taken to the school office to call home. At 4:00 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 the day. 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**                      Pre-K - 8.....7:30 A.M. - 7:45 A.M.

### **Dismissal Times:**

PK - Grade 4.....3:11 P.M.  
Grades 5 - 8 ..... 3:20 P.M.  
Multi-Grade Level.....3:20 P.M.

### **Arrival Procedures**

- Students may be dropped off and will be supervised at the gym from 7:30 – 7:45 A.M. Do **NOT** let students wait outside classrooms before 7:45 A.M.
- Enter the drive adjacent to the school from Ruth Road or from the church parking lot.
- All discharging of passengers should be on the right-hand curb of the drive and heading east.
- After 7:45 A.M. students will be dropped off along the drive and proceed to their classrooms. If it is raining, please drop off students along the drive by the canopied walkways so they do not get wet.
- **Parents should continue to move forward along the carpool line and drop their children off as close to the third grade crosswalk as possible. Cars SHOULD NOT stop in the middle of the line to let children out, even though stopping by the gym or Upper School classrooms may be closer to the child(ren)'s rooms. If there is a gap in the carpool line, parents should continue to move their cars forward, closing the gap, and let their children out by the third grade crosswalk.**

- *Maps of carpool traffic patterns will be distributed at the beginning of the year at Meet the Teacher/Info Fair Night and in the first Thursday packet. Extra copies will also be available in the school office.*
- In the morning **DO NOT PARK** along the drive to walk a child to class. If you need to walk your child to class, *park in the designated area adjacent to the gym and cross at the crosswalk, which will be monitored from 7:30 – 7:45 A.M. This crosswalk (#1 on the carpool map) will not be open after 7:45 A.M.*
- *Crosswalk #3 (at the eastern end of the drive by the third grade classrooms) will be monitored from 7:45 – 8:00 A.M. daily. If you arrive after 7:45 and walk your child to class from the designated area adjacent to the gym, you and your child(ren) MUST use the crosswalk by the third grade classrooms.*
- Students may **NOT** be dropped off in the Teachers' Parking Lot.
- **DO NOT PARK IN THE TEACHERS' PARKING LOT AND/OR DROP OFF STUDENTS IN THIS LOT.**

### **Afternoon Dismissal and Pick Up Procedures**

- **4K - Grade 4** Enter the church parking lot **from Ruth Road (DO NOT ENTER FROM GLENVIEW)** and proceed in two lines along the back side of the parking lot (leave room for a third line directly adjacent to the grass). The lines should turn down the center rows toward the school buildings and stop between the SJS Marquee sign and gym. Have your name card visible on the right hand side of your dashboard. At 3:11 P.M. you will be directed to move up the driveway toward the Kindergarten building, pick up the child(ren) in your car(pool) and exit at Frawley Dr. **DO NOT ARRIVE AFTER 3:20 OR YOU WILL BE IN LINE WITH THE MULTI-AGE PICK-UP LINES.**
- **UPPER SCHOOL EXPRESS** (2 or fewer students from grades 5 - 8 in one car)  
Enter the car pool line from Ruth Road. Stay in the left hand lane adjacent to the grass field. At 3:20 P.M. as the line moves, you may proceed straight down the soccer field curb, pick up your 5th - 8th grader(s) at the playground area, and move to the exiting lane to Frawley Drive.
- **CAR POOLS** (picking up multiple students in various grades)  
Enter the church parking lot **from Ruth Road (DO NOT ENTER FROM GLENVIEW)** and proceed in two lines along the back side of the parking lot (leave room for a third line directly adjacent to the grass). The lines should turn down the center rows toward the school buildings and stop between the SJS Marquee sign and gym. At 3:20 P.M. or as the car line moves, you will be directed to move up the driveway toward the Kindergarten building, pick up the child(ren) in your car(pool) and exit at Frawley Dr. **IF YOU ARRIVE BEFORE 3:20 AND YOUR CHILD(REN) ARE NOT DISMISSED YET, YOU WILL BE ASKED TO GO AROUND THE BLOCK AND GET IN LINE AGAIN.**
- Crosswalk #2 will be monitored from 3:20 – 3:35 P.M. Students in 5 – 8 Express will use this crosswalk.
- Please respect teachers' need to supervise students. Refrain from engaging them in conversation during dismissal.
- All vehicles **MUST** display visor name card when picking students up at dismissal.
- No student will be dismissed from campus to limousines.
- **DO NOT PARK IN THE TEACHERS' PARKING LOT AND WALK TO PICK UP STUDENTS. DO NOT ENTER THE TEACHERS' PARKING LOT AFTER 3:05. IF YOU HAVE BUSINESS WITH THE OFFICE AFTER 3:00, PLEASE PARK IN THE FORMATION CENTER PARKING LOT.**

### **CHANGE OF ADDRESS, TELEPHONE NUMBERS, OR E-MAIL**

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.

## **CHANGE OF CLASS**

For both courtesy and safety, students should be in single file and should stay to the right. Primary students should walk with their hands behind their backs and "with a bubble in their mouths" to keep from disturbing other classes with unnecessary talking. The older students carry their books to each class. In order not to block hallways and sidewalks, they, too, should walk quietly in single file and stay to the right when changing classes. When traveling through doorways, the first student to reach the door should hold the door open for the rest of the class. During change of class, Upper School students are permitted to get a drink and go to the restroom. Students remaining in the classroom should be in proper decorum. Going to lockers is allowed **ONLY** at certain times, not between every class, so Upper School students need to be sure that they have all their books and supplies needed for the required classes. An Upper School student who enters a classroom for instruction after the beginning bell of the class is **TARDY**.

## **CONFERENCES**

Conferences with the principal should be arranged by appointment through the school office. Conferences with the assistant principal or teachers are by appointment and should be scheduled by leaving a message on voice mail or e-mail. Teacher voice mail extensions and e-mail addresses can be found in the School Directory and on the SJS website.

## **COMMUNICATION**

### **E-MAIL AND VOICE MAIL**

Teachers' school e-mail addresses and voice mail extensions are listed on the St. John the Apostle Catholic School Website and in the School Directory. Some teachers prefer that you contact them by e-mail, and others prefer contact by telephone voice mail. Please check with the individual teacher about the most convenient method of contact.

### **FAMILY ENVELOPE AND OTHER FORMS OF COMMUNICATION**

In order to facilitate communication and to keep the parents informed of the happenings at school, St. John the Apostle uses the following:

- Family envelope
- Weekly *FYI* newsletter
- Monthly *The Eagle* newsletter
- St. John the Apostle Catholic School Website - [www.stjs.org](http://www.stjs.org).
- RenWeb

- E-mail through RenWeb
- Meet the Teacher/Info Fair, Great Expectations, and Open Houses
- School Advisory Council and Home and School Meetings

All **office** correspondence (FYI's, flyers, the *Eagle* newsletter, SCRIP orders, etc.) will be sent home in a "Family Envelope." Progress reports and report cards will probably be e-mailed.

- The envelope will go home every Thursday with the Oldest/Only Child.
- When you receive the envelope, look through all the papers.
- If anything needs to be returned to the office, just place what needs to be returned in the envelope, initial the envelope, and send it to school on Friday with your child.
- If nothing needs to be returned, just initial the envelope and send it to school with your child on Friday.
- It is very important that your envelope be returned every Friday. After three notices of a missing envelope, an adult will have to stop by the school office to pick up the family's office information (FYI, flyers, the *Eagle* newsletter, progress reports, report cards, etc.).
- If your family envelope is lost or misplaced, the cost to replace it is \$1.00.
- If you would like to volunteer to help stuff the envelopes or have any questions, please contact the school office at 817-284-2228.

### **TELEPHONE**

- Telephone calls may be made to the school office at 817-284-2228 between 7:45 A.M. and 3:00 P.M. Messages of an urgent nature will be delivered to the students. The office is not open on Saturdays, Sundays, or holidays.
- 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 office phone or, with Mrs. Holley's permission, the phone in the gym office.

### **COMPUTER ETHICS FOR ALL STUDENTS**

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.

### **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 floppy disks, 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.

### 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
- Avoid blog sites, such as MySpace, Xanga, LiveJournal, Friendster, etc.
- 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

## **CONDUCT AND DISCIPLINE**

Realizing that self-control is essential to good classroom order and to effective education, St. John the Apostle Catholic School expects from students a sense of responsibility for their own behavior and provides a supportive process for helping the students achieve self-discipline. Discipline policies set consistent, firm, and reasonable limits for behavior. To assist students in the process of achieving self-discipline, the faculty emphasizes the principles of conduct: respect, reverence, and responsibility.

The primary purpose of St. John the Apostle Catholic School is to prepare students to live effectively in the present as Christian young people and in the future as Christian adults. Consequently, the academic and spiritual development of students takes the primary position in relation to all other school programs and activities.

### **CODE OF CONDUCT**

The following five standards of conduct are offered as guidelines to the development of responsible, civic-minded, Christian students.

1. Exercise self-control.
  - Use courteous language.
  - Resolve conflicts in a mature manner.
  - Be appropriately dressed and groomed, and otherwise comply with the school's uniform policies.
  - Be honest.
  - Make ethical and morally responsible choices.
2. Demonstrate a positive attitude.
  - Take a leadership role.
  - Be polite.
  - Be cooperative.
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.

## **CONDUCT IN PUBLIC PLACES**

The people of the Northeast Tarrant County area, North Richland Hills, and Fort Worth look to St. John the Apostle Catholic School students to conduct themselves in public places as an indicator of the education they are receiving at St. John the Apostle Catholic School. Therefore, it is their duty to conduct themselves in an appropriate and well-behaved manner at all times.

## **SJS CODE OF RESPECT**

The SJS Code of Respect is a contract that records students' commitment to promote respect, consideration, and kindness towards others at SJS. It requires that students not isolate, threaten, harm, hurtfully tease, exclude, insult, or mock their peers. It is acknowledged that repetitive incidences of this type of behavior lead to an uncomfortable school climate and even, in some extreme cases, bullying. SJS is committed to establishing the very best environment for students to grow physically, academically, and spiritually.

## **SJS HONOR CODE**

### **Preamble**

The SJS Honor Code is intended to promote an atmosphere of trust and fairness in the classroom. St. John students who pledge are bound by honor to abide by the code and are expected to evidence a high standard of personal conduct as outlined below.

### **Code**

I agree not to give or receive unauthorized, dishonest assistance inside or outside the classroom on any homework, projects, classwork, or tests. All assignments presented will be my own. I agree not to plagiarize. Plagiarism includes the word-for-word repetition, without acknowledgement, of the writing of another author. Plagiarism includes the use of information on the Internet without proper acknowledgment.

### **Pledge**

I understand the SJS Honor Code and pledge to follow it. I understand that I will be held responsible for any violations of the Honor Code

The SJS Code of Respect and the SJS Honor Code are explained at the first Upper School Assembly to address the guidelines found in the *Parent/Student Handbook*. Students sign the contract in the presence of their homeroom teachers, and it is kept on file in the counselor's office. The Codes are explained to Lower School students in individual classrooms in an age-appropriate manner. See the Appendix for a copy of these Codes.

## **ACTIONS AND CONSEQUENCES OF CONDUCT**

## **Academic and Behavioral Awards and Honors**

Students who take their academic and behavioral responsibilities seriously and achieve superior grades and conduct will be recognized with appropriate awards and honors:

- Students (grades 3-8) who achieve all A's (excluding penmanship) will be placed on the "A Honor Roll---Principal's Honor Roll."
- Students (grades 3-8) who achieve no grade lower than a B (excluding penmanship) will be placed on the "A/B Honor Roll---Honor Roll."
- Students in the Lower School will be recognized for progress and effort at the end of each quarter and at other times at the discretion of the classroom teacher.
- Students in the Lower School will be recognized for outstanding conduct in various ways at the discretion of the classroom teacher.
- Students in the Upper School will be recognized at a quarterly Honors Assembly for achievement of Principal's Honor Roll, Honor Roll, Perfect Attendance (no absences or tardies), and/or Exemplary Conduct (no infractions or other more serious disciplinary measures) for the period of that quarter. An Out of Uniform Day will be given to those students who receive one infraction or less during the marking period (every 4.5 weeks).

## **Academic Consequences**

Students who choose not to fulfill the academic expectations of SJS also choose penalties:

- **Lower School (Grades K - 4)**
  - Failure to turn in homework or projects on the assigned due date may result in a grade deduction, academic detention, and/or a disciplinary consequence.
- **Upper School (Grades 5 - 8)**
  - Failure to turn in homework or projects on the assigned due date will result in a grade deduction, a zero for the assignment, and/or academic detention.
  - Students who engage in any form of academic dishonesty (cheating, copying homework or giving one's own work to another to be copied, submitting another's work under one's own name, plagiarism, forging a parent's signature, or giving or receiving information during a test or quiz) will receive a zero for the assignment. Students may also receive an automatic detention for the offense. Students who engage in an academically dishonest manner more than once during the year may be suspended.

## **Behavioral Consequences**

Students who choose to violate School Rules and engage in misconduct, and thus detract from the community, also choose to accept disciplinary consequences.

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. It is the training that develops self-control, character, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people. Therefore, any infraction which would result in a breakdown of this atmosphere will be handled by school authorities with action appropriate to the situation. Students of St. John the Apostle Catholic School are to have respect and courtesy for all persons and for all property.

## **DISCIPLINARY GUIDELINES**

Disciplinary action is designed not only to correct misconduct, but also to encourage and motivate students to become responsible citizens of the school community. To that end, the teachers and administrators use their professional judgment to determine appropriate disciplinary action based on the following:

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

### **DISCIPLINARY MEASURES**

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
- Lowering of the conduct grade in a class
- Infractions
- Detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)
- Expulsion

### **CONDUCT GUIDELINES (PK - K - GRADE 1)**

Simple conduct guidelines are posted in the classrooms. These include the following:

- Be a friend to everyone.
- Keep hands and body to oneself.
- Take care of school property.
- Use indoor voices and walk quietly.
- Listen and follow the directions of the teacher.
- Sit properly.

The discipline policy for PreK, kindergarten, and Grade 1 involves the following guidelines and consequences. Below is the discipline policy for PreK, kindergarten, Grade 1.

### **PreK, Kindergarten, and Grade 1 Discipline Policy and Disciplinary Consequences**

The discipline policy for PK – Grade 1 involves a daily review of the rules that the children are to follow. If a pattern of misbehavior develops, a note will go home. If necessary, a meeting will be held between parent/teacher and the principal (if needed) to set up a behavior modification plan for the student. This is an agreement that the teachers fill out each day detailing the child's behavior. It will go home daily so the parent can also monitor the child's behavior. This step will continue as long as necessary.

### **DISCIPLINARY INFRACTION PROGRAM (GRADES 2 - 8)**

## **Lower School**

Students in Grades 2 - 4 are expected to follow the conduct guidelines listed in the Code of Conduct. Students in these grades will have a Behavior Box for each day at the top of the page in their Assignment Books. Not following these guidelines results in infractions. The conduct guidelines for behavior have been streamlined in the Assignment Book as follows:

1. Avoids unnecessary talking
2. Acts courteously
3. Follows directions promptly
4. Comes to class prepared (supplies and books)
5. Wears proper attire

Infractions will be noted in the Behavior Box of the day when the infraction is committed. The assignment books go home with the child daily. Parents need to sign the assignment books daily or weekly depending on the request of the teacher. Most detentions are based on the week's conduct. Parents may also be notified of their child's disciplinary issues by e-mail through RenWeb.

## **Upper School**

Students in Grades 5 - 8 are expected to follow the conduct guidelines listed in the Code of Conduct. Not following these guidelines results in infractions. In Grades 5 - 8, each teacher has a Discipline Roster, which students sign for Level One violations. Discipline Rosters are turned in to the Principal at the end of each week, and detention letters, if needed, are sent home on Monday or an e-mail notifying parents is sent. Parents of Upper School students are always welcome to call the Principal to receive an overall or weekly report of their child's conduct. Parents may also be notified of their child's disciplinary issues by e-mail through RenWeb. Specific conduct questions should be addressed to the respective teachers.

## **LEVEL ONE**

Students in Grades 2 - 8 will be asked to sign a Discipline Roster (Grades 5 - 8) or Behavior Box in the Assignment Book (Grades 2 - 4) for the following infractions. Three or more sign-ups on any roster or folder in a given week will result in the student's serving detention on the following Tuesday after school from 3:10 - 4:00 for students in Grades 2 - 4 or from 3:15 - 4:30 for students in Grades 5 - 8. A detention notice will be sent home or e-mailed to notify the parent of the detention. The notice must be signed and returned to the Principal or homeroom teacher the next day.

### **Level One Infractions:**

- Violation of uniform or dress code/personal grooming in class
- Chewing gum/candy
- Tardy to class
- Misbehavior (not abusive or threatening)
  - Disrupting classroom instruction
  - Excessive talking/noise
  - Disregarding teacher's instructions (includes student cell-phone ringing)
  - Inappropriate physical conduct/language/horseplay
  - Misbehavior in church, cafeteria, playground, hallways, restrooms, common areas
- Writing/passing notes
- Unprepared for class (books, pens, other materials)

- Rudeness

## **LEVEL TWO**

The teacher will fill out a Discipline Referral for each of the following Level Two infractions and submit this to an administrator. A conference may be held between the student and the administrator. **A minimum of one detention will result.** The teacher or administrator will notify the student's parents of the detention to be served on the following Tuesday.

### **Level Two Infractions:**

- Disobedience/answering back
- Dishonesty/cheating/lying
- Use of cell phone, iPod, or MP3 player during class
- Bullying
- Leaving school grounds without permission
- Vulgarity/profanity
- Disrespect toward school personnel or person in authority
- Verbal or physical abuse of a fellow student
- Refusal to sign the discipline roster
- Repeated or flagrant violations of Level One infractions
- First violation of computer ethics policy (See "Computer Ethics" section.)
- Any other behavior which the administration considers serious

## **LEVEL THREE**

Violation of a Level Three infraction means the student is subject to immediate suspension (ISS: in-school or OSS: out-of-school). Suspension, whether internal or external, is determined by an administrator. Students may be given up to three days' suspension. Efforts will be made to notify a parent before a student is suspended. However, parents may not be notified of the decision to remove a student from class before removal occurs if the administration deems the action to be immediately necessary.

During an in-school suspension the student must complete all assigned work and take all assigned quizzes and tests. The student will receive academic credit for the work/quizzes/tests completed while serving an in-school suspension. Students serving an out-of-school suspension must also complete all assigned school work, quizzes, and tests; however, the student will receive a grade of zero for all quizzes and tests missed during the suspension.

While a student is suspended, he or she may not participate in or attend any extracurricular activities. A student may be suspended without having served any detentions. Parents must accompany the student to school following an out-of-school suspension for a re-admittance conference with the Principal.

Students who are suspended may be placed on Disciplinary Probation, and serious consideration will be given to his or her continuance at St. John the Apostle Catholic School.

### **Level Three Infractions:**

- Repeated and willful disobedience and disrespect, arguing with faculty, staff, or school/church personnel

- Vandalism or destruction of property
- Fighting/injury to self or others
- Flagrant use of cell phone, iPod or MP3 player during class
- Threats/intimidation of others/harassment/encouragement of violence
- Inappropriate magazines, books, CD's, or tapes
- Stealing
- Smoking, possession, transmission, or use of any type of tobacco substances
- Making statements or joining activities, whether on or off school grounds, that are perceived to be detrimental to the school
- Second violation of computer ethics policy (See "Computer Ethics" section.)
- Any other behavior which the administration considers serious

#### **LEVEL FOUR**

To ensure the safety and security of all members of the community, violation of a Level Four infraction means the student is subject to immediate separation from St. John the Apostle Catholic School.

##### **Level Four Infractions**

- Knowing and willful possession, transmission, or use of illegal drugs on school campus, on/or during related functions
- Knowing and willful possession, transmission, or use of a weapon of any kind on school campus, on/or during related functions
- Knowing and willful possession, transmission, or use of alcohol on school campus, on/or during related functions
- Injury to self or others of a serious nature
- Threats/intimidation of others/harassment/encouragement of violence
- Third violation of computer ethics policy (See "Computer Ethics" section.)
- Any other behavior which the principal, in consultation with the pastor, considers serious and detrimental to the safety/security/welfare of the school

In the case of expulsion, students are dismissed from the school and no longer able to attend or be readmitted to St. John the Apostle Catholic School. Expulsions may be used in the event of any single serious offense or a series of repeated offenses, which in the judgment of the principal constitute chronic and/or incorrigible conduct, behavior, or habits.

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

**Pay/Replacement Plan:** 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
- Lost report cards, texts, workbooks.

## **OVERALL DISCIPLINARY CONSEQUENCES**

- 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 liable for expulsion.

## **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 or comments, slurs or 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.

Any student or teacher 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 accusing person, and any witnesses. The principal will render a decision within thirty days of receiving the complaint.

## **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 or 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 or 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 or 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.

### **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.**

### **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, mediation or conciliation process of the Diocese.

### **SCHOOL - HOME PARTNERSHIP**

As members of a Christian community, St. John the Apostle Catholic School expects the very highest standards of conduct and courtesy of both students and their parents as well. Any student who does not abide by the school rules and regulations, or whose conduct is such that the learning process or behavior of the other students is adversely affected, may lose privileges, receive infractions or extra written assignments, confer with the teacher and/or administration, or receive a detention. He or she may also be suspended, expelled, or asked to withdraw from school. These same standards apply to parents as well, and parental behavior may result in suspension or expulsion of the parents' child(ren), separate and apart from the child's conduct.

Parents and teachers must be in a partnership for the school to successfully educate the students who are enrolled.

- The parent can expect to be treated with respect at all times and to have access to teachers and administration at mutually convenient times when concerns arise.
- Teachers and administrators can expect to be treated with respect at all times and to have access to parents at mutually convenient times when concerns arise.
- Parents who have a concern should first contact the teacher directly. If a satisfactory solution is not reached, then a three-way conference of parent-teacher-principal/assistant principal will be scheduled. The student will be involved in most conferences and problem-solving decisions. This will enable the student to take ownership of his/her education and choices. **A strong, cooperative partnership between home and school is an essential ingredient in effective education.**

## **CONFIDENTIALITY**

Teachers will keep confidential information entrusted to them as long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

## **COUNSELING**

The school has on staff a school counselor who has a Bachelor's Degree in Psychology with an emphasis in Child Development and who meets TCCED requirements for a school counselor. The school counselor's role involves interactions with students, groups of students, faculty, and parents in order to respond to and address the social, emotional, physical, spiritual, and educational needs and development of students. The school counselor may provide guidance activities for groups of students. The counselor is available to speak to students at the request of the student, parent, or administrator at certain times during the school day and before or after school by appointment. All conversations with the school counselor are confidential unless they involve someone's health or safety.

Professional counseling services are available through Catholic Charities. Parents may seek services as a family or for their children by calling 817-560-3300 and requesting an appointment. There are other private counseling services in our area that may be utilized should the need arise, and the principal also has a list of certified counselors in the Metroplex.

## **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 there is to be no information 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.

## **DIRECTORY**

A directory of all families is available from St. John the Apostle Catholic School.

## **ELECTRONIC COMMUNICATION---RENWEB**

RenWeb is a technological communications and school data management tool that allows teachers to post class homework, announcements, and individual student grades. Teachers will post class homework each week, and teachers in grades 2-8 will post grades on a regular basis. Parents will have access ONLY to their own child's grades. RenWeb is **ONLY** a guideline tool. All homework will be issued by the teacher to the students during class, and the homework posted on RenWeb is subject to change. The instructions for how to log on to RenWeb can be found on the school website or from the school administrative assistant.

## **EDUCATIONAL SUPPORT PROGRAM**

The Educational Support Program is an idea conceived in 1980 as a means of establishing a long-term financial base to provide for capital improvements. It also was 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 working together can make a difference.

### **Educational Support Guidelines**

A family's Educational Support Program commitment for the 2009-2010 school year is either a \$250 payment, forty hours of an approved service activity, or a combination of these two options. All parents of students in PK-5 day through 8th grade are expected to participate.

#### **The \$250 commitment:**

- Monetary payment to the Endowment Fund must be paid to the school bookkeeper by December 31.
- A monthly payment plan can be arranged by contacting the school bookkeeper.
- Parents of eighth graders with no other children in St. John School must pay \$50.00 per month from August through December. A family with at least eight commitment hours worked before August and completing an additional eight hours per month will not be charged the \$50.00 per month.

#### **Commitment Hours**

- The Educational Support Program Coordinator of Commitment Hours is Barb Krueger, 817-590-4574.
- Only jobs on the approved hours list will be credited toward a family's annual commitment. These hours are for services for which the school would normally have to pay.
- All volunteers who work on the school campus when children are present **MUST** have taken the *Keeping Children, Youth, and Vulnerable Adults Safe* workshop. These workshops are required by the Bishop and Diocese of Fort Worth ([www.fwdioc.org](http://www.fwdioc.org)) and are offered throughout the year in various locations. Please check with the school office or the Diocesan website for available times and locations.
- **Parents may NOT bring their younger children when they are volunteering due to health and safety regulations.**
- Payment or hours worked must be completed by April 30. It is always the parents' responsibility to contact the Coordinator of Commitment Hours to complete their hours from the jobs available. No one under 18 years of age may work commitment hours.
- Penalties:
  - If a family fails to complete the promised hours or pay the difference, the child will be viewed as NOT registered for the next school year.
  - If a family fails to work a job which has been assigned, neglects to give 48 hours

notice or get a replacement, a penalty will be subtracted from that family's hours already earned. The family will be notified in writing of this penalty.

- A family's Educational Support Program Commitment that is delinquent in mid-May will be notified by letter or e-mail. Commitments not completed may be the basis for refusal to transfer any student's transcript or records.
- A maximum of ten hours per family may be earned prior to May 1 and credited toward the following year's commitment.

**APPROVED HOURS OF SERVICE FOR DEVELOPMENT:  
EDUCATIONAL SUPPORT PROGRAM (ESP)  
2009-2010**

| SCHOOL JOB   | HOURS      | SCHOOL JOB                                | HOURS   |
|--|------------|---|---------|
| <b>Cafeteria:</b>  |            | <b>Lawn Care:</b>                         |         |
| Worker.....Actual  |            | Adopt-A-Spot/Mowing/Trimming..40 Hrs.     |         |
| <b>Coach: .....</b> 40 Hrs.  |            | <b>Laundry:</b>                           |         |
| Basketball   | Baseball   | Nurses .....                              | Actual  |
| Soccer   | Softball   | Cafeteria.....                            | 40 Hrs. |
| Track  | Volleyball |   |         |
| Cheerleading   |            |   |         |
| Assistant Coach .....  | 20 Hrs.    |   |         |
| <b>Copying:.....</b> Actual  |            | <b>Library Help: .....</b> Actual         |         |
| <b>Field Trip Drivers.....</b> Actual                                  |            | <b>PreK Daily Snacks:</b>                 |         |
| (Minimum liability \$100,000.00/\$300,000.00/<br>\$25,000.00 required) |            | Coordinator .....                         | 40 Hrs. |
| <b>Fund Raising:</b>   |            | <b>Summer Work.....</b> Actual            |         |
| <b>Auction and/or Golf Tournament:</b>                                 |            |   |         |
| Chairperson .....  | 40 Hrs.    | <b>Technology Workers .....</b> Actual    |         |
| Co-Chair .....   | 20 Hrs.    |   |         |
| Worker.....  | Actual     | <b>Family Envelopes:</b>                  |         |
| Campbell Soup Label Coord. 40 Hrs.                                     |            | Coordinator.....                          | 40 Hrs. |
| <b>Sports Fund Raising: (per S. Holley)</b>                            |            | Workers.....                              | Actual  |
| Sports Banquet.....  | 40/20 Hrs. |   |         |
| Track Meet Timers.....   | Actual     |   |         |
| <b>Home and School Officers</b>  |            | <b>Pre-Approved Projects .....</b> Actual |         |
| President.....   | 40 Hrs.    | (Determined by the Development Committee) |         |
| All other officers.....  | 20 Hrs.    |   |         |

**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. Home and School officers
2. "Actual" hours must be logged in and out on "Volunteer Hours Sign-In Sheet" located in the School Office.
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 2009 are credited to the 2009-2010 school year.

4. All parents/guardians of students in PK 5 day - Grade 8 are expected to participate.

## **ELECTRONIC DEVICES AND CELL PHONES**

Students are not allowed to possess on campus electronic devices such as radios, beepers, compact disc players, Ipods, MP3 players, etc. 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 back pack during school hours.**
- If the cell phone rings during school hours, the student will receive an automatic infraction for disregarding teacher's instructions (Level 1---Infraction 4b).
- 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 phone. The student may lose the privilege of having the cell phone at school.
- Students using cell phones, IPods, or MP3 players (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 pick them up.
- The school is not responsible for any lost or damaged cell phones or electronic devices.

## **EMERGENCY SCHOOL CLOSINGS**

### **INCLEMENT WEATHER**

During the winter months, school closing or late opening time announcements will be on Channel 5 TV / 4 TV. A message will be left on the school answering system and, if possible, on the school website. 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. Please use discretion and good judgment on whether to come to school in bad weather.

### **OTHER EMERGENCIES**

If the school closes for any other reason, the homeroom parents assigned to each homeroom will call each family in their respective homerooms to inform the families of the closing.

## **EVERYDAY WAYS TO HELP ST. JOHN THE APOSTLE SCHOOL**

**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!

**Campbell's Soup Labels for Education**-Save Campbell's soup & product labels. Students may turn the labels in to their homeroom teacher.

### **Grocery Stores-**

- Kroger-Refillable Kroger cards are available in the school office free of charge. Kroger will donate up to 5% of your total monthly purchases for gas or groceries to SJS.

- **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 supplies!!

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

**Stretchy Book Covers**-This is a continuing fundraiser provided by our Home & School Association. The book covers are made of durable fabric that stretches to fit our text books. They protect the books better than paper and are easier to use! They may be purchased at the school office for \$4 each or 6 for \$20.

**Recycling**-You may recycle newspaper, magazines, shopping catalogs, mail, office paper, computer, posters, folders, fax paper & envelopes with & without windows. Profit is based on weight. The Knights have two recycling dumpsters (one in the church parking lot and one by the Formation Center office).

**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 300 families use SCRIP grocery shopping & average \$100 weekly, we would raise over \$30,000 for SJS just grocery shopping!! Plus for every dollar of SCRIP you purchase, you receive a 2% credit toward your tuition!!!

***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 delivery in the Family Envelope (you **must** sign the release authorization on the bottom of the order form to receive SCRIP in your Family Envelope).

OR

- Purchase from our inventory in the school office. Specially marked items are available in the office.

OR

- Order SCRIP online. Directions can be found on the school website under “Support SJS/Programs/SCRIP.”

If you have further questions or need assistance, please call Mary Kelly at 817-284-2228.

**EXTRACURRICULAR PROGRAMS**

**SPORTS PROGRAM**

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, and the individual pursuit for excellence. In that sense, 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 two weeks following the failing report, and if the student is passing all subjects at this time, eligibility can 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 between student, parent, coach, and administration.

### **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.

### **CHEERLEADING**

Cheerleading is under the auspices of the sports program of the school, and interested students in grades 6, 7, and 8 may participate. Cheerleading is subject to the policies and eligibility requirements of the sports program. The students who participate support our sports' teams with cheers and sometimes with refreshments. At times, the cheerleaders may work as a group to defray the cost of their participation and to support programs of the school.

### **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 takes care of the school's flags, 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.

### **NATIONAL JUNIOR HONOR SOCIETY**

The Monsignor Charles King Chapter of the National Junior Honor Society 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 a cumulative scholastic average of 95%. Students meeting this requirement are asked to submit a nominee application exhibiting the following characteristics: leadership, citizenship, character and service, 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.

## **BAND**

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

## **CHOIR**

Students have the opportunity to participate in the choir in grades 4 - 8. By being a member of the choir, students accept all the commitments the choir accepts within the parish community.

## **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. The teachers may request trips if they believe that a particular opportunity will greatly enhance the student learning. 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. A form is included in this handbook in the Appendix in the event that your child does not get the signed form turned in on time. You may fill in this form and fax the signed form to the school office. The FAX number is 817-284-1800.

Transportation for field trips is either by bus or by volunteer drivers. Parents driving on field trips must meet Diocesan Insurance Requirements, have taken the *Keeping Children, Youth, and Vulnerable Adults Safe* workshop, and have a Diocesan Form on file in the school office. Per Diocesan Policy, a copy of current insurance registration card and driver's license are required. Parent chaperones also must have taken the *Keeping Children, Youth, and Vulnerable Adults Safe* workshop, and they should plan 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.

## **GRIEVANCE PROCEDURE**

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/Asst. 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 may model peacemaking with each other for our children.

## **HEALTH AND SAFETY**

In order that every child in school be protected from communicable disease and physically able to participate in the school programs, the Texas Department of Health has established minimum health requirements. Health and safety instructions and services shall be provided for all students in compliance with the guidelines of the State Health Department and other agencies. Each school must follow the regulations and guidelines in the TCCED Health Manual.

### **ACCIDENTS**

In the event that a student is seriously injured, the principal or the school nurse will contact a parent or contact person. If no one can be reached, 911 will be called. 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. An accident report must 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.

### **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

Child Abduction

Drugs/Alcohol on Campus

Hostage Situation

Infectious Disease

Stranger on Campus

Student Left at School

Threats (Bomb/Telephone)

Death on Campus

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.

**FIRE DRILLS/TORNADO DRILLS/SAFETY 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.

**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 each year to be completed **after June 1** 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 the school nurse, to handle illnesses and emergencies that arise during the school day. The child's condition will be assessed and he will be allowed to rest in the office for a brief period. However, if his condition does not improve such that he can return to class within one hour or if he has a temperature of or over 100 degrees, he will be sent home. **It is important that we have a current phone number for a parent or designated person who could 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 upon 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 is exhibiting any symptoms of illness or running any fever. If he has been ill, it is required that he be free of fever for 24 hours prior to returning to school. Also if he has missed more than three consecutive days due to illness, a note from your physician is required.

**Guidelines for Excluding Students from School (lice specifically)**

| <b>EXCLUSION GUIDELINES</b>                | <b>RETURN TO SCHOOL GUIDELINES</b> |
|--|------------------------------------|
| 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-infections |
| Earache                                      | Symptom free                                   |
| Pediculosis (head lice)                      | Nit free                                       |
| Other symptoms suggestive of acute illness   | Written physician release                      |

## IMMUNIZATIONS

A child will not be registered if he does not meet the Texas Health Department immunization requirements for students who attend school in the Diocese of Fort Worth. **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.** A copy of the **official Birth Certificate** is required for all new students in PreK, Kindergarten, and Grade 1. A hospital birth certificate is **not** acceptable.

## 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 by 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 to bring all medication to the clinic/office and to pick up unused medicine or it will be destroyed at the end of the school year. All medication must 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.

## PEST CONTROL

Texas state-regulated structural pest control regulations are followed when treating school for any type of pest control.

## SCREENINGS

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 will be done in the fall by a certified speech therapist who has contracted with the school to provide this service. 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. The speech therapist will be available two mornings a week on campus to provide contracted speech therapy or in-depth screening during the school day. 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.

### **LIBRARY, ACCELERATED READER, AND STAR READING**

St. John the Apostle Catholic School has a computerized library/media center that contains several thousand volumes and provides an extensive program of reading at all levels. Each class in grades PK - 5 has a regularly scheduled library period, during which story time, special projects, library and research skills, and reading are conducted. Grades 6 - 8 come to the library in conjunction with their literature and/or other classes. Additionally, the library is open for student use daily at 7:30 A.M. and until 4:00 P.M. on Mondays, Tuesdays, and Thursdays.

Each student in grades 1-8 is encouraged to make use of the school library. The maximum number of books that may be checked out at one time is two. Books must be returned and all overdue fines paid before other books may be checked out. There is a fine of 10 cents per day for overdue books. Fines are not assessed over weekends, during holidays, or in case of absence.

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.

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

### **ACCELERATED READER AND STAR READING**

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.

### **LOCKERS**

Student lockers in the Upper School are available for textbooks and school supplies that are required at that time. Lockers may not be decorated except for 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.

## **LOST AND FOUND**

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

## **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 join and to 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. Minutes from monthly meetings are posted in the school office and on the school website - [www.stjs.org](http://www.stjs.org). 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.

The Advisory Council does not:

- Discipline students
- Develop curriculum
- Approve instructional materials
- Hire/fire staff
- Write regulations
- Handle grievances

### **Members of the School Advisory Council:**

**Lawrence Aleman, Albin deLeon, Angelique Falcon, Mark Krueger, Jennifer Stephen, Sally Tice, Juan Valdez, and Heather Witkowski.**

## **RECESS AND OUTSIDE PLAY**

- Students are to stay away from Church buildings, sidewalks to the Church, school steps, cars and designated parking areas, Church grass, and the street. They should always be in view of the teacher(s) on duty in the school yard.
- All teachers are to be outside before the bell rings to line up and bring in their classes. Students are reminded to walk quietly (not run) to lines, into and out of buildings, etc.
- Students must get permission from recess personnel before going inside the building to restrooms, etc.
- Swings are for swinging straight only. There are to be no pulling on legs, no locking of

- legs or hands, and no more than one more than one person on a swing at a time.
- At all times, all students must **STOP** immediately when a **WHISTLE BLOWS** or the **BELL RINGS**.
  - No one is allowed on top of cross bars. At no time will there be any chicken fighting on cross bars for anyone. Only one person sits on the slide at a time, and students may not go down the slide head first.
  - Each grade has its own supply of equipment and is responsible for its collection at the end of recess.
  - Equipment is to be used for play and not for abusing others
  - NO ONE is allowed in the GYM or SCHOOL building during recess without permission.
  - Swings and courts must be shared equally among all grades at all times.
  - For the safety of all involved, students are to follow the guidelines set out by teachers and administration for recess.

## **RELIGIOUS FORMATION**

### **Formal Religion Program**

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 every year on every grade level. Lessons include ideas, suggestions, and additional background information, and connections to the *Catechism of the Catholic Church*, the *National Directory for Catechesis*, Catholic Social Teaching, liturgy tips, teaching tips, and special needs. This series offers a web site that can be used by parents, students, and teachers.

### **Prayer, Liturgical Programs, and Assemblies**

The students experience many kinds of prayer. Throughout the year we have classroom prayers and scripture readings. As a school, we attend weekly Mass, frequent prayer services, and monthly Benediction. During Advent and Lent, planned activities help students understand the liturgical meaning of the season and enable them to grow spiritually by becoming a part of the life of the Church. Grades 1 - 8 have the opportunity to plan and lead a liturgical service during the year.

All students are to be on their best behavior while attending Mass and other liturgical services. Courtesy is expected of all students during any assembly program, and students are always to give guests and speakers a respectful welcome.

### **Sacramental Programs**

The second grade program covers the doctrine necessary for the preparation of the student for the reception of the sacraments of Eucharist and Reconciliation. The School Liturgy Coordinator works with older students who have not yet received these sacraments. Students have the opportunity at school to receive the Eucharist at weekly Mass and Reconciliation during Advent and Lent. Eighth grade students receive formal preparation for the sacrament of Confirmation, which they may receive when they reach age 15.

## **Service**

Service is an integral part of the Religion Program. We support the Food Pantry, Baby World, and Diocesan missions with Mass collections. In addition, we actively support in many ways the Patzun mission in Guatemala. We also respond to special needs that arise during the school year.

## **SCHOOL GOVERNANCE AND RESPONSIBILITIES**

### **GENERAL INFORMATION**

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 for the school and . . .

- To interact with the local council as an ex-officio member
- To work closely with Pastor, Office of Faith Formation, and faculty to achieve a climate that fosters Christian growth and formation
- 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 administer all school programs, insuring compliance with regulatory bodies related at the local, state, and national level
- To oversee the efforts of special programs such as parent organizations and athletic programs
- To work with the Maintenance Engineer to insure a safe environment
- To interact with colleagues to insure the smooth operation of services
- To develop and manage the school budget along with the local School Advisory Council
- To interact with the community as a representative of St. John the Apostle Catholic School

### **ASSISTANT PRINCIPAL**

The Assistant Principal will assist the Principal in the administration of the school by

- Assisting the students in academic, social, and behavioral development
- Serving as an additional administrative contact for parents
- Helping to organize special events and activities to enhance instruction
- Serving as a resource to faculty for their continued development

## **SCHOOL HOURS**

### **REGULAR SCHOOL DAY HOURS**

Regular school hours are Monday through Friday, 7:55 A.M. to 3:20 P.M. for students in grades 5 - 8 and from 7:55 A.M. to 3:11 P.M. for students in PK - 4.

### **ARRIVAL TIMES**

Supervision of students begins at 7:30 A.M. at designated areas in the gym. Students should not arrive before 7:30 A.M.

### **EARLY DISMISSAL**

There are days throughout the school year when the school is dismissed early. Grades PK - 8 typically dismiss at 12:00 P.M. Lunch is not served on noon dismissal days. The exact times and days will be listed in the FYI.

### **SCHOOL OFFICE HOURS**

The school office is open from 7:30 A.M. until 4:00 P.M. on every school day. The office may close earlier on an early release day, however. Students and parents are not allowed entry to the classrooms or lockers on weekends or after 3:35 P.M., unless the student is in a scheduled tutorial.

## **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.

## **SMOKING ORDINANCE**

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

## **SOCIAL FUNCTIONS**

### **GENERAL INFORMATION**

Children of elementary age need continual guidance and help from their parents in developing social graces. Parents are encouraged to arrange opportunities for family gatherings and activities. Such activities encourage open communication and trust.

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

### **AFTER SCHOOL ACTIVITIES**

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

### **PARTIES**

- **Children's Parties (Birthdays) and Gift Giving:** No party invitations may be distributed at school. No gifts should be brought to school for individuals. This behavior creates disruption in the classrooms.
- **School Classroom Parties:** Christmas, Valentines, and End of Year parties are planned by the room parents. Expenses are part of your Home and School membership fee.

### **UPPER SCHOOL DANCES**

Dances will be offered for 7th and 8th graders, with dismissal by 10:00 P.M. Parents are asked to pick students up promptly after all activities. Sixth grade is permitted one dance at the end of the year.

## **SPECIAL PROGRAMS**

### **Honors Math**

This program is designed for qualifying students in Grades 7 - 8 who require an academic challenge in math. Honors Math courses include seventh grade accelerated pre-algebra and eighth grade algebra. Students must qualify for these courses based on a math placement test, overall grades, standardized test scores, work ethic, and teacher recommendation.

### **The Exploratory Program**

The Exploratory Program is a weekly program offered to students in the Upper School. This program offers a variety of elective, quarter-long mini-courses that allow students to explore various interests and curricular areas. Students choose which courses they wish to take each quarter. Exploratories are designed to be interesting, fun, informative, and non-graded. Exploratories are held during the school day each Wednesday for 45 minutes.

### **Junior Great Books**

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

**D.A.R.E.**, or Drug Abuse Resistance Education, is a nationally recognized program that is offered to fifth graders by the North Richland Hills Police Department. This program is held during science class once a week for eleven weeks.

### **The Guidance Program**

St. John the Apostle Catholic School provides a Christian morals-based guidance program to all

students in PK - 8. *Faith, Family, and Friends*, a National Catholic Education Association program, outlines the guidelines of the guidance program, which is taught by health and classroom teachers. The program helps students to know themselves better, to form positive relationships, to improve their decision-making skills, to use their abilities for their own happiness and for the good of others, to achieve self-direction and self-discipline, and to begin to see life and learning as an interconnected whole, aimed at loving God and serving neighbor.

### **Technology and Technology Policy**

We at St. John the Apostle Catholic School strive to prepare our students for their future, academically and beyond. Technology must certainly be a major component in that preparation. We have taken the necessary steps to ensure that all students have an opportunity to master the elements of technology they will need to have a productive future. We understand that technology should be one of the major tools by which students learn to manage the ever-increasing base of knowledge they will need to achieve success.

All students from first through eighth grade attend regularly scheduled computer literacy classes in our fully networked WINDOWS Ratliff Computer Lab. Students also have access to computers in the classrooms. Our library has been re-cataloged with an automated cataloging system, and presentation systems and/or televisions are being added to the classrooms to allow for platform teaching (teaching with the use of a multi-media presentation, such as Power Point or e-instruction). The school is networked, allowing for Faculty/Staff e-mail and supervised Internet access from every classroom and lab.

Forms stating appropriate use of school technology are handed out in the registration packets. A copy of the Acceptable Use Policy for Technology Agreement is also located in the Appendix of this Handbook. Student and parent/guardian signatures are required.

### **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.

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.

### **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.**

## **UNIFORM POLICIES AND DRESS CODE**

The Uniform Dress Code has been determined by the school administration and the parent advisory committee. **All** students are expected to fully comply. Uniforms are monitored on a regular basis, and rules will be enforced. Minor infractions will be handled in compliance with the discipline procedures stated in the student handbook. In the case of major infractions, parents will be called and asked to bring the necessary item.

### **REQUIRED UNIFORM**

The required school uniform components are listed below.

**The formal uniform is required to be worn on all Mass days and other days as specified by the principal. Each student must have a formal uniform. A formal uniform is described as follows:**

- Girls - Blouse, jumper/skirt and a sweater with the school insignia  
(On severe weather days, girls may wear long pants, and blouse with tie)
- Boys - Oxford shirt, tie, belt, pants and a sweater with the school insignia

Sweaters are required to be at school November through March and will always be worn to Mass during these months. Ties will be worn throughout the day by boys in the Upper School (girls - if pants are worn).

### **The daily proper uniform consists of the following:**

- Girls - Jumper/Skirt, tucked in blouse or  $\frac{3}{4}$  sleeve length overblouse (grades 6-8), walking shorts or long pants with belt, socks, shoes.
- Boys - Pants/Shorts, belt, tucked in shirt, socks, shoes.

Sweaters and/or sweatshirts will be worn as the temperature dictates and must be at school November through March. A jacket must be worn on days when temperature is 45 degrees or lower.

**The main components of the uniform must be purchased from Parker Uniform with the exception of the oxford cloth shirts.**

### **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) White 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
- 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, Wednesday, and Thursday only over the blouse
- 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 to be worn under jumpers/skirts, for PE class, and on days the uniform walking shorts/pants are not worn. Sweatgym shorts in an appropriate size are to be worn by girls in Grade 5 for PE class.
- 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. Shoes meeting SJS uniform specifications are available at Parker Uniform in Fort Worth (Oakland Street location). 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) White 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 be worn Monday, Tuesday, Wednesday, and Thursday **only** over the shirt
- 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. Shoes meeting SJS uniform specifications are available at Parker Uniform in Fort Worth (Oakland Street location). Shoes may be purchased elsewhere as long as they meet uniform specifications.

#### REGULATIONS REGARDING ACCESSORIES (GRADES K - 5)

- Belts Navy, black or brown 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 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.**

- 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 (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, Live Strong) 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 None allowed. Clear nail polish only.
- 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. The official sweater, the St. John fleece jacket, and the SJS sweatshirt may be worn in the classroom.

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 REQUIREMENTS (GRADES 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 3/4 sleeve length overblouse from Parker Uniforms.
- Polo Shirt (Optional) White 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)
  2. Navy blue cardigan
  3. Navy blue pullover vest
- 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, Wednesday, and Thursday **only** over the blouse

- 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. Sweatgym shorts in an appropriate size are to be worn for PE class.
- 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 and non-marking outsoles. Laces must be white. Shoes meeting SJS uniform specifications are available at Parker Uniform in Fort Worth (Oakland Street location). 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) White 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)
  2. Navy blue cardigan or Navy blue pullover vest
- 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, Wednesday, and Thursday **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 in Fort Worth (Oakland Street location). Shoes may be purchased elsewhere as long as they meet uniform specifications.

### REGULATIONS REGARDING ACCESSORIES (GRADES 6 - 8)

- Belts Navy, black, or brown; 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.**
- Socks Solid, plain, and **opaque** white 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 T-shirts** may be worn under 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 (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, Live Strong) 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 Minimal base make-up in natural colors. Clear nail polish only. **NO EYE MAKE-UP, 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 (preferably red, navy, black, or gray) may only be worn **outside** the classroom. The uniform sweater, the St. John fleece jacket, the SJS sweatshirt, and the SJS cheerleader jacket may be worn in the classroom.

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.

### SCOUT UNIFORMS

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

### 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. 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 or sandals 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.

## **BIRTHDAYS**

Students will be allowed to have an OOU Day on his or her birthday. Students whose birthdays are in the summer should make arrangements with the homeroom teacher as to when to celebrate their Birthday OOU Day

## **SPIRIT DAYS**

Spirit Day is a special occasion on which students are not required to wear full uniforms. On the **FIRST WEDNESDAY OF EACH MONTH**, students will be allowed to wear any **SJS Spirit Shirt or T-shirt or sweatshirt emblazoned with the SJS logo or the words *St. John the Apostle School*, sports uniforms included**. Slacks, regular length shorts, walking shorts, uniform shorts, or blue jeans may be worn.

**STUDENTS WHO DRESS INAPPROPRIATELY MAY HAVE PARENTS CALLED TO BRING A CHANGE OF CLOTHES, WILL RECEIVE A UNIFORM INFRACTION, AND MAY FORFEIT THE NEXT OOU DAY.**

## **VISITORS**

All visitors, including school parents, must report 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 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 to 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.**

## **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, field trip chaperones, 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 and mark whether their volunteer hours are ESP or non-ESP hours.

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 *Keeping Children, Youth and Vulnerable Adults Safe (Called to Protect)* workshop. **To comply with health and safety regulations, parents may not bring their younger children when volunteering.**

Volunteers are recognized for their service to the school each year at the Volunteer Recognition Mass held in May. Additionally, St. John the Apostle Catholic School is an official certifying organization for the President's Volunteer Service Awards. Volunteers logging in over 100 yearly service hours to SJS will receive the President's Volunteer Service Award. Volunteer service hours for the President's Volunteer Service Award can be either ESP or non-ESP hours, but they **MUST** be documented on the volunteer sign-in sheet in the school office.

## **WEATHER GUIDELINES**

The Diocese of Fort Worth issues guidelines for outdoor activities concerning days of high temperature, high ozone, cold temperature, and lightning. School personnel follow these guidelines to ensure the safety of students during school hours. The athletic director is responsible for informing coaches of these guidelines for sports activities, practice, and games that are held outside of school hours.

# Appendix

## HANDBOOK COVENANT

The Pastor, administration, and teachers thank you for spending time reading and sharing the contents of this handbook. Please sign the bottom part of this sheet and return it to school. Your signature will be kept on file in the school office.

May God be with us this year as we work together to form young Christian men and woman for tomorrow.

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I have read the *St. John the Apostle Catholic School Parent/Student Handbook*. I understand what is expected of my child(ren) and me at the school. I have discussed the Handbook with my child(ren).

I agree to support the policies and procedures set forth in the Handbook. In addition, I agree to cooperate in good faith with the implementation and enforcement of the policies and procedures stated in the Handbook. I understand that if I fail to so cooperate, the school may require me to withdraw my child from the school.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

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Parent /Guardian Signature

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Print Parent/Guardian Name

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Print Student Name/Grade

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Print Student Name/Grade

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Print Student Name/Grade

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Print Student Name/Grade

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Print Student Name/Grade

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Print Student Name/Grade