

Saint Joseph Academy

Student & Parent Handbook 2012 - 2013



Building On A
Century of
Marist
Tradition



Saint Joseph Academy

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Student Name: _____ Homeroom: _____

STUDENT/PARENT HANDBOOK CONTRACT (2012 - 2013)

We have received the 2012-2013 Saint Joseph Academy Student/Parent Handbook and have familiarized ourselves with its contents. We support and agree to abide by the policies contained therein.

I, the undersigned student, promise as a matter of personal honor to act at all times in accordance with the *Standards of Academic Integrity* as outlined in this *Handbook*.

We understand that these policies are applicable for the 2012-2013 school year, unless otherwise notified of the changes by the Principal.

Release Statements

As a parent of a Saint Joseph Academy student, it is with my full knowledge and consent that we authorize Saint Joseph Academy to release and/or share grades, class rank, and other information about my son/daughter with colleges and/or their representatives. This information, relevant to the college admissions and/or scholarship application process of my son/daughter, is to be used solely for educational planning and placement purposes. I understand that SAT, ACT, and/or AP test scores will not be released unless requested by my son/daughter on the Transcript Request Form. I further understand that under Texas state law, official transcripts may only be submitted directly from Saint Joseph Academy to colleges and other institutions. Students and/or parents may not deliver official transcripts.

We, likewise, give Saint Joseph Academy permission to publish and use, in SJA publications, any photos in which I/we appear that may be taken during class or other Academy events.

Print Student Name

Student's Signature

Date

Print Parent/Legal Guardian Name

Parent's/Legal Guardian's Signature

Date

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Introduction

This *Student and Parent Handbook* is published for the information of Saint Joseph Academy students and their parents. Parental support of our school's policies is essential, as is parental cooperation with the total school program.

Parents must see themselves as active partners with the faculty in guaranteeing that their children observe and adhere to school rules and regulations. In this way, we all contribute to a safe and wholesome learning environment for the entire student body.

When violations of school policies occur, it is likewise important that parents remain in active partnership with school authorities. For discipline to be effective, students must know with certainty that their parents and faculty stand together in holding them accountable and in implementing consequences.

By contrast, it is unfortunate for all parties when a parent defends or excuses a child's transgressions or attempts to shield a child from the consequences of a mistake. Not only is this harmful to the child in that it interferes with the healthy learning process necessary for his/her development, but it also disrupts the effective operation of the school.

Parental feedback, including disagreement, is always welcome. However, when parents are unable to support the school either in general policy or in a specific decision, the Principal reserves the right to ask the parents to withdraw their child from school for the good of all.

The Principal may amend any part of the *Student and Parent Handbook*. Parents will be notified in writing of any changes.

Part I: Saint Joseph Academy

Mission

Conducted by the Marist Brothers of the Schools and serving the children of the lower Rio Grande Valley, Saint Joseph Academy provides religious and moral formation and a college preparatory education in the tradition of the Roman Catholic Church. It endeavors to form young men and women who will succeed in university studies who know and love Jesus, and who actively participate in the worship and mission of the Church, including the Church's preferential option for the poor.

The Marist Brothers

In 1817, the Marist Brothers of the Schools were founded by Saint Marcellin Champagnat in rural France in response to the needs of the children of his time who lacked schools, capable teachers, and the opportunity to know and learn about Jesus. Today, there are more than four thousand Marist Brothers providing Catholic Education in more than 70 countries around the world and in the United States. On April 18, 1999 the Founder of the Marist Brothers of the Schools, Marcellin Champagnat, was canonized a saint of the Catholic Church.

History of Saint Joseph Academy

Founded in 1865 by the Oblates of Mary Immaculate, Saint Joseph Academy opened and closed several times in its earliest years. In 1906 Marist Brothers from Mexico arrived and reopened the school which has remained open continuously since. It initially operated as an elementary school for boys. By 1916 the Academy accepted boarders and in 1926 the three-story building known as the "Old Saint Joseph

Academy” was constructed on a site where the International Bank of Commerce now stands in downtown Brownsville. In 1930 the first high school students were graduated. In 1940 the Sisters of the Holy Ghost assumed operation of the elementary school. The campus at its present location was opened in 1959, serving boys in grades 7 - 12. In 1971 the school became coeducational, accepting its first female students in grades 7, 8 and 9. From the late nineteen-seventies until the present, the school has undergone a gradual process of growth and transformation evident in the expansion of its student body and the improvement of its programs and facilities.

School Motto: *Ad Astra Per Aspera*

For generations, the Saint Joseph Academy motto, *Ad Astra Per Aspera* (“To the stars through difficulties.”) has encapsulated and expressed the highest ideals of our faculty and students.

The motto is an exhortation to perseverance and a reminder that success, achievement and accomplishment are the fruits of patient and strenuous work. The best results are seldom instantaneous. Although each person’s talents are varied, it is equally true for all: only through diligent effort do we attain our full potential.

At its most challenging, our motto is an invitation to follow Jesus Christ in his Paschal Mystery. By embracing and imitating the total self-giving of Jesus’ life and death we are redeemed. “If we die with the Lord we shall live with the Lord.” The Saint Joseph Academy tradition of care for and service to the needy flows from the belief that when we embrace the poor, the marginalized, and the victims of injustice, we embrace the crucified Christ: “Whatever you do to the least of my brothers and sisters, you do unto me.”

Philosophy of Saint Joseph Academy

Saint Joseph Academy is dedicated to the total formation of its students.

Religious Formation. The study of Roman Catholicism, central to the curriculum, has two aims. First, students acquire a comprehensive understanding of the Roman Catholic tradition. Secondly, and even more importantly, students gain a more complete access to the rich Catholic treasury of resources for developing a meaningful life of faith. These resources include a balanced and informed moral system based on a keen sense of social responsibility. While formal religious education takes place in religion classes, Christian values are reflected throughout the curriculum. Through regular worship as a school community, opportunities for prayer and reflection and a variety of voluntary projects aimed to serve the poor, the seeds of faith, love and responsibility to the “least favored” have the opportunity to take root in the lives of students.

College Preparatory Instruction. At the heart of our program is a comprehensive curriculum in the arts and sciences. Instruction emphasizes and builds upon fundamental academic skills: the written and oral expression of ideas, problem-solving, critical thought, and the competent use of technology. Thus, our students prepare themselves not only for university studies, but also for a lifetime of learning. Our curriculum is not designed exclusively for the intellectually gifted. We accept and work with students at a variety of ability levels, meeting them at their level, and helping them to grow in their aptitude for scholastic achievement. Nevertheless, success requires diligence and consistent effort on the part of the student.

Educating the Whole Person. In addition to religious formation and intellectual growth, a complete Catholic education seeks to develop personal character based on Gospel values, physical health and fitness, aesthetic sensibilities, and kinesthetic, artistic, social and emotional skills. These needs are

addressed in various forums, including the curriculum, student services, extracurricular activities, and competitive sports.

A Christian Learning Community. Educating the whole person requires more than excellent classroom instruction. For this reason, Saint Joseph Academy continually strives to build a genuinely Christian community in which students are offered love, acceptance, discipline, and challenge. The life example of our faculty and the care, attention and respect they show to students contribute significantly to this atmosphere. In turn, students are expected to treat faculty and each other in a similarly loving and respectful manner.

The Administration of Saint Joseph Academy

Saint Joseph Academy is privately owned by the Marist Brothers of the Schools. Ultimate authority is vested in the Brother Provincial Superior for the Marist Brothers Province of the Holy Family (USA Province) and his Provincial Council, who constitute the Board of Trustees for Saint Joseph Academy. The academy is managed locally by the President and Principal, who are appointed by the trustees. The President is the Chief Executive Officer of the school and the Principal is the Chief Operating Officer. The trustees likewise appoint local school directors, who are charged with promoting and preserving the mission of Saint Joseph Academy.

The relationship of parents and students to Saint Joseph Academy, a private school, is contractual in nature. As such, the relationship requires the ongoing consent of both parties: school and student/parents. Through registration, parents and students agree to support and act in accordance with the policies and procedures outlined in the Student/Parent Handbook and to pay the stipulated tuition and fees. This contractual relationship is distinct from the constitutional relationship students and parents have with public schools.

If the school's mission and program are in conflict with the values of an individual parent or student, or if the student does not contribute positively to the academic and religious environment of the school, it is evident that Saint Joseph Academy is not the appropriate school for that student. Under such circumstances, the administration will ask the family to seek a more suitable educational environment.

Accreditation

Saint Joseph Academy is accredited by the Southern Association of Colleges and Schools and by the Texas Catholic Conference Education Department.

Nondiscrimination Policy

Saint Joseph Academy admits students of any sex, race, color, nationality, ethnic origin and religion to share in all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of sex, race, color, nationality, ethnic origin, or religion in admission policies, the administration of its educational policies, financial aid assistance, and other school-administered programs.

Part II: Admissions

Typically, admission to Saint Joseph Academy is offered to prospective seventh-grade students. Students may be admitted to other grades if space is available.

The offer of admission is based upon the student's performance on an entrance examination and an evaluation of his/her total scholastic record.

For students seeking admission into the upper grades of high school, the following number of high school credits are required: 10th grade: 7 credits; 11th grade: 14 credits; 12th grade: 21 credits. In addition, the credits must be in areas that will meet Saint Joseph Academy graduation requirements. Therefore, before sitting for the entrance examination, a student seeking admission to grades 10-12 must present a high school transcript for evaluation by the Director of Admissions

It is understood that a student entering Saint Joseph Academy in grade 12 will not be given a rank-in-class until after graduation.

Part III: Graduation Outcomes

Graduates of Saint Joseph Academy:

1. apply Roman Catholic teaching to the analysis of personal and social issues;
2. speak and write English clearly and fluently for formal and informal communication;
3. listen to and read English critically, intelligently evaluating the validity of spoken and written arguments;
4. communicate in a second language through the written and spoken word;
5. use critical thinking, mathematical problem-solving, and scientific methods to draw and apply conclusions;
6. apply a comprehensive understanding of our world - its geography, cultures, histories, and the natural and social processes that govern it - to the analysis of current events;
7. conduct and report research across disciplines;
8. use with skill the techniques of one (performing or visual) artistic medium;
9. utilize calculators, computers and the internet as tools for research, word-processing, data management, multi-media presentations, and reference.

They are prepared to:

1. participate in the worship and mission of the Church - particularly in service to the least favored - in an active and informed manner;
2. employ the principles and skills of fitness and exercise, wellness, safety, teamwork and good sportsmanship;
3. lead productive lives marked by respect, generosity and compassion, effective planning and decision-making, fruitful collaboration with others, and functional processes for solving personal, interpersonal and situational problems;
4. succeed in university studies.

Part IV: Academic Policies

Academic Integrity

In accepting the privilege of a college preparatory education, students bear the responsibility to use this opportunity with care, submitting themselves to the rigors of intellectual discipline. This responsibility also involves certain ethical demands regarding academic integrity.

At the heart of this ethic is the value of intellectual life: ideas are important, and the exchange of ideas is the central and cherished activity of the academic enterprise. One assumes responsibility for one's own ideas and is entitled to credit for the hard work by which original thought is produced. While learning is its own reward, academic recognition (in the form of grades and honors) is awarded in proportion to the quality of one's work.

The following are examples of behaviors contradictory to this ethic, are forms of intellectual theft, and will not be condoned, tolerated, or overlooked at Saint Joseph Academy:

- Copying homework or other assignments for/from another student, including study guides.
- Allowing another student to copy homework or assignments.
- Having, using, or attempting to use unauthorized aids (books, notes, "cheat sheets," calculators and other electronic aids or persons) on tests, quizzes, homework, papers, or projects.
- Writing formulas, notes, codes, or answers on desk, paper, hands, clothing, etc., to be used or actually used on the assignment or test.
- Using a cell phone during a testing session.
- Copying answers from other students during a test, with or without the students' knowledge.
- Giving unauthorized assistance to other students during a test.
- Plagiarizing: representing in writing the thoughts or ideas of another as if they were one's own, without giving credit to the original author; the wholesale copying of an author's work into one's own without citation; Evidence of plagiarism may be determined through Turnitin.com (20%+ excluding quotations and works cited) or by other provable means.
- Unauthorized possession of a copy of a test, answers to a test, or other teacher materials.
- Distribution of unauthorized copies of tests, answers to a test, or other teacher materials.
- Attempting to deceive by changing a test paper that was previously graded.
- Forgery in connection with academic endeavors or school procedures.

All of these activities are considered serious violations of academic integrity. They are grounds for both academic and disciplinary penalties. Any student suspected of cheating will be referred to the Vice Principal for Student Services or the Dean of the Middle Division.

By accepting enrollment at Saint Joseph Academy, each student promises as a matter of personal honor to act at all times in accordance with these standards of academic integrity. Each year the student renews this promise in writing.

Technology Acceptable Use Policy

Saint Joseph Academy's computer facilities provide excellent opportunities to explore and use a varied set of educational resources including computer programs, CDs, and access to the Internet.

To be granted permission to use the school's computers the student must have on file in the office the 2012-2013 *Technology Use Agreement* which was included with the registration materials. The *Agreement* must have been signed by both student and parent.

We recognize that the Internet's greatest strength, largely unregulated and unregulatable access to virtually limitless sources of information, also poses a hazard. Some Internet sites contain materials that

are sexually explicit, offensive, or contrary to our educational mission. We do provide supervision wherever computers are in use and we place *primary responsibility on the student* to use our computer facilities for appropriate means only.

Failure to meet any of these expectations may result in revocation of the student's permission to use the school's computers and/or other disciplinary action.

Specific expectations of students who use or access Saint Joseph Academy's computers:

- No person will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same.
- No person will deliberately access sexually explicit or other educationally inappropriate materials or show others how to do the same.
- No person will re-post personal communications without the original author's prior consent. Messages in a public forum (e.g. newsgroups or list serves) may be copied in subsequent communications with proper attribution to the author.
- Anonymity and impersonation are not permitted. Users must use their own real names; pseudonyms are not allowed.
- For reasons of personal safety, no person should reveal his/her own or anyone else's personal address or phone number.
- Each person will use language appropriate to the educational setting, avoiding offensive or profane language.
- All school rules as listed in the Student and Parent Handbook apply to the use of technology.
- Each person will respect the rights of others to the privacy of the files they store on a computer, an external storage device, or in the "cloud", and will not view those files without the owner's permission or alter or damage such files.
- Each person will respect and uphold copyright laws.
- Each person will follow any regulations posted in the computer facility he/she is using.
- Each person will follow the directions of the adult in charge of the computer facility.

Disclaimer: Saint Joseph Academy makes no guarantees about the quality of the Internet services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the Saint Joseph Academy network are to be borne by the user. Saint Joseph Academy also denies any responsibility for the accuracy or quality of information obtained through user access. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of Saint Joseph Academy, its affiliates, or employees.

Success in Studies

The responsibility for school success lies principally with the student. Students must be well organized, keeping aware of and abreast with the short-term and long-term requirements of each of their courses.

In order to be achieving at full potential, a student should be dedicating a minimum of two hours every school day to home study. Completing the next day's homework assignments may comprise only a part

of that two-hour period of study. The balance of time should be spent reviewing for upcoming tests, preparing extended assignments, and working on long-term projects. **In this sense, there are *always* at least two hours of homework to be done.**

EDLINE

EDLINE is the electronic communication system for students, parents, and school. Email through the EDLINE system will be the primary means of communication from school to families throughout the year; **therefore, all students and parents are required to maintain active EDLINE accounts.** Students and parents may check EDLINE for information about a student's classes. Weekly lesson plans and current grades are posted regularly; parents are strongly urged to activate their individual EDLINE accounts promptly in order to receive communications from the school by email.

Master Notebook System

As part of its mission as a college-preparatory school, Saint Joseph Academy strives to provide its students with the organizational and study skills necessary for success at all academic levels. As a part of that effort, the Master Notebook System is used in all classes in grades seven and eight. This system is designed to help students learn to organize their notes and other schoolwork so that they will be prepared for class and enabled to study efficiently for tests and semester examinations. The papers for all of a student's classes will be consolidated into two binders, one for the morning classes and another for the afternoon classes. Maintenance of the notebooks in good order is an important part of the student's academic responsibility.

Student Planner

The Student Planner, which is sold through our on-campus bookstore, is required in grades 7 – 11 and optional in grade 12. As a part of developing good study habits, students are expected to use the Student Planner daily to record information about assignments, due dates, and upcoming tests.

Assignment of Courses

During the third quarter, the Dean of Academics initiates procedures by which students are assigned courses for the upcoming school year. Students and parents are advised to attend the appropriate grade level course selection meeting to consult with administrators and guidance counselors and select courses for the upcoming year.

Honors and Advanced Placement Courses. Saint Joseph Academy is proud of its rigorous curriculum in the arts and sciences and offers opportunities for students who seek advanced study through our Advanced Placement (AP) and Honors courses. Placement in an Honors or AP course is based on the student's academic history, teacher recommendations, and departmental approval. Students not currently enrolled in an Honors level course but who would like to be considered for such placement may apply through their current subject area teachers. Applications for Honors and Advanced Placement classes require parent approval. Once the application has been submitted, the request will be reviewed by the school administration, and a decision about placement will be made. Because of the increased difficulty of Honors and Advanced Placement courses, semester grades are weighted as follows: Advanced Placement: 1.10; Honors: 1.05.

Grading

Numeric grades on a 100-point scale are used. The minimum passing grade is 70. To pass a course, a student must earn a minimum of 70 as the final grade in that subject. The highest grade which a student may receive for a quarterly, semester, or yearly course grade is 100.

A grade, whether a test grade or a report card grade, may be contested by a student, parent, or legal guardian only within five days of the scheduled distribution of report cards.

EDLINE. Student's grades are posted regularly to EDLINE, which can be accessed through the school's website. All new students and parents receive EDLINE access codes at the beginning of the school year.

Returning students keep the same access code each year. Students and parents are advised to check EDLINE regularly to keep up with students' progress in their courses.

Progress Reports. In the middle of each quarter, progress report grades will be posted to EDLINE to make parents aware of a student's academic status and notify both parents and students of possible deficiencies in a student's work or subject mastery. If a student's progress report indicates that the student is failing a course, the progress report will also be mailed to the parent. Because it is possible that a student may perform satisfactorily up to the middle of the quarter in a subject, but may do poorly in the second half of the same quarter, a progress report grade does not guarantee a passing grade in a course for the quarter.

Report Cards. Report cards are issued four times each year. The first report card is issued following the first nine-week quarter. The second nine-week quarter is followed by the first semester examinations. The second report card lists the results of the second quarter and the semester examination; it also lists the semester grade for the first semester. The third report card is issued following the third nine-week quarter. The final report card lists the results of the fourth quarter and the semester examination; it likewise lists the semester grade for the second semester and the final grade for the year.

Semester Grades. Semester grades are derived as follows:

- the average of the two quarters which comprise the semester (75%).
- the semester examination (25%).

If no semester examination is given, the semester grade is the average of the two quarters.

Final Grades. For full-year courses, final grades are the average of the two semester grades. For one-semester courses, the semester grade and the final grade are identical.

Course Weighting. Courses are weighted as follows:

Advanced Placement:	1.10
Honors:	1.05
Dual Enrollment:	1.03
Standard College Prep:	1.00

Absences

Absences present an impediment to academic success, resulting in lost instruction and missed work. While absences due to illness or emergencies are understandable, avoidable absences should not occur.

Absence during Semester and Final Exam(s): Absences during semester exams are not permitted. Exams missed due to an absence may be given a grade of "0".

Missed Work. *Primary responsibility for work missed during an absence rests with the student.* Students are responsible for knowing and adhering to each teacher's policies on absences for tests, absences on days when tests are announced, and on work missed. During an absence, students should check EDLINE or contact classmates to learn of assignments that have been given. All missed work must be made up within the time set by the teacher. If a student desires special arrangements with a teacher regarding deadlines for missed work, etc. it is the student's responsibility to request such arrangements. Teachers, at their convenience, may assist students in making up missed work.

Academic Honors

Quarterly Honors. Honor Roll students are recognized at the quarterly Honors Breakfast. *First Honors* are awarded to students who in a given quarter have earned a grade of 90 or higher in every course. *Second Honors* are awarded to students with a minimum quarterly average of 90 and who have no course grade below an 85. In the case of Honors, Advanced Placement, and Dual Enrollment courses, the weighted quarterly grade is used to determine First and Second Honors.

Annual Honors. In the fourth quarter an Awards Assembly is held to recognize distinguished academic performance. A gold medal of excellence is presented to the student in each grade with the highest average for the year; a silver medal is presented to the second-ranked student in each grade. Students who have earned honor roll membership in two of the three completed quarters are also recognized.

Graduation Honors. At graduation, the class *valedictorian* and *salutatorian* are honored. To qualify for this honor, a student must have attended Saint Joseph Academy for the entirety of sophomore, junior and senior years. The *valedictorian* is the student with the highest cumulative average in the class; the *salutatorian* is the student with the second-highest cumulative average in the class. The ranking of these students is determined on the basis of all courses taken during the four years of high school, up to and including the third quarter of senior year.

Transfer Credit

Acceptance of Credit: Upon occasion, new Upper Division students will enter Saint Joseph Academy having taken courses for high school credit while they were in the 7th or 8th grade. In order to ensure that all of our Upper Division students have the solid foundation necessary for academic success, Saint Joseph Academy reserves the right to withhold credit for high school courses taken in another junior high school and require that students re-enroll in those courses at Saint Joseph Academy, if it is deemed that the student would benefit from this course of action. Such decisions will be made by the school administration, in consultation with the appropriate department chairperson.

Assignment of Grades: Appropriate credit will be recorded on the Saint Joseph Academy permanent record for any student who enrolls after his/her first semester. Grades transferred as numeric values from accredited schools in the United States will be accepted at face value. Grades transferred as “passing” will be awarded credit, but these grades will not be used in determining the student’s cumulative average or class rank. Grades transferred as letter grades will be assigned numeric values as follows:

A+ = 98	B+ = 88	C+ = 78	D+ = 70	F = 65
A = 95	B = 85	C = 75	D = 70	
A- = 90	B- = 80	C- = 73	D- = 70	

The following will be used to assign value to grades earned in the Mexican school system:

10 - 7 = P (Passing) 6 - 1 = F (Failing)

Academic Eligibility

Interscholastic activities: Participation in interscholastic activities is governed by the rules of the *Texas Association of Private and Parochial Schools*.

1. To be eligible for participation, a student must currently carry 7.0 credits.
2. Two failing grades in a single quarter render a student ineligible.
3. Eligibility is determined on the day report cards are issued or at the beginning of the tenth day after report cards are issued with the approval of the Administration.
4. Ineligible students may attend scheduled practices but may not participate in any competition until eligibility has been restored.
5. An ineligible student remains ineligible until the next progress report or on the tenth day following the date the next progress reports are issued; if the progress report indicates that the student is failing **no more than one of the courses which had rendered him/her ineligible**, eligibility is restored.
6. If eligibility is not restored at the time of the progress report, it will be reviewed at the next report card (see 2 and 3 above).
7. Passing summer school courses may remove a student’s ineligible status incurred during the previous school year. Eligibility would begin ten days following the date report cards are issued.

Other extra-curricular activities: Participation in other extra-curricular activities will be governed by the same rules as interscholastic activities with the exclusion of Missions and other service and spiritual-

growth activities sponsored by Campus Ministry. Due to our school's commitment to religious and moral formation, eligibility for participation in these activities will be subject to the discretion of the administration.

Students Struggling Academically

From time to time a student may struggle academically. When this occurs, the Student Advocate is to help those students found to be failing or on Academic Probation by providing resource referrals, directing to appropriate office for assistance, classroom/faculty concerns, navigating school policies, and procedures to achieve successful academic standing.

The Student Advocate serves as a resource referral agent; maintaining current information on resources for students, i.e. Tutoring, Academic Counseling, Academic Advising, and information on community resources as the primary point of contact for academic support.

Tutoring Program

Saint Joseph Academy provides students the opportunity to receive subject-specific tutoring by faculty members for a reasonable per-session rate. Tutoring services are available after school Monday through Thursday. Students or parents who are interested in the tutoring program may contact the Program Coordinator for further information.

Academic Probation

The Principal, in consultation with the Administrative team, may place a student on academic probation. The parent or guardian will be notified of the student's probationary status and the conditions attached to it. If the student fails to meet the conditions of the probation during the specified time, the student will be required to withdraw from school.

A student who gives evidence of consistently poor performance during the school year -- as reflected, for example, in quarterly grades -- and whose performance gives little indication of probable improvement, may, in the student's best interest, be asked to withdraw from Saint Joseph Academy.

Academic Failures

A student who fails one or two full-year courses (or the equivalent) must successfully complete these courses in summer school before being readmitted in the fall. A student who fails more than two full-year courses (or the equivalent) may not return to Saint Joseph Academy for the next school year.

Summer School

Students who fail one or two courses for the year may be given the opportunity to successfully complete that course in summer school, thereby making possible their continued enrollment in Saint Joseph Academy. Students needing summer school are required to take those courses at Saint Joseph Academy. Only when a summer school course is not offered at the Academy is a student allowed to take it elsewhere. Saint Joseph Academy will only recognize and accept for credit those summer school courses pre-authorized for that particular student by the Dean of Academics. **Note: To ensure a firm foundation in mathematics, seventh grade students who fail Pre-Algebra and eighth grade students who fail Algebra I will be required to repeat the course(s) during the following school year, rather than attending summer school for this purpose.** All policies, procedures, and dress code regulations are in effect during summer school.

Shortage of Credits

Students are required to make satisfactory progress toward graduation in order to remain enrolled in Saint Joseph Academy. If students are found to be short of the number of credits for graduation, either because they have failed a course or because they have transferred to Saint Joseph Academy, it is their responsibility to make arrangements to make up the loss of credit either through a summer program or by other arrangement such as a correspondence course. Such arrangements must be made with the

approval of the **Principal and/or the Director of Admissions**. A student may make up only a total of 2 credits in this manner.

Incompletes

A student may be assigned an incomplete grade at the end of a marking period. Normally this is done when the student has been unavoidably out of school due to illness or unable to complete school work due to some unusual circumstance. School policy requires that students make up incompletes within the first two weeks of the next marking period. If the student does not make up the incomplete within the time allowed, the missing work will be assigned a grade of zero, and the course grade will be averaged accordingly. Any exception to this rule must be approved by the Principal.

Release of Student Information

Release of Student Grades: Saint Joseph Academy will send to colleges, scholarship programs, and other entities an official transcript of the student's courses, as well as the grades received in those courses, only with the written permission of the parent. By signing the *Student/Parent Handbook Contract*, parents give their consent for Saint Joseph Academy to release and/or share grades, class rank, and other information about their son/daughter with colleges and/or their representatives. It is understood that this information, relevant to the college admissions and/or scholarship application process, is to be used solely for educational planning and placement purposes.

In accordance with Texas State law, neither parents nor students may deliver an official transcript. Regulations require that official transcripts be sent directly from the school. However, parents and/or students may deliver unofficial transcripts. Seniors pay a College Application Processing Fee of \$25.00, which covers the cost of all official and unofficial transcripts. For underclassmen, the processing fees are \$5.00 for each official transcript and \$3.00 for each unofficial transcript.

Release of College Entrance Test Scores and AP Test Scores: Recent changes in the policies of testing agencies such as the College Board and ACT, Inc., allow students the option of withholding SAT, ACT and/or AP Test scores from colleges and/or electing to send only selected scores. In accordance with this change, Saint Joseph Academy *will not* send SAT, ACT, or AP scores to colleges as a part of the student's official transcript unless requested to do so in writing by the student. Students applying to college will have the following options for submitting test scores:

1. For the many colleges and universities that require scores be sent directly from the testing agency, it is the responsibility of the student to ensure the required scores are sent to colleges. Students may send scores at no charge at the time they register for the test. After that, there is a fee that will be charged by the testing agency for each college to which scores are sent. Since colleges look for the highest test scores, students are advised to take advantage of the option to send scores to colleges and universities when they register for the test.
2. In order to accommodate students applying to colleges which continue to accept scores reported on an official transcript, Saint Joseph Academy will submit them upon request. If a student wishes his/her test scores to be sent as a part of the transcript, the student must request this option in writing at the time the transcript is ordered. The student will understand that in selecting this option, he/she is authorizing Saint Joseph Academy to send all SAT, ACT, and/or AP scores that have been reported to the school. The student will not be given the option of requesting the school to submit only selected scores.

Release of Disciplinary Information to Colleges: Students and parents understand that teacher and counselor recommendations are confidential documents and waive access to them during the application process. It is the policy of the school, as a member of the National Association of College Admission Counseling, to inform colleges, if requested to do so, of serious disciplinary matters which result in probation, out-of-school suspension, or dismissal from Saint Joseph Academy. It is the student's obligation to be honest with the college counselor and with the colleges to which the student is applying if serious incidents of academic or behavioral misconduct exist.

Graduation

Diplomas are only granted to those students who have successfully completed the graduation requirements of Saint Joseph Academy. If a senior is short of the requirements at the time of graduation, the student will be allowed to participate in the commencement exercise, but will not receive a signed diploma until such time as the necessary credits have been completed.

Learning Center

In order to be successful in their post secondary studies, students must be independent learners. The mission of Saint Joseph Academy's Learning Center is to help students with learning differences develop skills in self-motivation, with emphasis on setting goals, taking risks, monitoring performance, making adjustments, when necessary, and assuming personal responsibility. The Learning Center provides college preparatory support services which encourage students to use individual strengths to improve academic performance. Reasonable classroom accommodations are offered to students with diagnosed learning differences who meet the guidelines set by Saint Joseph Academy.

Part V: Middle Division Program of Studies

7th GRADE

Religious Studies
Language Arts 7 *
Mathematics *
Physical Science
Texas History
Computer Science
Physical Education
Electives **:
Art
Band
Intro to Speech & Drama 7
Intro to Interactive Reading 7
Spanish IA***
Writing Workshop 7

8th GRADE

Religious Studies
Language Arts 8 *
Mathematics *
Environmental Systems *
U.S. History through 1877
Physical Education
Health
Electives **:
Art
Band
Intro to Speech & Drama 8
Intro to Interactive Reading 8
Spanish IB***
Writing Workshop 8

* Math, Science 8, and Language Arts courses have multiple levels; placement is made by the Dean of Academics based on entrance exam results, previous report card grades, and recommendations.

** Middle Division students may choose one (1) elective. If Band is selected, this course will also satisfy the Physical Education requirement.

Spanish IA and IB are the equivalent of high school Beginning Spanish and are offered for non-native speakers of Spanish only.

Note: In order to ensure a firm foundation in mathematics, seventh grade students who fail Pre-Algebra and eighth grade students who fail Algebra I will be required to repeat the course(s) during the following school year, rather than attending summer school for this purpose.

Part VI: Upper Division Program of Studies

Requirements for graduation from Saint Joseph Academy include a total of 28 credits as described below and a completed Writing Portfolio.

Religion	4.0 credits	Health	0.5 credit
English	4.0 credits	Fine Arts	1.0 credit
Mathematics	4.0 credits	Computer Science	1.0 credit
Science	4.0 credits	Physical Education	1.0 credit
Social Studies	4.0 credits	Fitness	0.5 credit
Target Language	3.0 credits	Speech	0.5 credit
Electives	0.5 credit		

9TH GRADE

Religion	1.0 credit
English	1.0 credit
Math	1.0 credit
Science	1.0 credit
T. Lang. I	1.0 credit
World Geography	1.0 credit
PE/Fitness	0.5 credit
Fine Art or *Health	0.5 credit

10TH GRADE

Religion	1.0 credit
English	1.0 credit
Math	1.0 credit
Science	1.0 credit
T. Lang. II	1.0 credit
World History	1.0 credit
Computer Science	1.0 credit
Speech or F.A.	0.5 credit

11TH GRADE

Religion	1.0 credit
English	1.0 credit
Math	1.0 credit
Science	1.0 credit
T. Lang III	1.0 credit
Am. History	1.0 credit
PE/Fitness	1.0 credit
Speech or. F.A.	0.5 credit
*Unless satisfied at SJA in Grade 8	

12TH GRADE

Religion	1.0 credit
English	1.0 credit
Math	1.0 credit
Science	1.0 credit
Economics	0.5 credit
Government	0.5 credit
Fine Arts	0.5 credit
PE	0.5 credit
Electives	1.0 credit

Math Requirement

To ensure that Saint Joseph Academy students receive a solid foundation in mathematics, all students are required to be enrolled in a math course each year that they are in attendance, regardless of the number of credits earned.

Writing Portfolio Requirement

Helping students become skilled writers is an important part of Saint Joseph Academy's mission of preparing our graduates for success in their college studies. Beginning in the school year 2008-2009, all students in Grades 9 – 12 will be required to complete a yearly writing portfolio containing specific samples of their writing. The compilation of the writing portfolio will be under the direction of the student's English teacher. **The completion of the annual writing portfolio is a graduation requirement for all students.** In order to graduate, a student must have a completed portfolio for each year in Grades 9-12 in which they attended Saint Joseph Academy. **Students whose portfolios are incomplete at the end of a semester will not receive an exam pass for semester exams until the portfolio requirement has been met.**

Dual Enrollment

Dual enrollment, a program of study offered by Saint Joseph Academy in partnership with The University of Texas at Brownsville and Texas Southmost College, allows high school students to earn college credits for courses taken at Saint Joseph Academy. College credits earned through dual enrollment can be simultaneously applied toward high school and college graduation requirements and may be transferred to other colleges or universities. Dual enrollment courses are college courses, and students should understand that the amount of work necessary to succeed in dual enrollment courses may be greater than that of high school courses. In addition, dual enrollment courses become part of a student's permanent college transcript. Failing a dual enrollment course or withdrawing from the course after the published deadline will negatively affect a student's future applications for college admission as well as their eligibility for financial aid. As a result, students and parents should be sure that the student is prepared to accept the serious responsibility associated with dual enrollment. Students must qualify for dual enrollment through a satisfactory score on the SAT or COMPASS test, as well as by teacher recommendation and administrative approval. Because of the increased difficulty of Dual Enrollment courses, semester grades will be weighted 1.03. Students interested in dual enrollment should discuss their options with the Saint Joseph Academy Dual Enrollment Coordinator, the Dean of Academics. Dual enrollment offerings for 2011-2012 will include Algebra II (College Algebra), Pre-Calculus, Calculus, and Statistics. Course availability will be based upon demand.

Senior Electives

Seniors must take a full course load and be present for all seven daily class periods. This means that seniors must enroll for a minimum of 7.0 credits, 5.0/6.0 of which are prescribed courses. Seniors may complete their credit requirements from the electives listed in the course bulletin.

Part VII: Standardized Testing/Student Services

Grades 7 - 10

Students in grades seven through ten take the Iowa Test of Basic Skills. By assessing an array of academic competencies, this test provides each student and his/her parents with an objective, nationally normed measure of scholastic progress. Additionally, it provides Saint Joseph Academy with useful data for evaluating our instructional program.

Grade 8

READISTEP: Students in Grade 8 will take the ReadStep test in October. ReadStep is an assessment designed to help provide the guidance eighth grade students need to start preparing for high school and college. Developed by the College Board and aligned with the PSAT and SAT, ReadStep provides early feedback on students' skills. It identifies areas in which students need to develop their skills, as well as students who are ready for more advanced course work.

Grades 9 - 12

PSAT: Ninth, tenth, and eleventh grade students will sit for the PSAT. This test provides scores predictive of later performance on the SAT. For juniors, the PSAT also serves as the qualifying test for the National Merit Scholarship Program and other scholarship programs administered by the College Board.

SAT/ACT: Students in Grade 11 are advised to register and sit for the spring administration of the SAT and ACT college entrance exams. Registration information and other test information are provided by the Department of Guidance. It is the responsibility of the student to register for the tests, meet associated deadlines, pay the test fees, and make arrangements with the testing agency for submission of the scores to the colleges and universities of his/her choice.

THEA/Compass: Students planning to attend a Texas public college or university, including those who desire to participate in the Dual Enrollment program while attending Saint Joseph Academy, are required to register and sit for the Texas Higher Education Assessment or Compass unless their SAT/ACT scores exempt them from this requirement. Registration information is provided by the Guidance Department.

Career Testing

In an effort to help students determine possible career, goals, and the corresponding college major fields of study, the Guidance Department conducts two computer-based assessments with students using Family Connection by Naviance. Grade 8 students will take *Career Planner with Career Key*, and Grade 10 students will take *Career Planner – Do What You Are*. Information from these assessments is used to assist students with college and career planning.

Assessment of Catechesis and Religious Education

Students in grades eight and eleven will participate in the ACRE test. This test is produced by the National Catholic Educational Association (NCEA) and is used by schools within the Diocese of Brownsville as a diagnostic tool.

Part VIII: Attendance

The current Attendance and Tardy Policies are under review. A Policy Addendum will be in place and publicized by August 15, 2012.

Texas State Law grants only the following as legitimate reasons for school absence: sickness, death in the family, health treatment, quarantine, religious observance, and required court appearance. In addition to fulfilling the statutory requirements of Texas Law, regular attendance is essential to guaranteeing a continuous, uninterrupted program of instruction as a basis for academic success.

Therefore, Saint Joseph Academy cannot condone or approve absence from school for vacations or other nonessential reasons. All absences are reviewed by the Vice Principal for Student Services.

Reporting an Absence

When a student is absent, the parent or guardian must phone the school at 542-3581, extension 360 before 10:00 A.M. on the first day of absence. If the length of the absence is definitively reported on the first call (e.g. "my child will be absent for two days") then no further calls are necessary. If the length of the absence cannot be definitively reported on the first call, a call must be made by the parent or guardian on each day of the absence. If no call is made, the school will call the home before the end of first period.

Returning to School Following an Absence

Written Notification from Parent/Guardian. When returning to school following an absence, the student must report to the office with a note written by the parent or guardian stating the dates and number of days absent and the reasons for the absence. This note must be presented before 8:00 AM on the day on which the student returns to school. Students who do not bring a note on the day they return will be given a grace period of one day to produce the note. Failure to present the note by 8:00 AM on the day after the student returns from an absence may result in detention. Likewise, a physician's documentation of an illness must be submitted to the main office on the day the student returns to school. If a student is absent from school for three or more days, the school will require a physician's note.

Obtaining an Admit Pass. Prior to 8:00 AM on the day the student returns to school from an absence, the student must procure an *Admit Pass* at the Main Office. This pass is to be presented to each teacher

during the school day for the teacher's signature. Failure to obtain an *Admit Pass* before 8:00 AM may carry a disciplinary consequence.

Extracurricular Participation on Days of Absence

All students are required to be in school before the start of period three if they are to be considered present for a full day of school. Students who arrive after the third period bell are considered to have a half absence. Students who are absent, half-day absent or who go home sick on a given day are not allowed on that day to attend or participate in any after-school or evening activity sponsored by the school unless approved by the Administration. Absence on a Friday will prevent a student from participating in weekend events. Students failing to adhere to this policy may jeopardize their future participation in that activity.

Dismissal during the School Day

Illness during the School Day. A student who becomes ill during the school day is to report to the Main Office: Administration Building or Middle Division. The school will contact the parent or guardian who may then come to the school to sign the student out. *No ill student will be released from school unless signed-out by a parent or guardian.* Ill students cannot be released from school on the basis of a telephone call from parents. An ill student who leaves campus without having been signed-out by a parent or guardian will be considered truant.

Professional Appointments

- Students required to leave school for a professional appointment must present a note, signed by the parent/guardian, stating the nature of the appointment and the time of departure from school.
- Parents may be called to verify the note.
- All notes must be presented **prior to 8:00 AM**. Failing to do so, the student will be issued a late slip.
- For the safety of our students, only those students whose cars are registered in the Main Office: Administration Building or Middle Division may be dismissed on the basis of this note alone. All other students (those who do not drive) must be signed-out by a parent/guardian. Parental permission for early dismissal may not be sent to the school via e-mail. Faxed permission is acceptable. All requests must contain the signature of a parent, adult relative, or guardian and a current phone number for verification purposes.
- All students must check-in at the Main Office: Administration Building or Middle Division before leaving for the appointment.
- Students returning from an appointment must check-in at the Main Office: Administration Building or Middle Division to obtain an admit slip.
- To avoid undue disruptions to the last class period of the day, no student will be allowed early dismissal once 7th period has begun, unless prior notice has been given and approved.

Excessive Absences

The parents of students who have accumulated five absences will be notified, by letter, that the student has been excessively absent. Should the student accumulate another five absences, it may necessitate a conference between the parents and the Vice Principal for Student Services or the Dean of the Middle Division; the student will also be placed on probation for the remainder of the year. The next unexcused absence will result in suspension from school. A continued pattern of excessive absence by a student on probation may result in withheld registration or dismissal at the end of the school year. ***Students who are placed on probation for excessive absences may be required to present a physician's note for each absence in excess of ten.***

Extended Absence for Workshops

A number of workshops are available to students during the academic year and during the summer. Workshops like Presidential Classroom are undoubtedly a great experience for any student who attends. We, therefore, encourage students, as they are able, to respond positively to these invitations.

Attendance in class is also of great value, and failure to attend class is detrimental to students. For this reason, students who wish to attend workshops that would require an extended school absence must have a minimum of an 85 cumulative average. Likewise, the student's attendance must reflect the importance of daily attendance. Many of the workshops are available during the summer. If the student otherwise qualifies, he/she is encouraged to attend during the summer. Students enrolled in summer school, however, will not be excused to attend workshops.

In general students with at least an 85 cumulative average will be given school permission to attend *one of these workshops per year*. This of course does not preclude attendance at other workshops during the summer months.

College Visits

Helping students choose an appropriate college or university is an important part of Saint Joseph Academy's mission as a college-preparatory school. In keeping with our mission, the school allows three days of excused absence during the junior year, and three days during the senior year, for the purpose of visiting college campuses. In particular instances - for example, when distance is a factor - a student may choose to take all his/her college leave time during either the junior or senior year. All such absences must be approved by the Vice Principal for Student Services prior to the visit. Students should understand that they will be responsible for making up all school work missed during college visits. More than three days in either the junior or senior year taken for the purpose of college visits will be regarded as unexcused absences.

Tardiness

When Late to Class/School. A student who is not in class when the bell signals the start of that class is tardy. The student must report directly to the Main Office: Administration Building or Middle Division and present his/her ID card in order to receive a tardy slip. Students are not to dispute tardiness with the teacher. ***Tardiness is only excused by the Vice Principal for Student Services or the Dean of the Middle Division according to the school policy.*** Students who accumulate too many tardies may be placed on probation or asked to submit a doctor's excuse for subsequent lateness.

Lateness Consequences:

3 rd tardy of the semester:	Detention (1 hour)
4 th tardy of the semester:	Detention
5 th tardy of the semester:	Detention and probation
6 th tardy of the semester:	Detention
7 th tardy of the semester:	Detention and in-school suspension
8 th tardy of the semester:	Detention
9 th tardy of the semester:	Expulsion

Truancy

A student is truant if he/she:

- is absent from school without the permission of a parent or guardian.
- leaves the school grounds once he/she has reported for classes without the permission of the Principal or Vice Principal.

In case of truancy, the parent or guardian will be notified immediately. Truant students are subject to suspension and other disciplinary action. Repeated truancy is cause for expulsion.

Part IX: General Regulations

Notice. Upon admission to Saint Joseph Academy and as a condition of matriculation, students and parents will give written consent and approval to the school's policies regarding drugs, alcohol and tobacco.

Arrival and Pickup of Students at School

Students should not arrive on campus before 7:00 A.M., unless directed to report earlier by a teacher or coach. Once students arrive on campus they are not permitted to leave campus until dismissal. All gates to the campus are locked at 10:00 PM each evening.

At dismissal, students must be picked up by 4:30 P.M., unless involved in an after-school activity. Students in an after-school activity must be picked up within thirty minutes of the activity's conclusion. Students who remain on campus beyond these times may not be supervised and do so at their own risk.

For the safety of students, if parents find themselves consistently unable to pick up their child within thirty minutes after evening events, their child may be required to discontinue participation in these activities.

Automobiles and Driving on Campus

A Privilege. The right to drive on to school property and utilize school parking is a privilege extended to students by the school.

Permits. Any student wishing to drive to school must have a parking permit. To obtain a permit, a student must have a valid driver's license and proof of insurance and must register his/her vehicle(s) with the Vice Principal. The permit decals are to be displayed in the lower right-hand corner of the front windshield facing out. The fee for a parking permit is \$50.00 for the first and \$25.00 for each additional permit. Replacement of a lost parking permit is \$25.00. Students who do not purchase parking permits may not park at school. Violators will be ticketed and cars will be subject to towing at owner's expense.

Rules for Student Driving and Parking on Campus.

- The safety of all students, faculty and staff is of primary importance.
- All traffic control signs on campus must be observed.
- The school is not responsible for damage to vehicles while on the campus.
- Students must obey instructions given in the form of verbal commands or hand signals by faculty or security personnel.
- The **maximum speed limit** on campus is **10 mph**.
- Students may not loiter in the parking lot before or after school.
- Students are not permitted to return to their cars/parking lots during the school day for any reason without the permission of the Vice Principal and knowledge of the security personnel.
- Loud music is not permitted.
- Cars illegally parked are subject to a \$20.00 fine and may be towed at the owner's expense.
- Cars with bumper stickers displaying inappropriate language or gestures will not be permitted on campus. These stickers will be removed immediately.
- Cars may not be left on campus over-night without the permission of the Vice Principal.
- The school reserves the right to search any vehicle if reasonable cause exists. Students have full responsibility for the security of their vehicles. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, drug paraphernalia, and weapons that are found in

their vehicles, and will be subject to serious disciplinary consequences. Search may be conducted any time there is reason to do so, with or without the student present.

- Students are strongly advised to leave valuables in a locked car, out of sight.

Violations. Students found to be in violation of these regulations, particularly operating an automobile on campus in a manner dangerous to themselves or others are subject to revocation of school driving privileges and other disciplinary action.

Birthdays

On the morning of a student's birthday, the entire school community prays for the intentions of that student. ***No gifts or cakes are to be sent or presented to the student at school.*** Please have such items sent to the student's home.

Cafeteria and Lunch Procedures

Throughout the entire lunch period students must remain in designated campus areas: the Student Center, Main Courtyard, Middle Division Gym, or Middle Division Courtyard.

Students are encouraged to take pride in the school and are expected to keep the cafeteria and school grounds clean and are responsible for cleaning up after themselves; they are not to leave garbage or debris where they were eating. Failure to do so may result in disciplinary action and/or being asked to tidy up the grounds. If lunchtime trash is left in the courtyard, students may be required to eat in the Student Center.

- Garbage is to be disposed of in the receptacles provided.
- Plastic containers should be deposited in the specially designated recycling barrels.
- Cafeteria trays are to be returned to the service area.

Students may bring their lunch to school or purchase food at the cafeteria. Students are not permitted to have food delivered to them during the school day by anyone; nor are students allowed to leave school to have lunch with parents or any other persons.

Contacting Faculty

By Telephone. During school hours, telephone calls will typically be answered by the receptionist who will route the telephone call to the requested faculty member.

If your telephone call is initially answered by the auto-attendant, follow the prompt to dial the appropriate extension or dial 0 to speak to the receptionist. Please see Appendix V for a list of phone extensions.

Parents and students should not attempt to telephone or text message faculty members at their homes or on their cell phones unless invited to do so.

By Email. Students and parents may contact teachers by email through EDLINE, which may be accessed through the school website (www.sja.us.) All new students and parents receive access codes for EDLINE; the access codes remain in effect for the duration of the student's enrollment.

Emergency Drills

During an emergency or "lock-down," students are to follow teacher directions. Teachers will activate the immediate response emergency plan. Students are to remain silent until directions are given by their teacher, the administration, or the police.

Emergency School Closings

In the event of an emergency school closing, information will be released via the school website or on one of the following news services: Channel 4, Channel 5, Canal 7 (Televisa), K-Tex 100.3, or B 104 Radio.

Field Trips

Students who are invited to participate in school-sponsored field trips will be given a *Parent Permission Form*. *No student will be allowed to participate on a trip unless the form has been properly signed by the parent or guardian and returned to the designated school official.* Permissions by telephone or other verbal permissions cannot be accepted. Field trips are a privilege offered to qualified students in good standing.

Fire Drills

Fire drills are conducted with and without prior notice. At the sound of the fire alarm (three consecutive short rings), all work immediately stops. Students nearest the windows are to close the windows. The last person to leave the room closes the door and turns off the lights. Students are to move quickly and silently. Running is forbidden. Absolute silence is to be maintained throughout the fire drill. Violation of these fire drill procedures can constitute a serious hazard to the safety of others.

Hall Passes

During regular class hours, all students leaving the classroom will be required to have an official hall pass from their teacher. Only one student is permitted to leave the room with the pass. Students who lose a hall pass may be required to replace it. The fee is \$10.00.

I.D. Cards

An I.D. card is the student's official identification for school and school-related activities and should be carried by him/her at all times. Failure to produce an I.D. card on request of a faculty or staff member will result in disciplinary action. The fee to replace a lost I.D. card is \$5.00.

Injuries

All injuries sustained on campus at any time, or at school sponsored events off-campus, should be reported immediately to the Main Office: Administration Building or Middle Division. Injuries attended to by the staff of the school are reported to the office by the use of the Incident Report. The trainer must be contacted for all injuries and an ambulance called when deemed necessary.

manner are subject to serious disciplinary consequences. Repeated disregard for policies may result in expulsion from the Academy.

Library Media Center Policies

The Saint Joseph Academy Library Media Center is a vital center of student learning. A collection of intellectual works and sources of information, the Library Media Center is maintained at great cost so that our students may have access to this valuable on-campus resource.

Use. The Library Media Center is open from 7:30 A.M. until 4:00 P.M. on school days. The Library Media Center is closed for faculty meetings before the start of school on Tuesday and Thursday mornings. The Library Media Center is intended primarily to allow students access to reference materials and the Library Media Center's circulating collection. However, it may also be used as a place of quiet studying and reading. Students must present a library pass signed by their teacher in order to use the library during class time. At times, the Library Media Center is used for class instruction. Students who need to use the Library Media Center during these times may be asked to return at a later time.

Disruption. Students who are disruptive or who are not researching, studying, reading, or working on assignments will be dismissed from the Library Media Center and referred to the Vice Principal. Students who are dismissed from the Library Media Center on repeated occasions may have their privileges revoked.

Theft and Damage. Stealing or deliberately damaging Library Media Center materials or computers is a grievous violation of school property and the values of academic integrity. In such cases serious disciplinary action may be taken.

Lockers

School lockers are the property of Saint Joseph Academy. Students are permitted the use of these lockers for storing books and school-related materials. Nevertheless, the school retains the right to open and inspect any locker at any time.

School lockers may be locked only with a school-issued lock purchased by the student. *Other locks will be removed.*

In making use of a school locker, the student assumes responsibility for maintaining its security. This is accomplished by preventing any individual access to the lock combination and by ensuring the locker is locked at all times. The school will not accept responsibility for personal items, books, etc. that are lost, stolen, or vandalized in a school locker or backpack. Students should take care to secure all valuables.

Lost and Found

Students who find lost items must immediately turn them in to the Main Office: Administration Building or Middle Division. Because lost articles are the property of someone, finding and keeping a lost article constitutes a form of theft and will be dealt with accordingly.

Medications at School

It is the policy of the school that no drugs or medication, with the exception of prescription and non-prescription inhalers, may be carried by students. All medications are to be administered by the Main Office: Administration Building or Middle Division personnel only. If it is necessary for a student to take medication during school hours, it must be in the original container and must be accompanied by a school medical form completed by the parent/guardian specifying the time for the medication to be given. Medications not accompanied by the proper medical form completed and signed by the parent/guardian will not be administered.

Non-Custodial Parents

In the absence of a court order to the contrary, Saint Joseph Academy, in compliance with the provisions of the Buckley Amendment, will provide non-custodial parents with an unofficial copy of the child's report card and other school mailings upon request. To insure the safety of all students, individuals may be asked to show a form of ID and custodial parent notification before being allowed to interact with any student on campus. It is highly recommended that any pre-arranged meetings between students and non-custodial parents be arranged apart from the school campus. It is the responsibility of the custodial parent to inform the school as to any legal arrangements concerning the custody or visitation of enrolled students.

Parental Complaint/Concern Procedure and Administrative Chain of Command

Saint Joseph Academy is committed to fostering an environment that promotes a positive relationship between parent, student, teachers and administration. It strives to have a mutual understanding of the mission, goals and values of the Academy as a center of Catholic Christian education and formation. The relationship of parent, student, teachers and administration is contractual in nature, and therefore binding to all parties.

As in all human relationships, misunderstandings, conflicts, and concerns regarding the quality of life at the Academy may occur. It is for this purpose that a Parental Concern Procedure has been developed, allowing for a systematic process for handling complaints. The primary purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise from time to time.

A concern is a complaint based on any alleged violation or inequitable application of policy. Before allowing concerns to become formalized into complaints, every effort should be made to resolve disputes by way of a free and open discussion between the parties. Without exception, an informal settlement

between the parties shall be attempted prior to formal complaint proceedings. If the concern cannot be settled satisfactorily, the parties shall present the complaint/concern in accordance with the procedures outlined herein.

Informal Action: Resolution/conciliation Level

Level One – Presentation by Parent/Student to staff member involved (i.e. teacher, counselor, coach, moderator, staff member, janitor, etc.)

Level Two – Presentation to the appropriate Administrator (i.e. Dean or Vice Principal)

Formal Action: Reporting of Concern

Level Three – Presentation to the Principal.

For the protection of both parties, if a satisfactory resolution is not reached at the resolution/conciliation level, the complainant shall state his or her complaint in writing. This documentation should be submitted to the Principal within five (5) working days following the meeting with the level two Administrator.

The Principal should then schedule a conference at a mutually agreed upon time with the parties involved. This meeting should be scheduled not more than two weeks after the written complaint is presented to the Principal. The Principal serves as the final authority regarding all concerns.

The Principal will inform the President of all Level Three concerns that reach the Principal's office.

Prayer over the Public Address System

All students are expected to be attentive and reverent when the school community pauses during the school day to join in prayer, which is led over the P.A. system. If a student is not in class when prayer is led over the P.A., the student must stop, become silent, and listen respectfully.

Pregnancy

Saint Joseph Academy upholds and promotes the teachings of the Roman Catholic Church on all matters including those addressing issues of human life and human sexuality. Premarital sex is considered neither moral nor acceptable. The value of human life, however, is paramount.

Should a student of Saint Joseph Academy become pregnant, the school will take care to do nothing that even subtly encourages her to seek an abortion. The school will endeavor to bring the couple involved together with their parents, guidance counselors, administration, and other pastoral and professional figures in pursuit of a workable solution that will enable the students to continue study at Saint Joseph Academy. In every case, professional counseling of both the boy and girl is strongly recommended as they face critical life decisions. The girl may remain in school until she is advised by her physician (or it is decided by the school) that it is no longer advisable to do so.

Public Displays of Affection

Hand-holding, kissing, clinging, and other displays of romantic affection are not appropriate to the academic setting. A second reminder in this regard may result in a parent conference and possible disciplinary action.

School Property

Students are expected to share in the responsibility for the care of the school campus, buildings, and property. They exercise this responsibility primarily by keeping the buildings and grounds free from litter and by refraining from writing on desks, walls, etc. Any accidental damage to school property resulting from student actions must be repaired at the expense of the student.

Textbooks issued to students must be kept covered and free from writing. School-owned books damaged or lost while in the possession of a student will be repaired or replaced at the expense of the student.

Student Visitors

The administration is open to accepting student visitors who are interested in the possibility of studying at Saint Joseph Academy. Students who request permission to bring a visitor must obtain permission from the Vice Principal for Student Services or the Dean of the Middle Division at least two days in advance. Student visitors are to check in at the Main Office: Administration Building or Middle Division before first period. Visitors are expected to obey the policies of the school and are the responsibility of the petitioning student. It is the responsibility of the host student to ensure that the visitor is properly dressed and behaves appropriately.

Travel – Interscholastic and Co-curricular Events

All students involved in co-curricular activities or interscholastic sports are expected to travel by means of Saint Joseph Academy transportation. If transportation is not provided by the school for a particular event, students may be allowed to travel on their own with written permission from their parent. This permission must be approved by the school.

Tuesday and Thursday Morning Procedures

Although Tuesday and Thursday mornings involve a delayed start for classes, students may be dropped off at the usual time. As always, students may not leave campus once they have arrived. Students should remain in the main courtyard, Student Center or Middle Division lobby.

Visiting Campus during School Hours

Parents or guardians who need to visit campus during school hours are asked to follow these guidelines:

Make an Appointment. If you are coming to see the Principal, Vice Principal, or any other faculty member, please call to make an appointment in advance. Call extension 301, and the receptionist will direct your call to the appropriate assistant for the Principal and Administration. If you wish to make an appointment to see a teacher, please email the teacher directly or leave a message with the receptionist, and the teacher will return your call, usually within one 24-hour work day.

Check-in at the Main Office: Administration Building or Middle Division. When you arrive on campus, please report directly to the Administration Building or Middle Division Office for authorization. Access to the main office may be gained from the main entrance (Ringgold Street) or from Calle Retama. If you need to proceed from there to any other part of the campus you will be issued a visitor badge.

I.D. Check. If you are asking to see your son or daughter, you may be required to show identification. This is a safety measure intended to protect our students.

Please Note: For the safety and security of our students, anyone seen on campus during school hours without a visitor badge will be reminded to obtain one or will be asked to leave campus.

Part X: Dress Code and Grooming Regulations

Saint Joseph Academy maintains a code of dress and grooming consistent with its character as a private, Catholic, college-preparatory school. This code contributes to a seriousness of purpose, a constructive learning atmosphere, and the development of sound personal habits and a positive self-image. Violations of any of the policies listed herein will result in disciplinary consequences.

Parents are expected to support this policy by ensuring that their children wear only the approved school uniform provided by *Parker School Uniforms*.

Students' failure to comply with dress and grooming regulations will result in disciplinary action. Repeated failure to comply with regulations may result in disciplinary action and/or being sent home. Students are expected to be in proper uniform when they arrive on the campus.

Boys

- Choice of khaki or navy blue uniform pants or shorts with black or brown belt.
- Choice of Oxford shirt (long or short sleeves) in white, blue or blue/white stripes or school polo shirt in black or white.
- Shirts must be tucked into trousers/shorts.
- T-shirts worn under uniform shirts must be WHITE.
- Hair is to be neat and well groomed.
- Pony tails are not allowed.
- Socks must be visible above the top of the shoe.
- Well-trimmed mustaches are acceptable; otherwise, faces are to be clean shaven.
- Earrings and other visible piercings are not allowed.
- Makeup and other cosmetic products, including nail polish, are not allowed.

Girls

- Choice of uniform skirts in navy blue, gray, or plaid or uniform slacks or shorts in navy blue or khaki. Skirt length must be at mid-knee.
- Choice of 1) Oxford blouse (long or short sleeves) in white, blue or yellow, 2) fitted overblouse in white or blue, 3) midy blouse in white, or 3) school polo shirt in black or white.
- Socks must be visible above the top of the shoe.
- Tights may be worn.
- Oxford blouses and polo shirts must be tucked in.
- Appropriate makeup is permitted only in grades 9 through 12.
- Hair-styles are to be neat and well-groomed.
- Multiple ear piercings are permitted, but are not to exceed more than two earrings on the lobe only of each ear.
- T-shirts worn under uniform blouses must be WHITE.
- Colored undergarments must not be visible through the uniform blouse.
- Boots of any type are not permitted to be worn with shorts.

Boys and Girls

- All buttons on shirts and blouses must be buttoned except the top collar button on Oxford or polo shirts.
- All pants with belt loops will require a black or brown belt.
- Uniform sweaters and sweatshirts are not mandatory but are available from *Parker School Uniforms* for cold-weather use.
- Long sleeve undershirts may not be worn under short sleeve uniform shirts.
- Caps of all types must be worn properly and are not permitted to be worn indoors (bills of baseball caps facing forward only).
- Hairstyles must be neat, well-groomed, and appropriate. In case of doubt, the Dean of the Middle Division and/or the Vice Principal for Student Services will decide whether a particular style or hair color may be worn.

Not allowed:

Visible body piercing or tattoos
Clothing that is torn or tattered
Flannel shirts
Studded belts, wrist bands, and other non-uniform accessories
Sandals or rubber flip-flops
Slogans or writing on T-shirts worn under shirts or blouses
Backless shoes, backless tennis shoes, or clogs
Any apparel, jewelry, haircut, or hair-style deemed inappropriate by the administration

Dress-Down Days

Students are allowed to “dress-down” on designated days. Many dress-down-days require a small contribution in exchange for the dress-down privilege. On such days, students must purchase and display the official “sticker” (or other token) in order to dress-down. **Dress-down stickers must be worn prominently on the chest portion of the blouse or shirt.** Any student who does not display a dress-down sticker and who is not dressed according to normal dress code is considered in violation of the dress code and may face disciplinary consequences, including disciplinary detention.

Students who choose not to participate are to be dressed according to normal dress code.

While other regulations may apply on specific dress-down days, students must dress in good taste at all times. Acceptability of dress on dress-down days will be determined by the administration.

The following are **prohibited**:

- Sandals, flip flops, capri pants, shorts, sweat pants, wind pants, PJ pants, sleeveless shirts, halter tops, crop tops.
- Clothing with holes.
- Clothing that exposes the midriff or lower back to any degree at any time, including with arms raised.
- Clothing displaying slogans or graphics that are offensive, violent, vulgar, obscene, or inappropriately suggestive.
- Clothing displaying promotions for drugs, tobacco or alcoholic beverage products.

Students in violation of dress-down day regulations will be asked to change and/or given disciplinary consequences. Students who refuse to comply will be suspended from classes and/or sent home.

Part XI: Disciplinary Regulations, Procedures and Measures

Alcohol, Drugs and Tobacco

Policy Goals. In the service of the safety of all Saint Joseph Academy students, the goals of our policies regarding drugs, alcohol and tobacco are (1) to maintain a campus free of drugs, alcohol and tobacco and (2) to support our students in choosing not to use these substances.

Definition of “Drugs”. The term “drugs,” as used in these policies, includes but is not limited to controlled substances and controlled substance analogues (as defined by Section 481 *et.seq.*, of the Texas Health and Safety Code) and any abusable glue or aerosol paint (as defined by Section 485.001, *et.seq.*, of the Texas Health and Safety Code).

Use, Possession, and Distribution of Alcohol and Drugs. The use, possession and/or distribution of alcohol, marijuana or other drugs or drug paraphernalia on school grounds, buses, or at school sponsored activities (including school sponsored events which take place off-campus) is forbidden. Infractions of this regulation are considered grievous in themselves and a danger to other students. **Students violating this regulation are subject to immediate expulsion. In compliance with Texas State Law, all students found to be in possession of drugs or alcohol will be remanded to the custody of the police department.**

Use of Alcohol and Drugs Prior to Attending School and School Events. The use of alcohol, marijuana or other drugs prior to attending school or any other school-sponsored event (including school-sponsored events that take place off-campus) is forbidden. **Students violating this regulation will be immediately suspended pending more serious disciplinary action.**

Use, Possession and Distribution of Tobacco. Smoking and the use, possession or distribution of tobacco products is prohibited in all areas of the school building, on the school grounds, buses, or at school sponsored activities (including school-sponsored events which take place off-campus). **Students violating this regulation will be immediately suspended, pending more serious disciplinary action.**

Suspension for Substance-Related Incidents. The American Psychiatric Association specifies that when the use of alcohol or other substances interferes with a student's fulfillment of school obligations, a *Substance Abuse Disorder* may be indicated. Substance related suspensions in particular are cited as an example. For this reason, when a student is suspended from school as a result of an incident involving the use of alcohol and/or other substances, Saint Joseph Academy requires that:

- The student must undergo, at his/her own expense, a complete substance abuse assessment performed by a properly credentialed substance abuse counselor assigned by the Principal.
- The student and his/her parents must sign an authorization allowing the service provider to release to the Principal and/or the Principal's designee the results of the substance abuse assessment.
- The student must show evidence of compliance with these requirements (e.g. show that an appointment has been made) within one week of the suspension.

Compliance with these requirements is a condition of reinstatement to Saint Joseph Academy following the suspension. Failure to comply may lead to expulsion.

After reviewing the results of the substance abuse assessment, the Principal may oblige the student to undertake further professional treatment, at his/her own expense, as a condition of continued enrollment at Saint Joseph Academy. As a part of this stipulation, the student may be required to undergo periodic urine surveillance. Only the Principal, in consultation with the approved treatment provider, may determine when treatment may be discontinued.

Deterrence. As a deterrent to the sale, distribution, possession, and use of alcohol, drugs, drug paraphernalia, and tobacco by Saint Joseph Academy students, the following measures can and will be employed by the school:

- Unannounced inspections of students, lockers, automobiles, schoolbags and school facilities with and without the use of trained drug-detection dogs.
- Drug testing of any student selected by the Principal (with or without probable cause) at the student's expense, including on-site testing.
- Gallon or liter bottles of water or soft drinks are not permitted. Bottles of 20 oz. or smaller will be permitted if purchased on campus.

By enrolling at Saint Joseph Academy, parents and students agree to submit to these deterrence measures.

Positive drug test results will be reported to parents and may or may not result in disciplinary measures.

Asking for Help. A student who voluntarily seeks the assistance of any school official with regard to a substance abuse problem will be referred for professional assistance and **will not be subject to disciplinary measures, provided that no violation of school policies has occurred or subsequently occurs. Students will be placed in a drug counseling program to include urine surveillance until discharged by the program director and by agreement with school administration.**

Role of Parents. The appropriate role of parents is to require their children to both comply with school policies and cooperate fully with deterrence measures. Parents also bear responsibility for ensuring that their children are protected from un-chaperoned parties or any social setting where drug, alcohol and tobacco use is likely. It is unrealistic to expect that Saint Joseph Academy can regulate the behavior of students at parties and other gatherings that are held off-campus and that are not sponsored or supervised by the school.

Cell Phones, MP3s and Other Electronic Devices

The use of cell phones, MP3s, and other electronic devices is not always conducive to a serious learning environment. Personal use is discouraged on the school campus during regular school hours. Cell phones should be turned off and concealed while in class. Such items may be confiscated by the teacher if deemed that it is causing a disruption to class. The item will be turned in to the Vice Principal for Student Services or the Dean of the Middle Division. The use of any camera, including cellular camera phones, to take unauthorized pictures is likewise prohibited.

Exceptions to the policy regarding the use of electronic devices will only be made in the case of class projects requiring the use of such a device that have received prior permission of the teacher. Students are strongly encouraged to be vigilant of expensive belongings at all times. It should be understood that the school is not responsible for lost, stolen, or damaged personal electronic items.

Parents should not call or text students during school hours, nor should a student have to call or text his/her parents. Students who incurs a cell phone offense during school hours will face the following disciplinary consequences:

- 1st cell phone offense: Student will receive a warning, cell phone will be confiscated and parents will be notified of the infraction.
- 2nd and subsequent offenses: Cell phone will be confiscated. A fee of \$25.00 will be assessed to the student or parent for the return of the device. The parent will be required to pick up the confiscated device from the Upper Division Office or the Middle Division Office.

Cutting a Class

Any student absent from class without permission from the class period teacher or other designated member of the staff or administration may be considered to have cut a class. Likewise, a student who cannot verify his or her presence in class during a given period (by providing a note or pass to the Main Office: Administration Building or Middle Division) may be considered to have cut a class. Students in violation of this policy may be subject to serious disciplinary consequences.

Detention

Detention Assigned by a Teacher. Teachers may detain students after school for classroom misconduct or failure to fulfill academic obligations. The student must report to the teacher at the time and place designated. A student's failure to attend a detention assigned by a teacher will result in a referral to the Vice Principal for Student Services or the Dean of the Middle Division. This referral will result in disciplinary detention.

School Detention. School detention is supervised by the Vice Principal for Student Services, the Dean of the Middle Division, or their delegates, and may consist in either one-hour sessions before school or three-hour sessions on Saturdays. Students assigned to school detention who fail to attend will be assigned double the hours missed in addition to the original penalty, to be served beginning on the next scheduled school detention. A second consecutive failure to attend school detention will result in serious disciplinary action. Parents should not disrupt detention to look for their children. A list of those serving detention is kept in the Administration Building or Middle Division main offices. Dismissal from detention is only granted by the Vice Principal or the Dean. If a student has been assigned detention by a teacher as well as school detention on the same day, it is the student's responsibility to notify the office so that the school detention may be re-scheduled.

Lateness Detention. Students who accumulate three "tardies" in a semester must serve late detention that consists of one hour of detention for the third tardy and for each subsequent tardy. Excessive tardiness will warrant more serious disciplinary action.

Disrespect

Disrespectful behavior toward a member of the faculty or staff, another student, or a guest of the school is destructive to the community of love and acceptance Saint Joseph Academy endeavors to build. Disrespect includes, but is not limited to, the use of abusive or vulgar language or comments or actions of an inappropriate nature. Students who act disrespectfully are subject to serious disciplinary consequences.

Fighting and Physical Assaults

As Christians, we are committed to resolve conflicts without resorting to physical or emotional violence. Fighting undermines the community of love and acceptance Saint Joseph Academy endeavors to build and presents a hazard to the safety and well-being of others. Students involved in fighting are subject to suspension and/or more serious action. Students found to have physically assaulted a member of the faculty or staff, or to have threatened such persons with physical assault, will be subject to immediate expulsion, and the incident may be reported to the Brownsville Police Department.

Harassment

Saint Joseph Academy is committed to maintaining an academic atmosphere that is free from violence, personal abuse or any form of harassment and/or intimidation, where faculty, staff and students can work and study together comfortably. Saint Joseph Academy forbids any form of harassment, violence, bullying, or intimidation occurring in the school, outside the school, or at school-sponsored events. Such conduct is immoral and illegal and will not be tolerated. It is forbidden to harass a student or employee through conduct or communication described in this policy.

Harassment can include but is not limited to unwelcome conduct, whether expressed verbally, physically, visually, and/or electronically, that is based on a person's gender, sexual orientation, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, or citizenship status. Harassment can originate from a person of either sex against a person of the same or opposite sex, and from students or employees. Threats of violence and other abusive expressions, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendos, and/or comments directed at a person's gender are all inappropriate. Saint Joseph Academy will not tolerate harassing conduct that affects tangible job benefits, that interferes unreasonably with an individual's work performance, or that creates an intimidating, offensive, or hostile environment, and violations will be treated as a significant disciplinary matter.

Sexual harassment deserves special attention and is prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. Unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature constitute sexual harassment when any of these conditions exist:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education,
2. Submission to or rejection of such conduct by an individual is used as the basis of employment decisions or awarding of a grade,
3. Any conduct of a sexual nature is committed between an employee and a student,
4. Such conduct has the purpose or effect of unreasonably interfering with the individual's work or educational performance or creating an intimidating, hostile or offensive work environment.

Some examples of such behavior include (but are not limited to):

Written contact – Sexually suggestive or obscene letters, notes, invitations, drawings or computer messages;

Verbal contact – Sexually suggestive or obscene comments, threats, jokes (including jokes about racial and gender specific traits), foul or obscene language or gestures, any sexual propositions, sexual innuendo, comments about another's body, or sexual characteristics which may be construed as embarrassing to another.

Physical contact – Any intentional patting, squeezing, touching, pinching, brushing up against another's body, assault, blocking movement, or coercing sexual intercourse.

Visual contact – Suggestive looks, staring at another's body, gesturing, displaying sexually explicit or suggestive or obscene objects, pictures, magazines, printed or visual material.

Sexual blackmail – Sexual behavior to control another person's actions.

Saint Joseph Academy will quickly investigate all complaints, including formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who is found guilty of sexual harassment. To the fullest extent practicable, complaints, investigations and terms of their resolution will be kept confidential unless evidence indicates that a criminal investigation is warranted. In this case, information will be forwarded to the proper authorities. Any person who reports in good faith any behavior that he/she perceives as sexual harassment will be protected from retaliation of any type.

Reporting procedures – Any person, who believes that he/she has been the victim of sexual harassment or sexual violence by a member of the Saint Joseph Academy community, or any person with knowledge or belief of such conduct, should report alleged acts, either orally or in writing immediately to the Principal.

If the Principal is the individual who is believed to be harassing the employee/student, the employee/student should notify the President of Saint Joseph Academy who will conduct the investigation. If the President is the individual who is believed to be involved in harassing the employee/student, the Board of Trustees will appoint an individual to conduct an investigation.

The school shall promptly convene a review panel of administrators and professional consultants to conduct an investigation to be completed as soon as practical. During this process, investigators will gather and document all relevant specific information, such as dates, times, places, witnesses (if any), and nature of misconduct, by:

- Interviewing the student(s) involved;
- Interviewing the suspected employee (if applicable);
- Interviewing any witness(es);
- Preparing or obtaining signed statements from the parties involved;
- Collecting and maintaining any relevant physical evidence, such as photographs, letters, e-mail correspondence, diary or journal entries, or presents;
- Referring the victimized student(s) for medical treatment or counseling when necessary; and
- Coordinating investigation with law enforcement officials when necessary.

During the investigation, the investigators will make every attempt to keep the names of the parties involved and the nature of the investigation confidential.

The investigators shall draft a report describing the steps of the investigation and summarizing the information gathered. This report shall be filed with the Principal / President within fifteen (15) days of the investigation's completion. The results of the investigation of each report filed under this policy will be reported to the student(s) involved and/or parents, and the school employee in question, if applicable, by the Principal / President.

If, after the investigation is complete, the Principal / President with the School Attorney's assistance and advice determines that the suspected sexual misconduct constitutes child abuse, he/she shall report that conduct to the appropriate law enforcement officials, as required by state law. If the Principal / President has already notified the appropriate officials about child abuse, he/she shall report any additional information the investigation uncovers.

Saint Joseph Academy considers acts of sexual harassment to be contrary to the Church's teaching on the dignity of the human person. Consequently, the school will investigate all complaints promptly and aggressively. Where acts of sexual harassment are found, appropriate disciplinary action will be taken which may include warnings, parent conferences, suspension, or expulsion.

False charges – Each person has the right to his/her good reputation. Anyone who purposefully does anything to damage the good reputation of another has committed a serious moral wrong. False and malicious complaints of sexual harassment (as opposed to complaints which, even if erroneous, are made in good faith,) will result in appropriate discipline, up to and including expulsion.

Hazing

Hazing and other acts of initiation of students during athletic or extra-curricular events are not condoned by Saint Joseph Academy, and are strictly forbidden. Before school activities and events, students will be advised of the school's policies in an attempt to ensure the safety of all participants as well as maintain the personal dignity of each student and the reputation of the school. Students found to be guilty of such activities are subject to serious disciplinary consequences.

Insubordination

Saint Joseph Academy strives to establish an atmosphere of mutual respect among students and faculty. Students who fail to comply with the legitimate directions of faculty or who treat faculty in a disrespectful manner.

Obscenity

Obscenity is defined as any material that depicts or describes sexual conduct or nudity in a manner that a reasonable person would find offensive. Students involved in obscenities are subject to serious disciplinary action.

Theft

Stealing undermines the trust and respect on which Saint Joseph Academy strives to build community. Any student who is found to have committed or aided in the theft of school property or the property of an individual is subject to serious disciplinary action and/or prosecution. Certain areas of the campus are monitored by surveillance cameras.

Trespassing

A person trespassing is defined as: entering into, remaining on property, or entering any campus building or facility without effective consent or permission and/or receiving notice, either posted, verbal, or written, to depart and failing to do so. Students found trespassing are subject to disciplinary actions and/or prosecution.

Vandalism

Destroying, damaging, or defacing school grounds or property is a criminal act and a gross form of disrespect, resulting in unnecessary financial costs passed on to all the families at Saint Joseph Academy. Vandalism against the property of any faculty or staff member is likewise a grievous offense. Students found to have committed vandalism will be subject to severe disciplinary action and possible criminal prosecution. Vandalized property will be repaired or replaced at the expense of the student.

Weapons and Dangerous Materials

Fire arms, air guns, paintball guns, other lethal instruments, or other objects or materials deemed by the administration to be dangerous or hazardous, are banned on school grounds, buses, or at school sponsored activities, including school sponsored events that take place off-campus. Infractions of this regulation are considered grievous in themselves and a danger to other students and are subject to grave disciplinary consequences, including expulsion.

Measures

Disciplinary Review Board

The Disciplinary Review Board consists of the Vice Principal for Student Services or the Dean of the Middle Division and four members of the faculty appointed to the board by the Principal for a one-year term.

The Vice Principal or the Dean convenes the board and acts as the board's chair. The board is convened to review the cases of students who have seriously and/or continuously violated the school's policies and procedures.

The parents of the student will be notified of the board meeting and will be expected to attend the meeting with the student. The Vice Principal or the Dean will meet with the student and parents in advance of the board meeting to explain the format of the meeting and to answer questions. No other persons may attend this meeting unless stipulated in advance by the Vice Principal or the Dean.

Following the meeting, the board will deliberate and recommend to the Principal either exoneration (whereby the student is determined not to be in violation of school policies and procedures) or appropriate disciplinary measures. After consulting with the Principal, the Vice Principal or the Dean will notify the student and parents of the final decision.

Disciplinary Measures

Probation. The Vice Principal for Student Services or the Dean of the Middle Division may place a student on disciplinary probation. The parent or guardian will be notified of the student's probationary status and the conditions attached to it. If the student fails to meet the conditions of the probation during the specified time, the student will be required to withdraw from school.

Suspension. Suspension is a grave penalty imposed for serious offenses. Suspension revokes the rights and privileges normally extended to Saint Joseph Academy students for the duration of the suspension. Suspended students are responsible for all class work and assignments missed during the time of suspension. It is the philosophy of Saint Joseph Academy that the academic achievement of a student who has been suspended should not be affected by disciplinary action. Suspended students will be required to make up the instructional time missed during suspension, under the supervision of the Vice Principal for Student Services or the Dean of the Middle Division.

Students may not participate in or attend any school athletic or social event that occurs on the day(s) he/she is suspended. Students suspended for a second time during the same school year may be expelled.

Home Study. For any reason deemed necessary by the Principal, such as the arrest of a student, the Principal reserves the right to place the student on home study until the matter is resolved to the satisfaction of the school. Students placed on home study for disciplinary reasons may not participate in any school activities that occur during this period.

Voluntary Withdrawal from School.

The parents of a student in serious disciplinary situations may consider voluntary withdrawal from school. Voluntary withdrawal does not, in any way, secure a student's ability to regain admission at the Academy. In grievous cases involving violations of the law, where students are withdrawn voluntarily, it is unlikely that re-admission will be offered in the future.

Expulsion. Expulsion may result from grievous cases of misconduct including, but not limited to, the following:

- Abusive language, obscenity, violence, threats of violence or disrespectful behavior towards a member of the faculty, a fellow student, or a guest of the school;

- Acts of theft or vandalism against the school, school property, or the personal property of a teacher or student;
- Excessive absence from school, whether or not it detracts from the student's academic performance;
- Repeated truancy;
- The possession, use and/or distribution of alcohol, marijuana, other controlled substances, or drug paraphernalia on school grounds or at (or before) school sponsored events (including those that take place off campus);
- Violation of the *Standards of Academic Integrity* published in this handbook;
- A second suspension in one year, whether or not the student has been placed on disciplinary probation;
- The possession or use of firearms or any other lethal instrument on school grounds or at school-sponsored events (including those that take place off campus);
- Conduct inside or outside of school that is detrimental to the reputation of the school or demeaning to the individual;
- Words or actions of a seriously unethical nature.

Part XII: Extracurricular Life

Parent Organizations

Athletic Boosters. This is a volunteer organization comprised of parents of SJA athletes. The Athletic Boosters organize parents to assist athletic events. The Boosters also engage in various activities to raise funds for the athletic program -- concession sales, membership drives, Taste of the Town, and benefit events.

Band Boosters. This is a volunteer organization comprised of parents of band members. The Band Boosters organize chaperons for various events and engage in fundraising activities that benefit the instrumental music program.

Outreach to Those in Need

"Showing favor to those to whom favor is seldom shown," was central to the mission of Saint Marcellin Champagnat, the founder of the Marist Brothers. It is likewise central to the mission of Saint Joseph Academy. Students in our Missions Program make an annual missionary expedition to share their faith with the least favored. In addition to this extraordinary event, there are numerous opportunities for our students to make a difference in the lives of our sisters and brothers in need. These opportunities include: mission collections, food drives, toy collections for poor children, and various service projects.

Student Activities

Participation in student activities is an integral part of school life. Students are encouraged to be involved in ways that are consistent with their talents and interests. Enthusiasm generated in student activities often overflows into academic diligence. Among the student activities offered at Saint Joseph Academy are:

Campus Ministry
Choir
Civics Youth Group
Concert Band
Dance Team
Debate Team
Drama Club
French Club

Girls' Choir
Green Team
Intramural Athletics
Liturgy Choir
Marching Band
Marist Youth Movement
Masterminds Team
Missions Program

PAW Literary Magazine
Student Council

Each of these organizations maintains its own regulations governing membership.

Interscholastic Athletics

Saint Joseph Academy participates in the *Texas Association of Private and Parochial Schools* (TAPPS) and abides by its rules and regulations.

Interscholastic athletics are another opportunity to enhance a student's complete educational experience, further developing body, mind, character and a spirit of fair play and good sportsmanship. Students are encouraged to participate in one or a number of our interscholastic teams:

Baseball	Golf
Basketball	Soccer
Cheerleading	Swimming/Diving
Cross Country	Tennis
Football	Track

Intramural Teams: Middle Division Volleyball and Soccer

Special Events

To promote school spirit and the quality of student life, the school and various student organizations sponsor special events including:

Athletic Banquet	Marist Youth Service Projects
Awards Night	Middle Division Athletic Dinner
Band Banquet	Middle Division Dances
Career Day	Monthly Worship Services
College/Financial Aid Fair	Pep Rallies
College Student Forum	Performing Arts Concerts
Graduation Mass	Red and White Classic
Homecoming Week Activities	Red and White Spirit Days
Homecoming Dance	Student Concerts
Honors Assembly Breakfast	Talent Show
Junior Ring Ceremony	Theatre Arts Performances
Junior/Senior Prom	Visual Arts Exhibits

Selected Student Participation

Due to specialized criteria for participation, the following activities are limited to selected students:

Boy's State	National Junior Honor Society
Girl's State	Principal's Advisory Council
Duke Talent Identification Program	Positive Peer Leadership Team
French Honor Society	Presidential Classroom
Lorenzo de Zavala Program	PSIA Academic Competition
Marist Leadership Program	Sociedad Honoraria Hispanica
Marist Senior Group	TAPPS Academic Competition
Marist Summer Camps	TAPPS Fine Arts Competition
National Art Honor Society	Thespians
National Honor Society	
National Junior Art Honor Society	

Part XIII: Philanthropy & Fundraising at Saint Joseph Academy

A. Principles of Philanthropy:

1. Saint Joseph Academy is a non-profit religious and educational entity. As such, it depends upon philanthropic support from individuals, foundations, and businesses to operate each year.
2. Tuition and related income alone are not sufficient to cover the Academy's annual operating budget and to allow the School Directory and Administration to fulfill the vision of faith, scholarship, stability, and coherence. While tuition covers about 90% of the Academy's operating costs, it does not cover the complete cost of educating our students and maintaining our facilities. In the upcoming 2012-2013 school year, there is a gap of \$1,000 between tuition and the actual cost per student. We rely on contributions from our annual fund, alumni and other benefactors to close the gap.
3. St. Joe depends on the generosity of our parents with their time, talent and treasures. We could not provide the same diversity and quality of student life without our parent partnerships. As such, we are restoring the parent participation fee and student accounts will be automatically charged \$200 in July, 2012. Once a parent has completed his/her volunteer service to the school, and that service is confirmed, a 100% refund will be credited to the account. A parent may also elect to not volunteer and waive the option for the \$200 refund.
4. A school of character, service, and achievement, Saint Joseph Academy endeavors to meet these tenets while showing a preferential option for the poor. In order to continually achieve its mission, Saint Joseph Academy must identify and secure philanthropic sources of support each year.
5. To ensure the future success of the school, its students, faculty, and staff, the Academy must establish long-term financial affordability and reliability through the continual growth of the SJA endowment.
6. Saint Joseph Academy recognizes the value of other non-profit agencies and seeks to express its solidarity in particular with other Marist institutions, Catholic schools and organizations, and agencies dedicated to working with the poor.
7. In fulfillment of the core value of service, collecting money for "the missions" and other special programs is a long standing and proud tradition at Saint Joseph Academy, in all Marist Schools, and in the Catholic Church in the United States.

B. Philanthropic Practices of the Academy:

1. Certain student organizations (Campus Ministry, Honor Societies) are chartered to undertake limited fundraising activities in support of outside charities, under the supervision of the Principal.
2. While Saint Joseph Academy applauds the generosity of faculty, staff, and students who support charitable organizations, the school does not have the resources to financially support all of the charitable activities of such individuals.
3. Faculty and staff members are prohibited from soliciting donations from students, parents of students, SJA School Directory Members, or major donors of Saint Joseph Academy or enlisting such individuals in any fundraising activities in support of personal philanthropic causes. Faculty and staff are permitted to solicit their SJA colleagues for such support.

C. Fundraising Policies and Practices:

1. The Office of Academy Advancement & Alumni Affairs serves as the designated fundraising department of the Academy. This Office plans, organizes, and manages all programs intended

to raise funds for Saint Joseph Academy. No fundraising effort for any purpose may be initiated independent of this Office.

2. The Office of Academy Advancement & Alumni Affairs, along with the Administration, is responsible for creating a culture of philanthropy at Saint Joseph Academy through business activities which foster awareness and an environment of giving and participation among students, parents of current students, alumni, faculty, and staff.
3. The Office of Academy Advancement coordinates the activities of the following organizations and events that are sanctioned to raise funds on behalf of Saint Joseph Academy: Advancement Committee, Athletic Boosters (including but not limited to Taste of the Town and Raffle), Band Boosters, Style Show, Alumni Golf Tournament, and the Endowment Board.
4. The Student Council is authorized to engage in specific internal (i.e. within the student body) fundraising activities, the proceeds of which are used to support Student Council programs.
5. Athletic teams and other student organizations are not permitted to engage in fundraising activities to supplement their budgets without prior approval of the Principal and VP of Academy Advancement. Exceptions for in-kind contributions may apply in some circumstances. The solicitation of in-kind contributions must receive prior approval from the Office of Academy Advancement.

Part XIII: Financial Policy

Saint Joseph Academy is a private, self-supporting Catholic School. It depends upon the prompt payment of tuition and fees to meet its own financial obligations. Parents and guardians, upon enrolling their child at Saint Joseph Academy, agree to make prompt payment of tuition and fees.

Tuition and Fees for 2012-2013

Registration Fee for Returning Students (non-refundable)	\$600
Registration Fee for New Students (non-refundable)	\$650
Tuition (1 st student/additional student)	\$9,120/\$9,000 (billed 5/1/12-4/1/13)
College Application Processing Fee (Seniors)	\$25 (billed 10/1/12)
Graduation Fee (Seniors)	\$200 (billed 4/1/13)
School Bus Fee	\$800
*Advanced Placement Tests	Billed 2/1/13

*AP Test Fees range from \$100-\$290 (based on the number of exams taken) and are subject to change.

Payment

Registration. Upon registration, the full, non-refundable registration fee must be paid. All required forms, including immunization record, must be submitted at this time. Tuition may be paid according to one of three payment plans.

Annually	\$9,120 due in full by May 10, 2012
Semi-Annually	\$4,560 due by May 10, 2012 \$4,560 due by November 9, 2012
Monthly	\$760 due by May 10, 2012 \$760 due by June 8, 2012 \$760 due by July 10, 2012 \$760 due by August 10, 2012 \$760 due by September 10, 2012 \$760 due by October 10, 2012

\$760 due by November 9, 2012
\$760 due by December 10, 2012
\$760 due by January 10, 2013
\$760 due by February 8, 2013
\$760 due by March 8, 2013
\$760 due by April 10, 2013

Past due fees \$25.00 per month

Type of Payment: Payments may be made in cash, check, money order, or credit card. We accept Visa, MasterCard, and American Express. Credit card authorization forms are available in the Finance Office.

Insufficient Funds: A \$35.00 fee will be assessed each time a check is returned by the bank for insufficient funds or a chargeback occurs with a credit card. ALL PAYMENTS THEREAFTER MUST BE MADE IN THE FORM OF CASH, MONEY ORDER, CASHIER'S CHECK OR CREDIT CARD subject to the discretion of the finance department.

Acceptance of Checks: Checks will not be accepted for past due tuition balances after the 3rd of December through Christmas vacation or after the 2nd of May through final exams.

Delinquent Accounts

Suspension. Students whose accounts are delinquent may be suspended from all classes until the account is up to date.

Credit Card Payments: Delinquent accounts may be subject to payment by credit card. Repeated account delinquency will require a credit card authorization to be on file.

Report Cards. Report cards will not be issued to students whose accounts are delinquent.

Semester Examinations. Students whose accounts are delinquent will not be allowed to take semester examinations.

Withdrawal. In the event that a student with a delinquent account withdraws from school, no grades, transcripts or other records will be released until all financial obligations have been satisfied

Refund Policy

If a student withdraws from St. Joseph Academy voluntarily or due to the three-failure policy before the opening of school in August, all advance tuition payments paid before the date of withdrawal will be refunded to the payer. Registration fees are nonrefundable.

If a student withdraws from school voluntarily on the opening day or thereafter, advance tuition payments will be refunded less \$200. All other fees are nonrefundable. One month's tuition equals \$912 (1/10th of annual tuition).

All requests for refunds must be made in writing; such requests should be addressed to the Finance Office. The President has the final decision if any disputes arise in determining the **refund amount**.

Financial Assistance

The Tuition Assistance Program provides a limited number of grants-in-aid to qualified students with serious financial need. Grants are awarded to eligible students to the extent that funds are available. The award in a given year is based solely on information received in that year.

Assisting the school in determining financial need, the school administration uses the services of an external agency, Private School Aid Service (PSAS). After reviewing all of the applications received, PSAS provides the school administration with information regarding the financial condition of applicants. The school administration then determines the eligibility of students to receive financial assistance.

Application for financial assistance is an annual process. It is the responsibility of the parent/guardian to request an application for tuition assistance, complete the application, and mail it to PSAS. Only one application is required per family. PSAS charges a nominal fee for the application, which is also the responsibility of the parent/guardian. The school does not automatically send an application to a parent/guardian who may have received assistance in the past.

Because processing time can be 3-6 weeks, and because grants are made on a first-come-first-served basis, it is important not to delay at any stage of the application process.

Criteria for Determining Eligibility for Financial Aid:

1. Financial need as demonstrated in the required information submitted to PSAS. Additional information may be requested by the Financial Assistance Review Committee. All information will be held in strict confidence.

2. Prospective students must have taken the Entrance Examination and been notified of acceptance.

3. Returning students must have satisfactory records of academics, discipline, and attendance. Application must be made at the time of re-registration.

These records will be reviewed periodically and, if found deficient, an adjustment in the amount of tuition assistance will be made.

Scholarships

Saint Joseph Academy does not award academic scholarships. The Texas Association of Private and Parochial Schools bans the awarding of athletic scholarships.

Appendix I: Asbestos and Pesticides (2012-2013)

In compliance with the U.S. Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), Saint Joseph Academy was required to have an inspection of buildings for asbestos containing materials. All Catholic school buildings of the Diocese of Brownsville were inspected by a licensed accredited consultant from Ambiotec Environmental Consultants, Inc. The Inspection Management Plan is on file in our administrative office. This management plan assures that all students and personnel are free from any exposure to asbestos-containing materials. The plan is available for review upon request.

Pesticides are periodically applied on the campus, both indoors and outdoors. Information regarding pesticides, times of application, types, etc. is available upon request. All information may be obtained from the Facilities Manager.

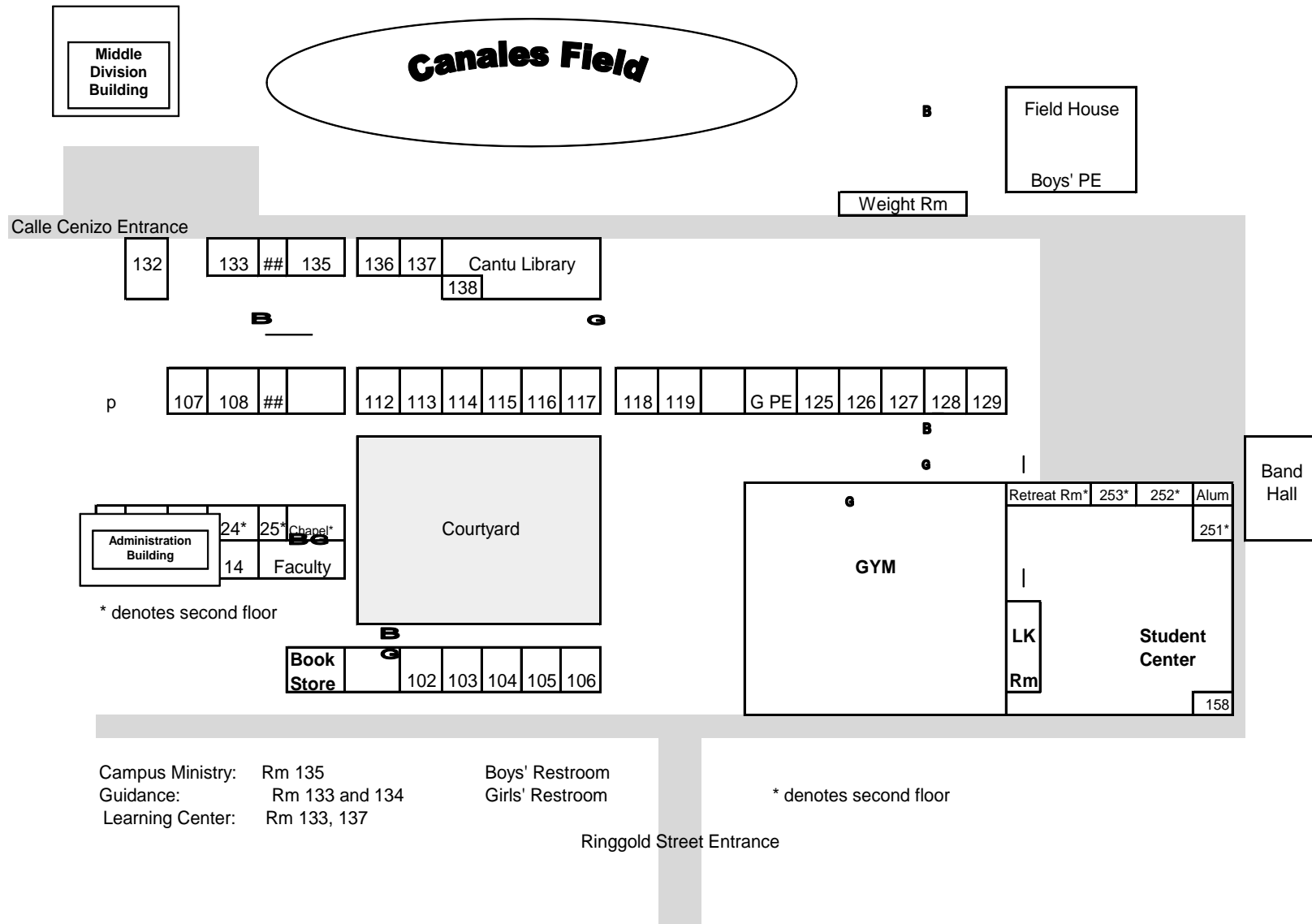
Appendix II: Bell Schedules

UPPER DIVISION				MIDDLE DIVISION			
Monday / Friday Schedule				Monday / Friday Schedule			
Period:	From:	To:		Period:	From:	To:	
1	8:00	8:52		1	8:00	8:52	
2	8:56	*9:56		2	8:56	*9:56	
3	10:00	10:50		3	10:00	10:50	
4	10:54	11:44		Lunch	10:50	11:25	
Lunch	11:44	12:19		4	11:29	12:19	
5	12:23	1:13		5	12:23	1:13	
6	1:17	2:07		6	1:17	2:07	
7	2:11	**3:04		7	2:11	**3:04	
*Channel 1 during Period 2				*Channel 1 during Period 2			
** Afternoon announcements begin at 3:02 PM				** Afternoon announcements begin at 3:02 PM			

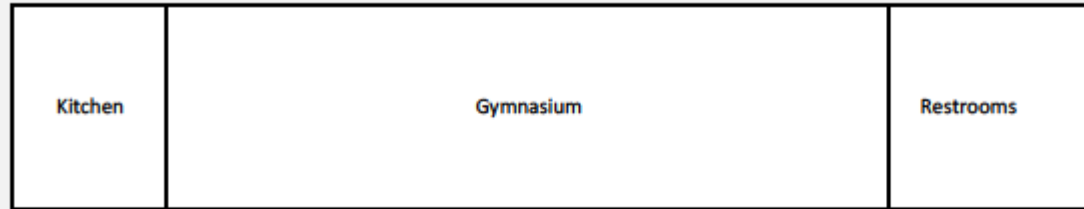
UPPER DIVISION				MIDDLE DIVISION			
Tuesday / Thursday Schedule				Tuesday / Thursday Schedule			
Period:	From:	To:		Period:	From:	To:	
Meetings	8:00	8:50		Meetings	8:00	8:50	
1	9:03	9:47		1	9:03	9:47	
2	9:51	*10:41		2	9:51	*10:41	
3	10:45	11:27		3	10:45	11:27	
4	11:31	12:13		Lunch	11:27	12:12	
Lunch	12:13	12:48		4	12:16	12:48	
5	12:52	1:34		5	12:52	1:34	
6	1:38	2:20		6	1:38	2:20	
7	2:24	**3:08		7	2:24	**3:08	
*Channel 1 during Period 2				*Channel 1 during Period 2			
** Afternoon announcements begin at 3:06 PM				** Afternoon announcements begin at 3:06 PM			

UPPER DIVISION				MIDDLE DIVISION			
Wednesday Homeroom Schedule				Wednesday Homeroom Schedule			
Period:	From:	To:		Period:	From:	To:	
1	8:00	8:48		1	8:00	8:48	
HomeRoom	8:52	9:12		HomeRoom	8:52	9:12	
2	9:16	10:05		2	9:16	10:05	
3	10:09	10:57		3	10:09	10:57	
4	11:01	11:49		Lunch	10:57	11:32	
Lunch	11:49	12:24		4	11:36	12:24	
5	12:28	1:16		5	12:28	1:16	
6	1:20	2:08		6	1:20	2:08	
7	2:12	**3:08		7	2:12	**3:08	
* Prayer and Channel 1 at 8:00 AM				* Prayer and Channel 1 at 8:00 AM			
** Afternoon announcements begin at 3:06 PM				** Afternoon announcements begin at 3:06 PM			

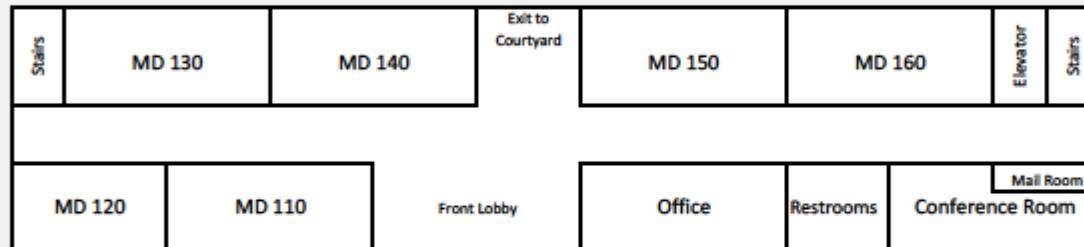
APPENDIX III: CAMPUS MAPS



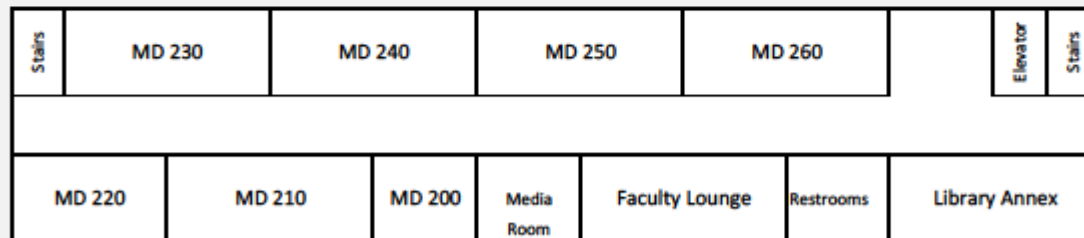
Middle Division Floor Plan



Courtyard



Ground Level



Second Level

Appendix IV: Procedures for Dances

Students must arrive no later than one hour after the announced start of the dance. Starting/ending times may vary. This information will be made clear to students beforehand.

- At reservation-only dances (e.g. Homecoming, MORP, Prom), students who arrive late will not be allowed admission. Parents of Upper Division students will be called and notified. Parents of Middle Division students will be asked to leave with their child or will be called and asked to pick up their child. Dances sponsored for either Middle Division or Upper Division are intended for students within those grades. Middle Division students will not be permitted to attend Upper Division Dances. Likewise, Upper Division students will not be permitted to attend Middle Division dances. Such students may only attend in their capacity as Student Council members.
- At non-reserved dances, Upper Division students who arrive late will not be admitted. Parents of Middle Division students will be asked to leave with their child or will be called and asked to pick up their child.

Students who are absent, half-day absent or sent home early from school on the day of a dance may not attend the dance.

- Exceptions may be made by the Vice Principal under certain circumstances (e.g. early dismissal for a doctor's appointment.)
- If a faculty chaperone encounters a student who was absent from school or was dismissed early from school, the chaperone should dismiss the student from the dance and inform an administrator immediately. If the student is "stranded" without transportation, his/her parents should be called.

At reservation-only dances, a sign-in log will be kept.

- All students attending the dance must sign in upon arrival.
- Students are not to be readmitted once they leave.

Students may not leave the designated area for the dance (e.g. the Student Center) while in attendance.

- Limited exceptions may be made only if the student is supervised by a sponsor.

Possession of drugs/alcohol at a dance or use of drugs/alcohol prior to attending a dance is a grievous violation of school policy.

- Students who violate this policy can expect severe disciplinary consequences.

Prior to reservation-only dances, dance policies will be reviewed with both students and parents.

- All students who plan to attend such dances must be present for a meeting conducted by the sponsors and administration for the purpose of reviewing dance policies.
- The sponsors of the dance will prepare a letter reviewing dance policies, which will be signed by the principal and sent to the parents of these students.

Appendix V: SAINT JOSEPH ACADEMY FIGHT SONG

Music & Lyrics: Frank J. Manna

Saint Joseph Academy we're true to you we fight for a victory
and honor too – with courage and pride we stand as one strong band – to
show we are the best in all the land – our
motto is all for one and one for all – we bravely
await the sign – to meet the call – no matter
how great are the odds – we shall not fall – go reach for the stars
with all our might – we'll
always be true to Saint Joe

GO FIGHT

GO HOUNDS

Saint Joseph Academy (repeat....)

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