

St. John Berchmans School



2017-2018 PARENT/STUDENT HANDBOOK

We reserve the right to revise and update the handbook whenever deemed necessary. Notification of changes will be sent home to the parents through the weekly newsletter.

Saint John Berchmans School

1147 Cupples Road
San Antonio, Texas 78226
Office: 210-433-0411 Fax: 210-433-2335
www.sjbschool-sa.com

Welcome

Dear Parents and students of St. John Berchmans Catholic School,

On behalf of the staff at SJB School, I am happy to welcome you to the 2017-18 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We are committed to our students' growth and progress based on data that will inform our planning and instruction as we work towards student success.

We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and we want you to know that we will do our very best to carry out our responsibilities.

We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience
- 2) Completes all homework assignments given by teachers
- 3) Reads daily to develop a love for reading and ideas as they improve literacy skills
- 4) Shares school experiences with you so that you are aware of his/her school life
- 5) Informs you if he/she needs additional support in any area or subject
- 6) Knows that you expect him/her to succeed in school and to go on to higher education/college.

We are delighted to have your child at St. John Berchmans Catholic School for the 2017-2018 school year. We look forward to working with you and doing our best to ensure your child starts school on a positive note and works toward learning, growth, and success.

We thank you for choosing St. John Berchmans Catholic School.

Mrs. Nora Lee Garcia
Interim Principal

***“St. John Berchmans, A Place of Learning, Guided by
the Holy Spirit!”***

MISSION STATEMENT

St. John Berchmans Catholic School enables the student to reach full awareness of their God given talents by building self-confidence, moral, civic and spiritual values in a safe, secure, positive learning environment.

PHILOSOPHY

St. John Berchmans School believes in a holistic education that enables all students to discover themselves, their strengths, and weakness. Through methods of role modeling, teachers strive to build student's self-esteem, self-determination, self-discipline, and responsibility in an atmosphere of optimism and love.

GOALS OF ST. JOHN BERCHMANS SCHOOL

St. John Berchmans School affirms that it will:

Teach the message of Jesus Christ by developing the spiritual, intellectual, physical, social, and emotional needs of each student through prayer.

Recognize and support parents and guardians as the primary educators of their children, while working as partners with them to enhance the role of the Catholic Family.

Provide quality academic education beginning in the preschool and primary grades and continue on to a more abstract level of thought in the middle grades.

Foster moral and spiritual growth through development of honesty, patriotism, charity, service to others, and self-reliance.

Model a just society in our school by encouraging service, witnessing and promoting hope of advancing the Kingdom of God.

HISTORY OF THE SCHOOL

St. John Berchmans was founded on August 10, 1910 by Miss Stephany Hooghe and a group of Belgian families of farmers.

The original site was at the present St. Stephen's location. It later moved to Harriman Street and in 1965 it moved to the present site on Cupples.

It was first opened in 1949 by Albert De Zaeytd.

Due to a number of circumstances in 1969 the school was closed. The building continued to be used for the Religious Education program. Finally in 1983 the school reopened with grades Kindergarten thru eighth grade.

Presently St. John Berchmans School has students in grades Pre-k 3-eighth grade.

Accreditation

As of December 2015, St. John Berchmans School is accredited from pre-kinder through eighth grade by the Texas Catholic Conference of Bishops Education Department and currently follows the TCCB-ED Accreditation Guidelines.

Biography of St. John Berchmans



St. John Berchmans, Patron of Altar Boys was born in 1599 in Diest, Brabant, in Flanders. As a youth, he declared, "If I do not become a Saint when I am young, I shall never become one."

In 1616 he became a Jesuit novice. As a Jesuit, he practiced perfection in little things; he said, "*My penance is to live the common life,*" and he let himself be ruled "like a baby a day old," as he himself wrote. He served Mass with such total devotion that he sometimes distracted the celebrant.

He walked to Rome to study at the Roman College; at the college his talent, enthusiasm and application to study had rarely been equaled and never surpassed. His biographer says that there was always a smile playing about his mouth.

In 1621 St. John Berchmans fell ill from prolonged study, from the strain of preparation for a public disputation, and from the summer heat. After four days he was asked if he had anything on his conscience; he answered, "Nothing at all." Two days later he died peacefully. Numerous miracles followed his death.

www.catholictradition.org/litany74.htm

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Saint John Berchmans School Parent-Teacher Covenant

Saint John Berchmans School strives to be a faith community. In order to achieve this, parental cooperation and good parent-teacher relations are essential. As a faith community, our first instinct is to assume that each of us—teachers, administrators, parents, guardians and other caregivers—has the child’s best interest at heart.

While we are as a school, excellent in many ways, no one within our school community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, every effort will be made to contact you to clarify the situation. Parents, guardians, and family members who experience problems or are confused with some matter regarding your child’s educational experience are asked to show similar respect by striving first to learn the reasons behind a policy or inquire about the teacher’s or school’s understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way positive resolutions can be reached.*

Parents and guardians are required to become familiar with the handbook and to follow the guidelines within. This will benefit both the school and families by providing the most effective means of working together.

Asbestos Statement (DCS policy 5001) Notice of Asbestos Letter

St. John Berchmans School
1147 Cupples Road
San Antonio, Texas 78226

Reference: **2017-2018 Academic School Year**

Dear Faculty and Staff:

This is our annual notice of the presence of asbestos containing materials in our school. The location and condition of these materials are found in the approved Management Plan, which is located in the Principal's office and available for your review.

In September 2016, we had our three-year re-inspection and in January/February and June/July we have our periodic surveillances. All of these are conducted by **ASTEX ENVIRONMENTAL SERVICES**. The results of these inspections and surveillances are recorded in the Management Plan. The contact person for ASTEX is Leonora Becknal, License #10-5662. Ms. Becknal can be reached by contacting (210) 828-9800.

Sincerely,

Mrs. Nora Garcia
Interim Principal
St. John Berchmans School

ADMISSIONS POLICY

ADMISSIONS OF STUDENTS FROM HOME SCHOOLING AND NON-ACCREDITED SCHOOLS:

Students wishing to transfer from an unaccredited school or home schooling must have a personal interview with the principal before being admitted to St. John Berchmans School. Parents must provide sufficient documentation to indicate the student's academic progress.

ADMISSIONS OF STUDENTS WITH SPECIAL NEEDS:

St. John Berchmans promotes inclusion for all children with different learning needs. Students with special needs shall be given the same consideration as all applicants and will be provided an opportunity for admission. SJB strive to provide the accommodations and/or modifications within the scope of their school's resources for students who are identified as having special learning needs.

NON-DISCRIMINATORY STATEMENT

St. John Berchmans School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin, or gender in the administered programs.

GRADES PK3-8th:

Copies of the following certificates must be presented at the time of registration for all students in Pre-Kinder 3 (student must be 3 by September 1st) and Pre-Kinder 4 (student must be 4 by September 1st) through 8th grade:

1. Official Birth Certificate
2. Baptismal Certificate (if Catholic)
3. Immunization records
4. Official cumulative records or transcripts of previous education
5. Court-certified copy of custody section of any existing divorce/separation decree (if applicable)

Transfer students in Grades 1 through 8 must have grades of satisfactory or better in academics and in conduct. An interview with the principal is required. A probationary period will be established during which the student's academic and social performance will be evaluated.

The official office hours are from 7:30 AM-4:00 PM. Students who arrive before 7:30am are to report to the cafeteria where a teacher will be on duty to supervise. **School hours are 7:55 am till 3:00pm for all grades.**

Students are to be picked up by **3:00 PM.** At 3:15pm students who are not picked up will be taken to After School Care. Students being picked up by someone other than their parents must have a note from that student's parent/guardian giving them permission.

Playing on campus is NOT allowed. There will be no supervision after 3:30 PM other than After School Care. Students in AIAL Sports Program will go to After School Care and will be picked up by their coaches. Any students in CALS League must be picked up after school or be enrolled in After School Care.

If, at any time throughout the school year, you are not able to pick up your child from school and have designated a relative or friend to do so, please submit that information to the office in writing. In the case of emergencies, please call the office with that information. Failure to do so will result in the student not being released to that person. In all cases, ID will be required from the individual when they come to pick up the child. This policy is for the safety of your child(ren).

ABSENCES

It is the parent's duty to monitor the student's school attendance and require the student to attend school. A student is required to be in attendance for 90% of the school year to receive credit for that grade level. This means that a student cannot be absent more than 18 days. If a student is absent for more than 6 days, the parent or guardian will be contacted. If the absences continue, the student will be placed on probation for attendance.

Students must bring a note to the office when they are absent. Students will have two (2) days to make up the work that was missed. Absence does not excuse a student from the obligation of preparing for class or missing homework assignments given out during the child's absence from school. It is the parent's and student's responsibility to find out all assignments missed. Family vacations are not considered **excused absences. Excused absences are justified by a note from a physician, dentist, parent, etc.**

TARDINESS

Being prompt to school is a very important life-long habit to cultivate. Prompt attendance in each class is expected of all students. After 7:55 AM, students are considered tardy and must report to the office for a tardy slip. Unnecessary or habitual tardiness will **NOT** be tolerated.

Parents/Guardians are asked to make dental and medical appointments after school hours whenever possible. When it becomes necessary to pick up students early because

of an appointment, a note **MUST** accompany the student to school, be presented to the teacher, and then sent to the office. Parents/Guardians are likewise asked to refrain from picking up the students early, unless it is an emergency.

After students who are tardy for the 3rd time in one 9 week period, will be charged a \$5.00 fee every day the student is tardy. If there are multiple children in the family, **each** child is assessed the fee. Parents are required to accompany the student to the office and sign in the student.

A student may be released from school during school hours only into the custody of those persons listed on the student's emergency information card and only after verifying the identification of the person to whom the student is released.

The individual to whom the student is being released must come into the school, show identification, and sign the student out.

Parents/guardians are notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification must be made.

PERMANENT RECORD CARDS

Permanent records are maintained for each student according to a system approved by the Superintendent. The student's official file should contain only these items: academic transcripts, academic testing, and emergency information. Only the contents of the official file will be forwarded by the school when a student transfers or graduates. All materials in the student's files shall be treated as confidential and shall be accessible only to the principal, members of the professional staff, to the legal guardian, the parents and the student after his or her 18th birthday. Parents have the right to see the information. Additions are made to the permanent records only at the end of each school year, when grades are final.

St. John Berchmans will not publish the addresses or phone numbers of any parents/guardians, students, or employees without their written consent. Students' photographs and interviews may not be taken or used without written parental and administrative permission.

EMERGENCY INFORMATION CARDS FOR STUDENTS

An emergency information card must be on file for each student enrolled. These cards contain information in case of accident or illness. It is the parent's responsibility to update the emergency information each year, and whenever a change occurs in this information. It is imperative that St. John Berchmans School have the **correct and current** phone numbers.

EMERGENCY SCHOOL CLOSING

Under severe weather conditions, listen to all radio and TV stations for an official announcement. In the event of emergency parents will be notified by phone. It is the parent/guardian's responsibility to ensure that all numbers are **updated and accurate**. If there is a localized problem which causes the closing of the **Edgewood Schools**, then SJB will close according to the **Edgewood Independent School District**.

NON-CUSTODIAL PARENTS

In the absence of a court order to the contrary, St. John Berchmans School will provide the non-custodial parent/guardian with the same access to the student's records as a custodial parent/guardian. It is the **responsibility** of the custodial parent to provide the school with an official copy of the court order stating any restrictions. Information will not be given over the phone.

TRANSFER OF RECORDS

Permanent Record Cards and Health Records will be transferred from previous schools when a request letter is sent. This request needs to be signed by the parent/guardian. Records from St. John Berchmans School will be released to a receiving school when that school applies directly by mail. A copy of the student's permanent record card and the original health records shall be transferred. These records will not be released without a parent's/guardian's signature on file.

All special education or psychological test results, which are to be released to a receiving school, must have a parent/guardian signed release of that information.

Conduct and Discipline

DISCIPLINE

Effective discipline has been the hallmark of Catholic education since its foundation. This can be achieved through parents/guardians maintaining discipline by cooperating fully with school policies and supporting the administration and faculty. This **teamwork** is essential for the effective education of the children. Parents and teachers must work together to achieve this.

An important aspect of education is discipline. Self-discipline is the training that helps develop self-control, strong character, and efficiency. It helps in developing good conduct and respect for authority and other students. Cooperative and responsible school behavior will be expected from the students and their parents.

In taking disciplinary action to correct misbehavior of students, teachers will make every effort to react to the misbehavior rather than to the student. At St. John Berchmans School, our system of discipline is a “proactive and positive one” aimed at eliminating inappropriate behavior and helping the students internalize more acceptable behaviors.

Discipline will be handled in a professional manner at all times, keeping in mind our Christian approach to education. The Principal will be made aware of any major discipline problems. Disciplinary actions taken will not become “public knowledge,” but will be kept between the student, teacher, parent, and Principal.

5th-8th Grade Discipline Policy

Every student at St. John Berchmans has the right to learn in a safe, secure, positive learning environment, and no student has the right to take away the learning opportunity of another student. When a student acts in a manner that disrupts the learning environment, threatens the safety of others, or in any other way does not meet the behavioral expectations established by the school and its teachers, students will be held accountable for their actions and will face consequences. When a student commits an infraction of school rules, they will be issued a *Notice of Infraction* signed by the teacher administering the notice. The student’s

parents or guardians will be contacted when an infraction notice is issued, and a record of the infraction will be kept at the school. For more serious infractions, more serious consequences follow such as but not limited to loss of privileges, parent or counselor conference, after school detention, Saturday detention, suspension, or expulsion. The consequences for serious infractions are left to the discretion of the Administration.

A Notice of Infraction may be issued for, but not limited to, the following infractions:

- Failure to follow directions when given
- Excessive talking in class or Mass
- Inappropriate or disrespectful behavior toward classmates, faculty, or staff
- Uniform violation
- Disruption of class
- Failure to follow school policy or procedure
- Inappropriate behavior during a fire drill, lockdown drill, Mass, school assembly, or other school activity
- Defiance of authority
- Public Display of Affection, including but not limited to holding hands or kissing
- Inappropriate language, drawings, or gestures
- Having or using perfume or another aerosol spray
- Physical aggression or horse play
- Theft, vandalism, or damage of a classmate or teacher's property

The consequences for these behaviors may be more serious than a Notice of Infraction depending on the severity of the behavior and the situation.

Consequences for Notices of Infractions

- A student earning 3 Notices will serve an after school detention from 3:00-4:00pm. A minimum of a one-day notice will be given to the parent/guardian. Any student missing or late for a detention will earn two detentions, one for the original infraction and one for the missing or late detention.
- A student earning 4 Notices will meet with the counselor to receive a behavior plan.

- A student earning 5 Notices will serve a Saturday detention.
- A student earning 6 Notices will meet with the Principal and the parent/guardian to discuss further consequences.

The following are examples of, but are not limited to, behaviors that will not be tolerated and will result in a Notice of Infraction or more serious consequence depending on the discretion of the teachers and Principal.

- Physical aggression/horse play – may or may not be malicious physical contact that can result in dangerous behavior and/or injury (pushing, tripping, pinching, tackling, slapping, punching, throwing objects)
- Disrespect – insulting or rude actions, gestures, drawings, attitudes, and/or verbal or written language directed at a student, parent/guardian, faculty, or staff member
- Chronic Disruptive Behavior – words or actions that repeatedly interrupt the flow of instruction or the teacher’s efforts to maintain a positive learning environment
- PDA – any public display of affection including but not limited to kissing, hand holding, sexual, vulgar or profane behavior; possessing, writing, downloading/uploading any material that is sexual, profane, or offensive in nature
- Theft – taking or having any possession that belongs to another person
- Vandalism – damaging, destroying, or misusing school equipment, school property, or a classmate’s property in any way. Parents will be responsible for the cost of repair or replacement of the damaged or destroyed item(s).

Early Childhood and Early Elementary

Grades PK3 through 2nd Grade Discipline Process

Parents of students in grades PK3 through 2nd grade receive a report of any significant infraction that has occurred during the school day in the child’s Take Home folder (or by another form of communication, i.e. telephone call, email). Consequences are commensurate according to the infraction/s. Teachers will make every effort to modify and redirect unacceptable behavior in the classroom. However, behavior that is disruptive or that may cause injury or harm to another person in the classroom or school setting is considered serious and may result in a loss of privilege time along with a possible visit to the Principal’s office accompanied with a Student Offense Report documenting the behavior.

Teachers will make parent contact in reference to these areas of concern for each incident as a way of building understanding and support for the student.

If a student is physically aggressive, the student will be given a cooling off time and then counseled as a way of earning his/her way back into the classroom. **The second Student Offense Report for this continued aggressive behavior will result in a required conference with the parents/guardians, counselor, and teacher to determine an effective Behavior Improvement Plan. The third Student Offense Report for continued aggressive behavior may result in a parent/guardian conference with Fr. Fidele Dikete and the Principal that may lead to the child being withdrawn from school.**

Academic progress, conduct, and social behavior are to be noted on the report card.

3rd through 4th Grades Discipline Information

Students in third and fourth grades will receive Notices of Infraction separately for Behavior/Conduct and for Lack of Academic Responsibility. Receipt of a Notice of Infraction that deals with Behavior/Conduct specifically and Academic Responsibility specifically will be documented separately. Therefore, Conduct Grades reflected on report cards will only be impacted from Behavior/Conduct signatures and any Student Offense Reports given for these behaviors.

Students who receive Signatures for lack of Academic Responsibility, (i.e. missing or incomplete homework, failure to be prepared for class, etc.) will be reflected in the student's grade according to the specific content area/s.

Teachers will make parent contact in reference to these areas of concern for each incident as a way of building understanding and support for the student.

3rd Grade (per quarter)

- A 3rd grade student earning **3 Notices of Infraction/signatures for either Behavior/Conduct or 3 Notices of Infraction/signatures for Lack of Academic Responsibility** will be assigned after school detention for 30 minutes.
- Earning 2 additional Notices of Infraction/signatures (totaling 5) for either Behavior/Conduct or 5 Notices of Infraction/signatures for Lack of Academic Responsibility will be assigned after school detention for one hour.
- Earning 2 additional Notices of Infraction/signatures (totaling 7) for either Behavior/Conduct or 7 Notices of Infraction/signatures for Lack of Academic Responsibility will result in a parent/teacher/counselor conference.
- Any further Notices of Infraction beyond the 7 will result in a parent conference with the Principal teacher/counselor.
- Student Offense Reports beyond this for continued aggressive behavior may result in a parent/guardian conference with Fr. Fidele Dikete and the Principal that may lead to the child being withdrawn from school.

4th Grade (per quarter)

- A 4th grade student earning **3 Notices of Infraction/signatures for either Behavior/Conduct or 3 Notices of Infraction/signatures for Lack of Academic Responsibility** will be assigned after school detention for 30 minutes.
- Earning 1 additional Notices of Infraction/signatures (totaling 4) for either Behavior/Conduct or 4 Notices of Infraction/signatures for Lack of Academic Responsibility will be assigned after school detention for one hour.
- Earning 1 additional Notice of Infraction/signatures (totaling 5) for either Behavior/Conduct or 5 Notices of Infraction/signatures for Lack of Academic Responsibility will result in a parent/teacher/counselor conference.
- Any further Notices of Infraction beyond the 5 will result in a parent conference with the principal, teacher/counselor.
- Student Offense Reports beyond this for continued aggressive behavior may result in a parent/guardian conference with Fr. Fidele Dikete and the Principal that may lead to the child being withdrawn from school.

Academic Dishonesty

Cheating/Dishonesty-is defined as **giving or receiving** any information on any assignment, quiz, test, or project. A grade of zero will be issued on the work of any student who participates in cheating and/or dishonesty. The student/s will then be subject to disciplinary action.

Plagiarism – is defined as **taking someone else's work** and claiming it as one's own, such as: using a person's exact words, paraphrasing a person's work, using a phot or illustration without crediting the source, copying and pasting articles from any text or website. A grade of zero will be issued on the work of any student who engages in plagiaristic practices. The student will then be subject to disciplinary action.

St. John Berchmans Bullying Prevention Policy:

STATEMENT OF PROHIBITION

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

Bullying means engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the school or the Archdiocese of San Antonio and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education and substantially disrupts the operation of a school.

Harassment is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, disability, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.
4. This statement includes cyber-bullying which is the misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, or other employee of the school by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

Reporting Procedure

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school official designated by this policy. A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

B. St. John Berchmans Catholic School encourages the reporting party or complainant to use the Bullying Harassment Incident Report Form (Addendum A) available from the Counselor or available from the school office, but oral reports shall be considered complaints as well.

C. The Interim Principal is the person responsible for receiving reports of bullying.

D. A teacher, school administrator, volunteer, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the principal immediately.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

G. St. John Berchmans Catholic School will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply

with any legal disclosure obligations.

School Action

A. Upon receipt of a complaint or report of bullying, St. John Berchmans Catholic School shall undertake or authorize an investigation by school officials.

B. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

C. Upon completion of the investigation, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior.

D. The school is not authorized to disclose to a victim private, educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

Obligation to notify others

A. Notice to Parents or Guardians: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor, and of the procedures for responding to the incident. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation.

B. Notice to Another School: If the reported incident involves students from another Catholic school, the principal or designee first informed of the incident will promptly notify by telephone the principal of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal education and privacy laws and regulation to protect the privacy of minors.

C. Notice to Law Enforcement: At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency and will notify the Superintendent of Catholic Schools of this report.

Support Services

St. John Berchmans Catholic School will designate the counselor and at least two (2) faculty members to help establish and maintain a safe and supportive learning environment for students (targets and aggressors) involved in bullying, cyberbullying or retaliation. This may include increased monitoring, increased counseling support through class activities and guidance lessons and/or individual sessions, or referrals for additional counseling support services through other resources.

When a report of bullying is made, in addition to following the investigation procedures outlined in the school's bullying prevention plan, St. John Berchmans Catholic School may also seek the services of the DCS Director or Associate Director of Counseling and Student Services to assist in the intervention process and to provide counseling support to the parties involved.

Professional Development and Staff Training

St. John Berchmans Catholic School will provide information and any applicable training to school faculty and staff regarding this policy. The school will provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying. The administration of the school is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying. St. John Berchmans Catholic School has a list of counseling and/or mental and other health services students can be directed to.

Disciplinary Steps

Step #1-Conference with students and counselor.

Step #2-Conference with students and principal and parent phone call

Step #3-Conference with each student, each student's parent, and the principal

Step #4-"No Contact Contract"

Step #5- Disciplinary Consequences Disciplinary consequences can be In-School Suspension (ISS) or Out-Of-School Suspension (OSS) from one to ten days for each violation.

Step #6-Referral to Juvenile Justice Authorities or other local law enforcement if necessary

Step #7- Recommendation for long-term suspension or expulsion

Each of these steps will be documented and may include these forms of documentation:
*Witness statements filled out by both parties involved (and witnesses of the bullying behaviors)
*Bullying or Harassment referrals filled out by faculty members who reported or observed the bullying
*"No Contact Contracts" filled out and signed by student (and parent)
*The school's Bullying Prohibition policy
*Transcripts of conferences between student, parent, and administrator

St. John Berchmans Catholic School

NO CONTACT "WE" AGREEMENT

It has come to our attention that the following students are not able to communicate effectively with each other after using several interventions to inhibit the inappropriate behaviors that have been witnessed and discussed between these students.

Summary of Situation

Students Involved:

1 _____ Grade _____
2 _____ Grade _____
3 _____ Grade _____

We agree to abide by the following conditions until another meeting has been held to discontinue this contract.

1. We WILL HAVE NO PERSONAL CONTACT WITH each other.
2. We WILL NOT Talk to, Touch, Threaten, Harass each other.
3. We WILL NOT Talk or communicate to other students about each other (gossip) or discuss on cell phones, computer or other electrical means.

We understand that if we knowingly violate this No-Contact Order we will be guilty and pay the following consequences:

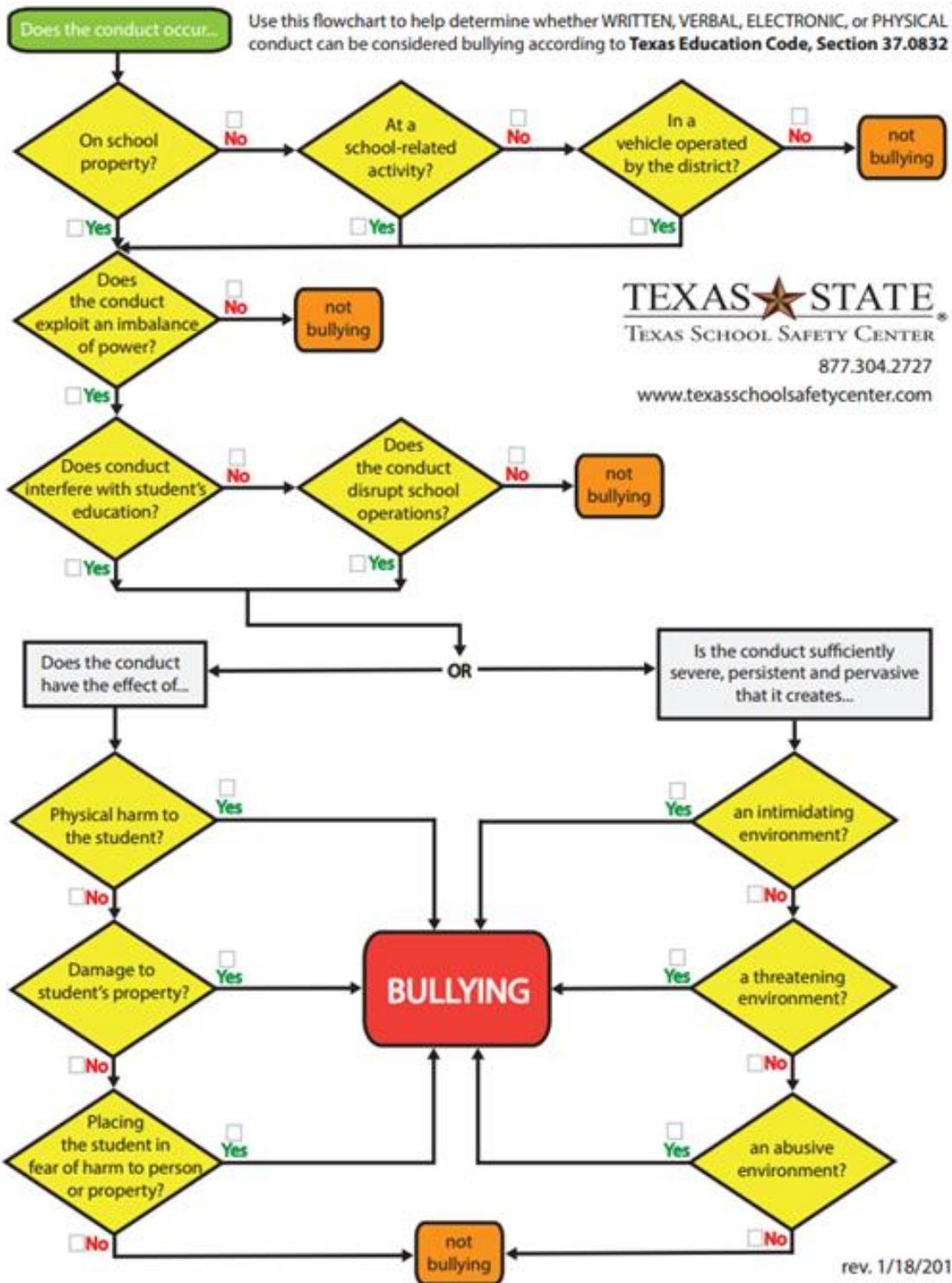
1. 1 day ISS (In School Suspension)
2. Next consequence - 1 Day OSS (Out of School Suspension)
3. Next Consequence – 1 Day ISS and 1 Day OSS. Re-entry Meeting with Parents

Teacher _____ Student _____

Principal _____ Student _____

Student _____ Date and time Agreement: // :____.M.

Policy Flowchart Website:



Code of Conduct:

RESPECT FOR PROPERTY:

1. Eating or drinking in the school building is permitted only in designated areas.
2. **Chewing gum**, by students, is not permitted in the school building or on the school grounds at any time.
3. Marking on or otherwise defacing walls, furniture, or other school property is strictly prohibited. Anyone not observing this rule will be financially responsible for the damages.
4. Taking or breaking the property of others is not permitted. The student will be held financially responsible for the damages.

RESPECT FOR OTHERS:

1. Students, parents, faculty, and staff will be mutually respectful of the rights of others at all times.
2. Fighting with or physically abusing others will **NOT** be allowed.
3. Bullying, teasing or otherwise making fun of others by students, faculty, staff, or parents will **NOT** be tolerated.
4. Disrespectful, defiant, or other socially unacceptable behavior is **NOT** allowed.
5. Parent/Guardians are not allowed to reprimand another student not related to you. (examples: "Don't talk to my child" or "Leave my grandson/granddaughter alone", or "don't pick on my son/daughter") . If you feel your son/daughter is being mistreated, please contact the teacher and steps will be taken to address the issues.

CLASSROOM RULES:

In addition to our campus rules, teachers, for the purpose of maintaining a productive learning environment, will establish classroom rules. Rules will be established in each classroom as part of the teaching/learning process to provide individual students with moral guidelines and leadership skills.

SERIOUS OFFENSES:

A student may be subject to immediate expulsion when he/she:

1. Threatens bodily injury or harm to student/school personnel.
2. Assaults a student, parent or any school personnel.
3. Vandalizes school property or the property of others.
4. Engages in chronic or repeated behavior which disrupts the learning environment.
5. Possesses, uses or conceals a weapon (a weapon is any instrument which may produce bodily harm or death) on school property or at a school-related activity.

RELEASE OF STUDENTS TO POLICE

The following procedures are observed when students are released to police:

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

St. John Berchmans School is a "Weapons Free Zone."

Schools must follow the regulations as stated in Texas State law. It is a crime for any person or student to carry a firearm or any other type of dangerous weapon within a thousand feet of school property, on to a school campus or bus at a school sponsored athletic, social, or extracurricular activity. The person who does this should be immediately reported to the police.

Possession of knives, handguns, explosives, drugs, alcohol, and related objects of any kind on campus is considered grounds for expulsion.

SUBSTANCE ABUSE

No student shall possess, use or attempt to possess, use, or be under the influence of any of the following substances on school premises during any school term or off school premises at school term or off school premises while participating in a school-related activity, function, or event.

A student who uses, in the manner prescribed, a drug authorized by a licensed physician through a prescription specifically for the student's use shall not be considered to have violated this policy. Any prescribed medication must be administered by an authorized school personnel. The transmittal, sale, or attempted

sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

A prohibited substance is defined as:

- ✘ Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
 - Any tobacco product including, but not limited to, chewing tobacco, cigarettes, electronic cigarettes, vape pens and e-cigarette paraphernalia regardless of their nicotine or tobacco content.
- ✘ Alcohol or any alcoholic beverage.
- ✘ Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- ✘ Any other intoxicant or drug, legal or illegal that is promoted, commonly believed or used in such a manner as to alter natural states or consciousness, emotions, behavior or alterness.

Definitions:

- “Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.
- “Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated. Students who violate this policy shall be subject to disciplinary action including expulsion.
- **Students involved in such actions shall be expelled from school.**

ITEMS NOT ALLOWED IN SCHOOL

The following items are not allowed on the school grounds:

1. Toys
2. Water guns
3. Stuffed animals or dolls
4. Hard balls
5. Skateboards
6. Radios, CD players, CDs, videos, iPods, mp3 players, or any kind of audio equipment
7. Magazines, hair spray and cologne
8. Matches
9. Laser light pens
10. Electronic devices to include games
11. Permanent Markers

12. Cough drops
13. Chap stick

If any of these items are brought to school they will be confiscated. A parent or guardian will be required to pick it up the first time. A fine will be assessed if an item is confiscated again.

Valuable items do not belong in school. Cash or jewelry may be stolen and other items can easily be broken. The school will not be responsible for stolen or broken items.

****If you feel that it is absolutely necessary for your child to bring a cell phone to school, it must be turned off and placed in their backpack before they enter the building. Students must leave it with the teacher in the morning. Student phones will be given to the moderator/coach if your child participates in extracurricular activities or the after school program. Phone use is prohibited on campus at all times.***

Counseling Opportunities and Expectations

Counseling services are provided to all students at St. John Berchmans Catholic School by a counselor with a master's degree in a mental health discipline. Counseling services are available to assist students with emotional, social, academic, and behavioral concerns. Parents/guardians, school personnel, and/or students can request individual and small group counseling services.

The counselor is responsible for providing individual and small group counseling, as well as guidance lessons in the classroom. Classroom guidance is constructed under four domains: spiritual, academic/educational, career/occupational, and personal/social. The counselor will work with the teachers and administration to assist in the planning and weekly delivery of guidance lessons in each of the four domains throughout the course of the school year.

GRIEVANCE PROCEDURE

St. John Berchmans School wishes to provide an opportunity for individuals to be heard. Student grievances will be presented by students in the presence of their parents or legal guardians. The primary aim of this procedure is to set forth a guide to establish procedures for grievance, that is, to provide fair notice and fair hearing of the matter.

As used in this procedure, a "grievance" shall mean a complaint regarding any action taken by a teacher or administrator toward a student in the enforcement of discipline, policies, and /or regulations.

1. Parents are asked **first** to contact the teacher of the student whenever there is a problem and attempt to resolve any issue at this level. If the situation remains unresolved, or unaddressed within an appropriate period of time, then the situation will be presented to the Principal for additional action.

2. If at any time there is a situation not being resolved, then the Principal will be informed.

If a problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student to student problems, then the parent is asked to contact the teacher first. **The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call or you can send them an email message. The email address of the teacher is on the school website which is www.sjbschool-sa.com.**

All faculty and staff members at St. John Berchmans School promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and we will make a sincere effort to resolve problems in a **Christian manner**. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically and physically, and his or her fellow students.

Parents and guardians are expected to show the same concern and respect for the faculty and staff of St. John Berchmans School, as well as the other children and families of our school community. The following behaviors, therefore, are unacceptable within our school community: We **will not tolerate** assaults or harassment of a faculty or staff member, students or parents. Nor will we tolerate intimidating or verbally abusing any member of our school community—in person or in writing.

Commission of any of the above acts on the part of a faculty or staff member will lead to appropriate disciplinary actions. Likewise such misconduct on the part of a parent guardian or family member may lead to a warning or one of the following actions:

- 1) Limiting or refusing permission to enter or use school grounds or facilities;
- 2) Asking that someone other than the person exhibiting poor behavior represent the child's interest on school matter;
- 3) Refusing to allow the child to re-register, and in extreme cases initiate procedures to ask the family to withdraw the child from school.

The following grievance procedure shall apply only to instances of student expulsion:

Prior to the initiation of a formal grievance, parents who seek redress for their expelled child must first confer directly with the principal (i.e., conference) for resolution of the situation.

If there is not a satisfactory resolution of the complaint, the following are steps in the formal grievance procedure:

A written statement of the complaint, including a brief summary of all pertinent conferences, must be prepared and filed with the school council within 3 school days of the conference, or decision resulting there from. The date and time of filing will be recorded on the original of the complaint.

The school council will within 24 hours of filing, inform and forward the grievance to the Local Grievance Council (LGC), who will review the grievance proceedings.

If the aggrieved party is still not satisfied with the decision of the LGC, an appeal may be made to the pastor/authorized agent within three (3) school days of the decision of the LGC.

STUDENT USE OF ELECTRONIC COMMUNICATION

The use of the Internet and related technologies by all employees, volunteers, and students is set forth below. Access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action taken for any violations that are unethical. Students will be asked to sign a promise not to misuse the Internet in any way. Or they will forfeit use of same. A gmail account will be issued to students in grades 5th through 8th. Parents and students will be given a right of use policy letter to be signed and returned to the technology teacher. A copy will be filed in the Principal's office.

INTERNET TERM, CONDITIONS, AND REGULATIONS

1. *Acceptable use*-The use of the internet and related technologies must be in support of educational research, consistent with the educational objectives of the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for those networks.
2. *Unacceptable use* -Transmission of any material and violation of any Federal or State regulations is prohibited. This includes, but not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat", or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, hate or anti racial groups, inappropriate language and communications, flame letter, etc. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or damage hardware or software. This includes, but is not

limited to, the up loading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

3. *Warranties*-The educational programs governed by the school make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. Use any information obtained via the Internet and related technologies is at the user's' risk. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Internet and related technologies that is not approved as part of the local budget.
4. Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion.

This policy applies to communications or depictions through email, text messages, or web site postings, **whether they occur through the school's equipment or connectivity resources or through private communication**, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; or (3) cause harm to the school community.

UTILIZATION OF TECHNOLOGY EQUIPMENT

The students will utilize the technology class by creating cross-curricular assignments. Working in conjunction with various teachers the students will be able to complete Internet research assignments.

School Publications, School Website, Social Media

St. John Berchmans may publish information on our School Website, on our Facebook Account or through the Archdiocese for Hope for the Future. St. John Berchmans may use these materials to promote the school's programs, recruit new students and/or dispense public information. This permission is to be granted or denied during enrollment and kept on file throughout the school year.

ATHLETICS

ACTIVITIES:

"The activities program, including sports is the responsibility of the principal and must be under his/her general supervision. Any activity program held during the school day should meet the needs, interests, and abilities of the students and must not interfere with the normal routine of the school." (Archdiocesan Policy #2.53)

St. John Berchmans School is a member of the **Archdiocesan Interscholastic Athletic League (AIAL)** recognized by the Superintendent. Sports sponsored by AIAL will be offered. SJB abides by all league regulations. Students participating in AIAL must have on file, at the beginning of the year, the following information:

1. Archdiocesan Physical Examination Form signed by the physician
2. Written consent of parents/guardian
3. Athletic fees are paid in the front office or through FACTS.

This must be completed by the end of August. If a student is failing a subject at the time the progress report is handed out the student will not be eligible to participate in a sports program until the report card provided they are passing all classes.

Student conduct also may determine eligibility. Students must have a satisfactory or better grade in conduct at the end of any progress reporting period or regular report card grade period. Students who do not qualify because of grades/conduct will be ineligible to play. The athletic director will notify students, and coaches of individual eligibility for athletic participation.

Students are responsible for good care of uniforms issued to them for use during a specific sport season. Failure to return uniforms at the end of the season will result in a fee equal to the cost of the uniform.

ANYONE WHO WORKS WITH THE STUDENTS MUST HAVE A CLEARED CRIMINAL BACKGROUND CHECK FROM THE ARCHDIOCESE, VIRTUS TRAINING CERTIFICATE AND SEXUAL HARRASSMENT TRAINING CERTIFICATE ON FILE.

PARTICIPATION IN ATHLETIC LEAGUE CONTESTS

SCHOOL SPIRIT:

Students, teachers, and parents/guardians are encouraged to participate and attend all sporting events. It is an excellent way to encourage the teams to do their best and to build school spirit and unity.

Both participants and spectators, including parents, will abide by the following rules:

1. Decisions of the officials must be respected.
2. Respect must be shown for coaches and players of both teams.
3. Any image or model of a school mascot should be displayed for home fans only. It should not be paraded in front of opposing teams or their spectators.
4. Signs may be displayed for identification or for developing positive school spirit. No one will display a derogatory sign at any athletic event.

***NOTE: WARNING!!!** A school may be disciplined for the offensive behavior of its participants. Such an offense could impose a penalty on the entire athletic program at St. John Berchmans. Students and parents are asked to solicit the cooperation of the

spectators in order to protect the reputation of the school. What you may judge to be a poor call or unsportsmanlike conduct by an opponent is no justification for the St. John Berchmans community to exhibit poor sportsmanship.

Poor sportsmanship on the part of a student, parent, or guest will result in expulsion from the playing area. If the school is assessed a fine due to the behavior of a student, parent or guest, it will be the responsibility of that person to pay the fine.

VOLUNTEERS

All volunteers **MUST** complete safe environment training (i.e., Virtus Training) available online through the Archdiocese Website (www.archsa.org) and have a cleared Criminal Background checked from the Archdiocese on file in the school office.

All volunteers must read and acknowledge the Archdiocesan sexual misconduct policy. Copies are available with the school front office.

PHYSICAL EDUCATION

All students are **REQUIRED** to participate in P.E. unless a physical condition does not permit participation. Written verification by a physician of this condition must be presented to the coach. Students are required to dress in P.E. uniform. PE shorts and shirts are sold at the school. The shorts that are sold are of an appropriate length. Shorts that are bought from other sources will not be allowed. Please monitor the length of your child's PE shorts. They will be asked to change if the shorts are too short. It is recommended that students bring a towel on days they have P.E. Students in grades 4th-8th may bring roll-on deodorant (**no sprays**). This promotes good grooming and personal hygiene.

HEALTH SERVICES

IMMUNIZATION REQUIREMENTS

State law and Archdiocesan policy require validated records of immunizations to be on file for all students before they enter school.

ANY STUDENT WHO HAS INCOMPLETE IMMUNIZATION RECORDS OR RECORDS THAT ARE NOT UP TO DATE WILL BE SUBJECT TO EXCLUSION FROM CLASS UNTIL SUCH TIME AS THE RECORDS ARE COMPLETED ACCORDING TO THE DEPARTMENT OF HEALTH SERVICES.

All immunizations must have medical verification.

MEDICATION ADMINISTRATION

Students are not allowed to carry medication, including non-prescription medication, on their person. At the direction of the student's physician, an exception may be made in the cases of diabetic medication and supplies or rescue medication, including a rescue inhaler or a single dose epinephrine auto injector. Only medication that is necessary for a student to remain in school and prescribed by a licensed physician, physician assistant, nurse practitioner or dentist will be administered during school hours.

The Medication Permission Request Form (Form 8201A) must be completed by the parent/guardian and the health care provider in order for any medication, including "over-the-counter" medication (including, but not limited to, acetaminophen, ointments, cold tablets, cough drops), to be given by school personnel. The signing health care provider and the parent/guardian cannot be the same person. Medication must be brought to the office by the parent/guardian. If the medication is liquid, it must be accompanied with a calibrated medication dispenser, which has legible numbers on it. Expired medication will not be given. Prescription medication must be in its original container and clearly labeled with the following information:

1. Student name 2. Physician/Dentist name 3. Date 4. Name of medication 5. Dosage 6. Directions/Route of administration 7. Duration of administration

Over-the-counter medications must be accompanied by a signed Medication Permission Request Form, in their original, unopened container and display the student's name. Over-the-counter medications must be the smallest available size to meet the student's medical needs.

Medication will be dispensed by a designee of the principal. Medication will be returned only to the parent/responsible party or destroyed at the end of the school year. Forms are available on the school website or in the office.

CHILD ABUSE LAWS

Link: Texas Department of Family and Protective Services (DFPS)
<http://www.tdprs.state.tx.us>; <http://www.txabusehotline.org>

The Catholic schools in the Archdiocese of San Antonio will pursue all reasonable measures to assist maltreated children and their families. The Archdiocesan Department of Catholic School will:

1. Require that all Catholic schools comply with the requirements of Texas Statutes Family Code Chapter 261-Investigation of Report of Child Abuse or Neglect.
2. Cooperate with the official child protective agencies in identification and reporting of suspected child abuse and neglect.

3. Cooperate with the official child protective agencies if officials seek to interview a child at school.
4. Provide child abuse awareness in-service education, including legal requirements, for school personnel.
5. Encourage inclusion of appropriate child abuse awareness education in classrooms at all grade levels.

INSURANCE

Texas Kids First offers Accident-Only Insurance to students. These plans provide benefits for loss due to a covered injury up to \$25,000. The plans are designed to help offset deductibles and co-insurance. They are affordable limited benefit plans that are renewable annually. Please see the main office for more information.

SCHOOL WELLNESS PROGRAM

St. John Berchmans School Wellness Program is located in the school office. Office personnel has access to the documentation and will provide the documentation to parents, faculty and staff whenever needed. Please see the office personnel for the information.

STUDENT HEALTH EMERGENCY DATA CARDS ARE REQUIRED FOR EVERY STUDENT.

Emergency situations may occur and it is extremely important to have the emergency data cards are up to date and on file.

** Add that it is the responsibility of the parent/guardian to update annually or when a change is made mid-year.

ILLNESS/COMMUNICABLE DISEASES:

Children are to be free of fever and communicable diseases in order to attend school. Parents are required to pick up their children as soon as possible should the child develop a fever at school or exhibit other symptoms of illness, injury, or conditions of a communicable disease (rash, pink eye, head lice).

Tylenol or aspirin cannot be given to children with fever in order for them to be in school. Children exhibiting symptoms of a communicable disease are to be excluded from school until proper treatment has been administered and the condition has improved. If a student requires medication to be taken at school, an Archdiocesan Medication Form must be filled out by the parent and signed by **both** the **parent** and the **physician**.

Over the counter medication is not allowed to be brought to school. In some cases, a physician's statement may be necessary before a child is allowed to return to school. **EXCUSES MUST BE SENT!! *Children CANNOT learn when they are not feeling well. It is better to keep children at home and not to make others around them sick.***

Nit-Free Policy

Students found to have head lice shall be excluded from school immediately. Students shall be free of live lice and nits before re-admittance to school. School personnel, including but not limited to the school nurse or health coordinator, involved in detection of head lice should be appropriately trained. The importance and difficulty of correctly diagnosing an active head lice infestation should be emphasized. The school nurse or health coordinator is responsible for notifying the parent(s) or guardian(s) of the student who has lice. Letters of notice for parent/guardian of student with lice and classmates are available in the TCCB ED Health Manual. In order to prevent a widespread problem and to avoid the spread of misinformation, parents should be instructed on how to recognize nits and given tips on treatment and prevention. Students found to have lice are to be treated with lice shampoo and returned to school with proof of treatment. A parent/guardian shall accompany the student. The student may remain at school only if they are found to be lice and nit free.

It is the parent's responsibility to let the staff personnel when a child is ill, if there is a change in medication, or any other information that has changed throughout the school year.

SCHOOL CRISIS REPONSE PLAN

St. John Berchmans School Crisis plan will be attached to the Faculty and Staff Handbook and is also located in the school office. The faculty and staff are aware and trained of the Crisis plan which is updated annually. Please see the secretary for more information.

CAFETERIA PROGRAM

St. John Berchmans School participates in the National School Lunch and the National School Breakfast Programs. Through these programs, schools provide free or reduced price meals to students that qualify under the guidelines of the program, which are adjusted for family size. Other children may purchase meals at cost.

Well-balanced meals are served daily in the cafeteria. Students may also bring a bag lunch if they are not eating the hot meal. All students must eat lunch every day.

Due to the state of economy, cafeteria prices, as well as the price of milk are subject to change. According to the guidelines of the Federal Nutrition Program, students must be served milk with lunch unless they present a written statement from their doctor stating that they have an allergy to milk.

****For the safety of students, microwave ovens will no longer be allowed in the cafeteria.***

****No outside food may be brought in; exceptions will be Parent Lunch days or Birthday snacks.***

TUITION, FEES AND MANDATORY FUNDRAISER

St. John Berchmans School utilizes the FACTS Tuition MANAGEMENT PROGRAM for all families. The school requires all families to enroll in this automatic debit program and have tuition payments withdrawn on a monthly basis. This program will assist families in making their monthly payments in a timely manner and avoid sending monies with students or stopping by the office. All financials will be paid through the FACTS Tuition Program.

The following tuition and fees will be billed automatically through the FACTS Tuition Management program: **Tuition payments, mandatory fundraiser, graduation fee, athletic fee, and after school care. These are mandatory.**

All tuition and fees must be placed in the FACTS Tuition Program. Your total tuition amount is reduced by any tuition assistance awarded for the year as well as any payments made directly to the school. The school will notify the FACTS Tuition Program of your actual balance.

Registration Fee

For incoming students, the registration fee is due with the application paperwork. This initial registration fee is non-refundable. **St. John Berchmans School reserves the right to ask any student to leave for justifiable causes for either academic or social reasons.**

Tuition

Annual tuition is to be paid in eleven (11) or ten (10) equal payments with the first payment due in July (Choice of Dates per month: 5th, or 20th) through the FACTS Tuition Program with auto draft on the date they have chosen (no exceptions).

Obligations: Families are to keep their accounts (tuition, fundraisers, cafeteria, and athletic charges) current and not delinquent for over 30 days.

Delinquent Accounts: Families whose accounts are over 30 days delinquent will not be permitted to return to school until the accounts have been brought current.

*When Tuition is 30 days past due, a letter will be sent to the family requesting that tuition be brought current. A \$35 late fee will be charged.

*When Tuition is 45 days past due, a second letter will be sent to the family explaining non-admission policy.

If ALL tuition payments are not current as of December 31st, the student(s) will not be seated for the spring semester.

If ALL tuition payments are not current three weeks prior to the last day of instruction, student(s) cannot take the final exams, report cards will show an incomplete in each subject, eighth graders will not be allowed to participate in graduation exercises. The same shall apply to underclassmen.

St. John Berchmans Catholic School is committed to your child(ren)'s education and spiritual growth. In exchange St. John Berchmans request your commitment to the financial well-being of our school through honoring your tuition agreement.

End-of-Year Balances: School accounts for non-graduating students, must be paid in full by the end of June. School accounts for graduating students (Kindergarten, 8th) must be paid in full by April 15, 2018.

All financial obligations must be current to be eligible to register for the upcoming school year (Early registration begins in January). The school reserves the right to block enrollment if there is a documented history of non-compliance with the tuition payment policy.

Fees and Mandatory Fundraisers

The school conducts two mandatory fundraisers per year, The Fall Raffle commitment of \$250 and the Spring Raffle of \$250. Commitments not fulfilled by the deadline will be assessed a \$20 late fee and charged to the family's FACTS Tuition Account.

- You may choose to include the mandatory fundraiser fee to your monthly tuition payment: fee will be withdrawn over a span of 10 months from July 2017 to April 2018.
- All checks submitted to the school will require a driver's license number. Therefore, if parents accept a check as payment for any of the school fundraising obligations, the parent will be required to obtain the driver's license number from the person writing the check.
- There is a thirty-two dollar (\$32.00) charge on all returned checks. A returned check will require future payments in cash or cashier's check. This applies to all checks made payable to the school.

Any other obligations, such as non-contractual fundraisers, field trips, lunch, etc. are to be paid in the school office by the specified deadline.

Cafeteria Charges: All lunch accounts will be on a prepaid basis only. Parents will be required to keep funds available for the student(s).

Extenuating Circumstances

If a family encounters unusual or extenuating circumstances affecting payment of tuition and fees they must contact the School Business Manager.

Withdrawal Refunds

Students withdrawing will be charged tuition through the entire month they depart. Example: If a student withdraws from school on November 6th, student will be charged for four months tuition (Aug-Nov). This will be computed by dividing the published annual tuition by ten (10 months from August-May) and multiplying by the four months owed. Fees will be charges as applicable. In all cases of withdrawal, tuition reductions (scholarships/discounts) from School Scholarships/Hope for Future will be similarly pro-rated.

Depending on payments made, a student withdrawal may result in either a refund or payment due. Late payment charges to FACTS Tuition must be paid to them to close your account with them.

Library Fines and Charges

At the end of the school year, the librarian will notify students of any missing books or fines that may be pending. A deadline will be given as to when these missing items/fines will be due. If the deadline has passed, and the items/fines have not been collected, the charges will be submitted to the school office and charged to the family FACTS account. There will be a \$5 processing/late fee charged. If a book or other library items are missing, it is at the discretion of the Librarian to accept the item in lieu of its replacement cost.

VISITORS

Parents and all visitors **MUST** report to the school office at all times. For the welfare of our students and to ensure a safe environment for their education, we ask that you follow this rule. A pass must be obtained at the sign in desk. If it is necessary to talk to a teacher, parents are asked to make an appointment or leave a note. Only in extraordinary circumstances or on especially appointed days would parents be permitted in the classrooms during school hours. **Parents may escort students in PK and Kinder to their rooms only during the first nine weeks.** From the beginning of the second marking period, only school personnel will escort the children to their classrooms from the gate.

Family Service Hours

Each family is required to perform 20 hours of service to the school community. This service can be performed at a variety of functions throughout the school year or provide donations of items (snacks (healthy), low sugar drinks (sodas not allowed), napkins, utensils, plates, decorations, etc.) for fundraisers equivalent to \$25 per each hour. Incomplete service hours will be billed to the family FACTS account at \$25.00 per hour. Commitments not fulfilled by the deadline will be assessed a \$20 late fee and charged to the family's FACTS Tuition Account.

MONEY

Money sent to school must be in an envelope marked with the child's name, grade, date, amount, and purpose of the money. Students should not carry large amounts of money.

FACULTY MEETINGS/PROFESSIONAL DEVELOPMENT

On early dismissal days school will be dismissed at 12:00 PM. After school care will be provided for a nominal fee. Please inquire at the office.

CURRICULUM

St. John Berchmans School maintains a balanced curriculum including Religion, English, Language Arts, Science, Mathematics, Social Studies, Art, Music, Health, Physical Education, Computer Technology and Character Education. St. John Berchmans School follows the Archdiocesan Curriculum approved by **Texas Catholic Conference of Bishops Education Department Accreditation Program (TCCB ED)**. Class schedules are planned according to the time allotments specified by TCCB ED.

The Texas Essential Knowledge Skills (TEKS) are followed in subject areas not covered by the Archdiocesan Curriculum Guides.

ACADEMIC POLICIES

Progress Reports:

1. Progress reports may be sent home at least once in the grading period (see calendar)
2. Progress or lack of progress is reported in all core subjects, including conduct.
3. Progress reports are to be signed by the parent/guardian and returned to the homeroom teacher within one week of issuance.
4. Parents will be notified of significant changes in student performance.
***All fees, tuition, and fundraisers must be current and turned in to the secretary/bookkeeper in order for a student to receive his/her progress report or report card.**

Report Cards:

1. Report cards are issued every nine weeks. Grades are reported in all subjects, including conduct.
2. Report cards for the first grading period will be given out during parent conferences (see calendar).
3. Report cards are to be signed by the parent/guardian and returned to the teacher within one week of issuance.

Religion is fundamental to the curriculum of our school. It is both a separate subject to be learned and a principle of faith to be integrated into all subjects. Our Catholic faith permeates the entire program by integrating religious truths and values into the education and everyday life of the students. Every aspect of our school day needs to be based upon this, and our actions as members of the St. John Berchmans School community will reflect this.

Core Subjects consist of:

Religion	English	Reading
Social Studies	Math	Science

Grading Key:

The following key is used for PK3, PK4, Kinder and First Grade:

E=Excellent Progress **V**=Very Good Progress **G**=Good Progress

L=Limited Progress

The following key is used for 2nd-8th grades:

94-100	A	Exceptionally High Achievement
85-93	B	High Achievement
75-84	C	Average Achievement
70-74	D	Low Achievement
Below 70	F	Failure to master material

Conduct will be indicated in the following manner:

O=Outstanding Effort	I=Improvement Needed
S=Satisfactory	U=Unsatisfactory Effort

Renweb

St. John Berchmans School uses Renweb online school software as a tool for parents to access student information. Renweb is also used for our lunch and attendance counts, emergency information for all students, communication between teachers and parents, and other information.

PARENT-TEACHER CONFERENCES

Mandatory Parent-Teacher conferences will be held after the first marking period for the purpose of discussing the child's academic progress and personal development. The meetings are professional and are confined to the subject of the individual student's well-being. Students are asked to attend these conferences with parents.

Parents desiring any additional conferences with a teacher are asked to make arrangements in advance. **Teachers are not available for conferences during school hours** unless this has been previously arranged during the teacher's planning periods by prior appointment. Please do not hold an informal conference with a teacher when dropping off your child in the morning or in the drive up lane after school. This prevents the teacher from attending to their classroom responsibility or monitoring student pickup.

Teachers will initiate conferences with parents/guardians as necessary in an effort to help a child improve his or her academic performance and or behavior. The principal, student, and other teachers on staff involved may be asked to attend this conference.

HOMEWORK

The regular assignment of homework serves as a reinforcement of skills that the students learn in class. Students in Grades PK3-PK4 will be assigned homework at least twice a week. Students in Kindergarten through 8th grade will receive homework on a regular and consistent basis. It is an integral element of the teaching and learning process. Each student is expected to do homework when assigned. If work is not done, consequences will be left to the discretion of the teacher. Late homework is not encouraged and may not be accepted. Each student should be held accountable for his or her actions.

PROMOTION POLICY

There will be no social promotions at St. John Berchmans School. Any student receiving grades below 70 in more than 2(two) core subjects in the final average will be retained. Two grades below 70 in a subject final average must be made up in summer school. Retention is NOT a punishment. It allows a second opportunity for the student to master the necessary skills at the given grade level.

K – 1: A student must have at least a "G" final average in reading and mathematics.

2 – 8: A student must have at least a “70” final average in all core subjects - Religion, Reading, English, Science, Social Studies and Mathematics. A student who fails more than 2 core subjects is not promoted.

COPYRIGHT

All employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy printed or non-printed materials allowed by:

1. copyright law
2. fair use guidelines
3. specific licenses or contractual agreements
4. other types of permission

Employees, volunteers and students who willfully disregard copyright laws are in violation of Archdiocesan policy, doing so at their own risk and assuming all liability for those actions.

PHONE CALLS

Only in the event of an emergency will the child be permitted to use the office phone. Phone calls to the office will be taken by the secretary and relayed to the child at the time. If the need arises after school, children will be allowed to use the office phone.

STUDENT COUNCIL

Student Council members are students in sixth, seventh, and eighth grade. One representative from the third through fifth grades will be elected to be on the council.

NATIONAL JUNIOR HONOR SOCIETY

Students in grades seven and eight may be selected by the Faculty Council on the basis of specific criteria set up by the foundation of the National Junior Honor Society. Sixth grade students may be nominated for selection at the end of the school year. Students **MUST** meet **ALL** criteria.



NATIONAL JUNIOR HONOR SOCIETY PILLARS:

SCHOLARSHIP The student who achieves scholarship: · Is a seventh or eighth grader who has proven him/herself academically by maintaining a cumulative middle school grade point average of 3.5 or above.

LEADERSHIP The student who exercises leadership: · Is resourceful in proposing new problems, applying principles, and making suggestions · Demonstrates leadership in promoting school activities · Exercises influence on peers in upholding school ideals · Contributes ideas that improve the civic life of the school · Is able to delegate responsibilities · Exemplifies a positive attitude · Inspires positive behavior in others · Demonstrates academic initiative · Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding · Demonstrates leadership in the classroom and in school activities · Is thoroughly dependable in any responsibility accepted

SERVICE The student who serves: · Is willing to uphold scholarship and maintain a loyal school attitude · Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties · Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance · Works well with others and is willing to take on difficult or inconspicuous responsibilities · Cheerfully and enthusiastically renders any requested service to the school · Is willing to represent the class or school in inter-class and inter-scholastic competition · Does committee and staff work uncomplainingly · Shows courtesy by assisting visitors, teachers, and students

CHARACTER The student of character: · Takes criticism willingly and accepts recommendations graciously · Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability) · Upholds principles of morality and ethics · Cooperates by complying with school regulations concerning property, programs, office, halls, etc. · Demonstrates the highest standards of honesty and reliability · Shows courtesy, concern, and respect for others · Observes instructions and rules and practices punctuality and faithfulness both inside and outside of the classroom · Has powers of concentration and sustained attention as shown by perseverance and application to studies · Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing

unwillingness to profit by the mistakes of others · Actively helps to rid the school of bad influences

CITIZENSHIP The student who demonstrates citizenship: · Understands the importance of civic involvement · Has a high regard for freedom and justice and respects the American form of government · Demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs

HOLIDAY PARTIES

Students will enjoy parties for Halloween and Christmas. Teachers will contact the designated homeroom parent/guardian to help with the arrangements of these parties.

SNACK GATHERINGS

Valentine's Day and Catholic School Week (student appreciation day) will be designated as snack gathering day. More information will be sent home with the students before those days.

BIRTHDAYS (ALL GRADES)

St. John Berchmans School is promoting the use of nutritious snacks for all parties. Cakes and cupcakes are discouraged because of their non-nutritive value. (example of a nutritious snack: Fruit Cups, Baked Chips, Veggie Tray, Fruit Kabobs, Popcorn)

Students will be allowed to have a free dress day on their birthday, but must abide by dress code. Birthday parties are not allowed during school hours for students. If parents wish to bring or send a birthday treat, it must be done in the following manner:

1. **DO NOT SEND BALLOONS, FLOWERS AND GIFTS TO STUDENTS** (if they are sent, they will remain in the office until the end of the school day).
2. PK-8th: Treats must be served in the classroom at the end of the day; no earlier than 2:30pm.
3. PK- 8th. Goodie bags will not be allowed.

The Federal Lunch Program prohibits pizza during the birthday snack times.

ROOM PARENTS/ASSISTANTS/VOLUNTEERS

Anyone working with our students in any capacity **must** have a cleared criminal background check on file in the office. All volunteers must sign the volunteer log and pick up a tag in the office. Duties of Room Parents, Assistants, and Volunteers are at the teacher's discretion:

1. Organize and encourage the participation of other class parents.
2. Assist with the PTC activities (Festivals, Dances, Raffles, etc.)
3. Organize classroom parties and help with field trips.

Parents who have signed up for the parent volunteer program will be assigned to special tasks according to the needs of the teacher and availability of workers.

STUDENT TRIPS/FIELD TRIPS

The principal must approve any school sponsored student trip. Approval of such trips will be based on these considerations:

1. Field trips are at the discretion of the teacher(s) based on student academic and behavioral achievement.
2. Must be educational in nature.
3. Ability of the parents to pay for the trip, while meeting all other school financial obligations.
4. The field trip is for students in that class **only**. Siblings will **NOT** be allowed to attend.
5. Any school sponsored function or event that includes students must be alcohol free. You are representing the school and alcohol consumption is prohibited.

Unless the school specifically approves a trip, the school will not be held liable, nor may the school's name be used. In case of serious discipline problems, parent(s)/guardian(s) will be notified ahead of time whether the child will or will not attend the field trip. If a student is NOT participating with the class, he/she must report to school and will be assigned work.

RELIGION

LITURGY

Liturgy is a very important part of the religion program at our school. Students attend Mass or a prayer service on a weekly basis. Parents/Guardians are encouraged to attend church with the children at our weekly Mass, as well as on the weekend at their parish. It is the unique responsibility of the parent/guardian to be the first teacher of the faith for their children. Students will actively participate in religious services. Wednesday Mass is considered a religion class. Student's will be counted tardy or ½ day absent if not in attendance.

SACRAMENTAL PROGRAM

The sacraments of Reconciliation and First Eucharist are celebrated in the second grade. Prior to the celebration of the sacraments a student must have received at least one complete year of faith formation in a Catholic School or Religious Education program and have been baptized. Students outside of second grade who have not already celebrated these sacraments are invited to attend a preparation program with their parish or St. John Berchmans parish.

Students who have not been baptized are welcome to attend preparation classes with St. John Berchmans parish or at a parish of their choice. Parents/Guardians are expected to be on time for both the preparation meeting and the actual celebration of the sacrament.

ALTAR SERVERS

The ministry of altar serving is open to any student in 3rd through 8th grades. Training is provided for those who are interested. A child must have received First Eucharist and follow the Gospel values in order to become an altar server.

STEWARDSHIP

The purpose of the stewardship program is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Grades 6th grade through 8th grade will be responsible for stewardship hours. Stewardship hours are defined as service that contributes to the welfare of others in the community at large and for which no money is received. Students will be given more details as to stewardship during the first week of school.

Grade 6: Five (5) hours

Grade 7: Ten (10) hours

Grade 8: Fifteen (15) hours

Half of the required hours are due by the end of the first semester; the remaining balance are due by April 15th.

SCHOOL PROPERTY

TEXTBOOKS

Textbooks are the property of the school. Textbooks are issued at the beginning of the school year. Students are expected to care for and protect this property. **All hardbound textbooks must be covered immediately upon issuance.** Covers may not be taped to the inside of the book. Students may not write in textbooks or deface them in any way. Any damages to books will be the responsibility of the parent/guardian involved. Lost books or badly damaged books must be replaced. The parent/guardian will pay the entire replacement cost, including shipping charges. Textbooks are very expensive and we ask your cooperation in taking care of the ones we have.

OTHER SCHOOL PROPERTY

Students are expected to use any and all of the equipment, buildings, lavatories, and/or materials in the manner for which they were designed. Students may not deface any equipment, buildings, lavatories, and/or materials. Students are monetarily responsible for any and all school properties that may be damaged due to their actions.

PARENT TEACHER COUNCIL.....PTC

The purpose of the council is to foster a partnership between the home and school and to aid the Principal in providing programs and financial resources for the improvement of the educational programs of the school. Meetings are held four times a year.

ARCHDIOCESAN TESTING PROGRAM

St. John Berchmans School shall test according to the guidelines established by the Catholic Schools Office. The Archdiocesan Testing Program consists of the following:

1. All students in grades Kinder-8 take the total battery of the Iowa Assessment Test according to the schedule set up each year by the Archdiocesan Schools Office.
2. Students in grades 2 and 6 also take the COGAT, cognitive skills test.
3. Students in grades 5 and 8 take the NCEA ACRE Religion Exam. The Archdiocesan Testing Program includes standardized tests of general achievement and scholastic ability. This balance should provide local schools and the system as a whole with the sufficient data for making realistic decisions about the future goals of the system, its individual schools, and individual students.

SCHOOL UNIFORM

Only the official St. John Berchmans School Uniform will be accepted for daily wear.

BOYS: *Pre-K to Grade 8*

Dark khaki pants or shorts ***(shorts may not be worn on Mass days)**
Green shirt with embroidered logo
White oxford shirt w/embroidered logo and blue tie for Mass days
Dark green uniform sweater/sweatshirt or hoodie with logo
Black or white crew socks *Anklet socks will not be allowed. The socks must cover the **ankle.**
Black belt

****Shirts must be tucked in at all times so the belt can be seen.**

GIRLS: Grades PK3 - Kinder

Are required to wear the plaid dress and bloomers.

GIRLS: Grades 1st – 4th

White sailor Middy blouse

Plaid Jumper (with black shorts under jumper) or culottes

Navy sailor tie

Dark green uniform sweater or sweatshirt with logo

Dark blue or white crew socks or knee socks

- **GIRL - Hair must be away from face, only school color hair bows and hairbands will be permitted, no OVERSIZE HAIR ACCESSORIES.**

Girls may wear white or blue tights on cold days

GRADES 5, 6, 7, 8:

GIRLS:

Plaid colored skirt (with black shorts under skirt), culottes or shorts

White middie shirt with blue tie

White or blue crew or knee length socks

Dark green uniform sweater with logo

Black shoes

- **GIRL - Hair must be away from face, only school color hair bows and hairbands will be permitted, no OVERSIZE HAIR ACCESSORIES.**

Navy pants are optional

*** Please note that the skirts should be knee length**

*** Rolling up the skirts will not be allowed**

**** UNIFORMS ARE PURCHASED THROUGH PARKER UNIFORM.***

Wednesday Mass Day: all students are required to wear their Mass day uniform.

Girls are required to wear the plaid uniform skirt or jumper according to grade level. Boys are required to wear long uniform pants and white oxford shirt with the school logo and blue tie. **NO SHORTS** will be allowed on these days

SHOES:

Prek3 – Kindergarten Boys and Girls All black athletic velcro tennis shoes

1st – 8th Boys **All Black** athletic tennis shoes (**NO** markings or white soles allowed)

1st – 4th Girls **Black Mary Janes or Black Shoes** (**NO** Flats with flowers, bows or glitter will be allowed)

5th - 8th Girls **Black penny loafers**

All the above shoes can be purchased at **School Shoes Unlimited** but not limited to.

OUTERWEAR:

Students may wear warm coats or jackets, in the winter months, but coats/jackets **will not be allowed** to be worn indoors during the day as part of the uniform. If a child is cold he/she needs to wear the uniform sweatshirt with logo, school jacket with logo or hoodie with logo (ordered through the school office) in the classroom.

All students will wear the same **PE** uniform:

School PE Shorts w/logo (Green Shorts)

School PE shirt with logo (Green Shirts)

Sneakers (any style of tennis shoes, except knee length shoes, will be allowed for PE)

Dark Green or Gray sweat top with the school logo and dark green, black, or gray sweat pants may be worn over PE uniform in cold weather.

****Note:** On cold weather days, long sleeved polo shirts may be worn. No t-shirts or turtlenecks may be worn under the uniform polo. If a student is cold he/she must wear the school jacket or the school hoodie with logo.

(Jackets and sweaters are available at Parker's Uniform. There are 2 styles of jackets; the hooded all-weather and the zip up fleece)

We ask parents to help us enforce the uniform requirements.

Uniform Infraction Consequences:

1st infraction: Verbal Reprimand

2nd infraction: Written Reprimand/parent

3rd infraction: Silent Lunch

4th infraction: Administration Consultation

JEWELRY:

All students may wear one simple necklace (e.g. a Cross or Religious Medal), and/or a watch only. Girls may wear one set of **POST EARRINGS ONLY**. No hoops or dangle earrings will be allowed. There will be no body piercing of any kind during the school year for health reasons. No student will be allowed to wear earrings in any part of the body other than the ears lobes during school or at school functions. Boys may **NOT** wear earrings at any time at school or at any school function.

DOLLAR DRESS DAY:

Students are permitted to wear regular attire when they have paid \$1 on days designated by the school. The purpose of this is to raise funds to provide special events and rewards for the students throughout the school year. The second Friday of the month is designated as "Spirit Day"-students may wear the school approved spirit shirt with jeans (no exceptions), if they pay the \$1 fee on this day.

***Students may not wear:** sleeveless or spaghetti straps, very short shorts or skirts, frayed or worn jeans. The skirts should be knee length. T-shirts must be tasteful and acceptable for school. Nothing "gang" related in any form will be acceptable. Students may not wear flip flops or sandals. This is a safety issue. Blue jeans may only be worn on these days. Skinny jeans, leggings and jeggings are not permitted. Students may have a free dress day on their birthday.

PERSONAL GROOMING:

All students, boys and girls will wear their hair in a neat and acceptable fashion. No fad haircuts or styles will be allowed or accepted.

- **BOY - Hair cuts need to be above the collar and away from face**
- **GIRL - Hair must be away from face, only school color hair bows and hairbands will be permitted, no OVERSIZE HAIR ACCESSORIES.**
- **Hair cannot be bleached or dyed.**
- **At no time during school hours will make-up or nail polish be allowed.**
- **Girls will not be allowed to wear artificial nails at any time during school or at any school function.**
- **Boys' shirts will be worn tucked in at all times while on campus so that belt is visible.**

Any question about appropriateness of an item or hairstyle will be left to the discretion of the Principal.

***NOTE: It is important to have full cooperation from parents. In the event that parents' actions are detrimental or contrary to school policy, the Administration may ask the family to withdraw.**

Cooperation Acknowledgment

We have reviewed the handbook for the 2017-2018 school year and we understand that these are the policies for the school. We will work in cooperation with the school to become familiar with these policies.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

Student Signature _____ Date _____