



# ST. JOSEPH

CATHOLIC SCHOOL

## OFFICAL POLICIES

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### **VISION**

Catholic schools in the Diocese of Fort Worth are committed to opening the doors so that our students can reach further than the walls that would otherwise enclose them and therefore are able to recognize and cherish the eternal and transcendental goods of Truth, Beauty, and Goodness.

### **MISSION**

St. Joseph Catholic School provides students with a safe and prayerful learning environment, enveloped by an intimate community of active and faithful families.

### **PHILOSOPHY**

St. Joseph Catholic School offers a challenging curriculum steeped in Catholic tradition and delivered by innovative and dedicated teachers who hold high academic and behavioral standards. We will help to develop our next generation of Catholic and community leaders by respecting and celebrating the God-given differences in each and modeling stewardship through community service.

### **MOTTO**

**Teaching the Mind...Nourishing the Soul**

**St. Joseph Catholic School  
OFFICIAL POLICY #1**

**Admission Policy**

St. Joseph Catholic School is available to all students without regard to race, color or national origin. The admission procedures are developed and reviewed by the School's administration on a yearly basis.

**St. Joseph Catholic School  
OFFICIAL POLICY #2**

**Tuition Rate and Entrance Priority Policy**

The school's administration will annually establish tuition rates for the St. Joseph Catholic School families. The preferred rate will be for Catholic families and a separate rate will be for non-Catholic families.

Registration priority will be given to those Catholic families that are registered with St. Matthew, St. Vincent, St. Joseph, St. Jude, Most Blessed Sacrament, St. Mary, and Vietnamese Martyrs.

**St. Joseph Catholic School  
OFFICIAL POLICY #3**

**Registration Fee Policy**

The registration fee established by the school's administration is due at time of registration. A student's registration fee is non-refundable **unless** St. Joseph Catholic School cannot admit or accommodate the student.

**St. Joseph Catholic School  
OFFICIAL POLICY #4**

**Payment of Tuition Policy**

The prompt payment of tuition facilitates the sound financial operations of our school. Therefore, it is necessary that parents are faithful in meeting their financial obligations.

- Students whose total tuition and fees for the current school year has not been paid by June 5th may be rejected for enrollment in the next following school year.
- St. Joseph Catholic School requires that each family by June 5th pay in full for tuition or have a FACTS Payment Plan on file for the following school year.
- A family who does not comply by June 5th may be required to give up the reserved place for its child(ren). For students enrolled prior to June 5th, a late fee will be assessed by the school administration for tuition payments made after June 5th. A family currently enrolled with a FACTS Payment Plan who is chronically delinquent is subject to immediate expulsion from the school. “Chronically delinquent” is defined as behind two or more months in tuition payment.
- A family that has a FACTS Payment Plan must make both the July and August payments before their child may attend school in August.
- Payments to FACTS are due on the 5<sup>th</sup> of each month from July to April (10 payments per school year). If the payment has not been made by the 25<sup>th</sup> of any month, the child may not be allowed to return to school until the payment is made.
- If a family is unable to pay their installment tuition payments through FACTS because of emergencies, it is the family’s responsibility to promptly contact a member of the school administration. The school administration will develop with the family an alternative tuition payment plan to address the family emergency.
- Students whose families have unpaid school fees at the time of registration may be denied registration and may be required to give up the reserved place(s) for the student(s).

**St. Joseph Catholic School  
OFFICIAL POLICY #5**

**Tuition Refund Policy**

St. Joseph Catholic School requires tuition payment in full on or before 5 June for the upcoming school year. In general, tuition is non-refundable. If however a student leaves before the second semester of the school year begins, one-half (50%) of the student's full tuition payment will be refunded. Except in extreme circumstances, such as the case where the School's Principal determines that the School cannot meet the needs of a particular student, no other tuition refund is available. The decision whether to grant any tuition refund because of extreme circumstances will be made by the Principal.

**St. Joseph Catholic School  
OFFICIAL POLICY #6**

**Bank Accounts Policy**

- A. No School-related bank accounts may be opened or maintained without the prior approval of the Principal.
- B. All School-related bank accounts will be reviewed and reconciled by the Finance Committee on a regular basis.
- C. Only the Principal or the Principal's designees will have signing authority on all school-related accounts.

**St. Joseph Catholic School  
OFFICIAL POLICY #7**

**Attendance Policy**

Regular attendance is an essential component of the educational process. According to Diocesan policy, chronic absenteeism or chronic tardiness may be grounds for suspension or expulsion.

**St. Joseph Catholic School  
OFFICIAL POLICY #8**

**Uniform Policy**

Unless authorized by the Principal, all students must wear approved uniforms. Uniforms must be purchased from the company or companies designated by the School.

**St. Joseph Catholic School  
OFFICIAL POLICY #9**

**Field Trip Policy**

All students of St. Joseph Catholic School participating in field trips must have a signed permission slip approved by the Administration from his or her parent/guardian prior to participating in the field trip.

**St. Joseph Catholic School  
OFFICIAL POLICY #10**

**Family Service Hours Policy**

In order to meet certain needs of the school, without increasing the already existing yearly burden to adjust tuition, the following policy is deemed to be in the best interest of St. Joseph Catholic School and our families:

1. Each family is required either to perform 40 service hours or pay a “short fall” payment as outlined below. If a family chooses to perform the 40 service hours, they are considered volunteers and are required to adhere to the diocesan policy on volunteers (see below). This requirement applies to each school year.

2. Families who do not satisfy the required number of service hours shall be charged a “short fall” payment. For purposes of determining the amount of the short fall payment, the following values shall be used: the first 20 hours of service shall carry a value of \$10.00 per hour and the remaining 20 hours shall carry a value of \$5.00 per hour. For example, if a family provides 35 service hours, falling 5 hours short of the 40-hour requirement, the family shall owe to the School the amount of \$25.00 (5 hours at \$5.00/hr.). If a family provides 5 service hours, falling 35 hours short of the required amount, the family shall owe the School the amount of \$250.00 (15 hours at \$10/hr. + 20 hours at \$5/hr).

3. Payment for the “short fall” of family service hours shall be made within 10 business days after receiving an invoice from the School. If payment is not timely made, the Principal is empowered to utilize whatever reasonable and necessary means he or she deems appropriate to enforce compliance with this policy. This includes, but is not limited to, the following:

- (a) A student whose family has not complied with this policy (either by hours or timely payment for “short fall” of hours) will not be accepted for enrollment in the School for the next following school year, without written permission from the Principal;
- (b) A family who does not comply with this policy will automatically give up its reserved place for its child(ren) for subsequent school years, unless they have received a written exception from the Principal.

4. Each family is responsible for documenting or otherwise recording their service hours. The Principal shall have available at his office appropriate documentation for recording such service hours, which documents shall be provided to any parent, upon request at the Principal’s office.

5. Service on committees, including chairing a committee, or liaison services to other committees, shall be included as family service hours. This would include service on the Advisory Council, Home and School Association Council, and the committees formed by or with the approval of the Advisory Council or the Principal.

6. Parents/Guardians who choose to perform service hours are considered volunteers. As such, they are required by diocesan policy to abide by the following:
  - a. All volunteers are required to complete the Volunteer Ministry Application and to provide the names and contact information for 3 references who can comment on the applicant's volunteer history and abilities. References will be contacted by the school.
  - b. All volunteers are required to authorize a criminal background check, sign the Diocesan Code of Conduct, and complete Safe Environment Training. Safe Environment Training is required of all volunteers, both new and experienced.
  
7. To be excused from this policy, in whole or in part, there must be a written approval signed by the Principal. No family shall rely upon any verbal authorization to provide less than the 40 service hours or to fail to make payments for the service hours, as provided for by this policy.
  
8. Families who withdraw before the end of the school year are expected to complete a pro-rated number of service hours.



**St. Joseph Catholic School  
OFFICIAL POLICY #11**

**St. Joseph Facility Use**

This policy establishes priorities for the use of the SJCS facilities.

**Policy**

Parish supported and outside activities will be scheduled after School requirements have been satisfied.

After parish and outside activities have been scheduled, they will not be bumped for School requirements without the written approval of the Principal.

**Definitions**

Facilities. SJCS facilities include the Marian Center, approved sport fields, playground, cafeteria-kitchen, and classrooms.

Outside activities. Groups, organizations, activities or people that are not sponsored by or are part of the school. Examples would include the YMCA.

Parish activities. This would include groups, organizations, activities or people sponsored by our parishes. This would include such things as sacramental preparation classes.

School. Groups, organizations, activities or people that are sponsored by or are part of the school. This would include the school band.

**Priorities:** The following scheduling priorities are established as a guideline for the administration.

1. The School.
2. Activities or groups sponsored by supporting parishes.
3. Outside activities.

**Procedures**

Scheduling procedures and requirements will be as determined by the administration. The School will conform to any existing Diocesan policy.

**Fees**

A fee will be required for outside groups to use SJCS facilities.

**St. Joseph Catholic School  
OFFICIAL POLICY #12**

**Use of Alcoholic Drinks**

This policy complements the existing Diocese of Fort Worth Policy #3.18, *Policy on Use of Alcohol*.

**Policy.**

1. No alcohol will be served in violation of Diocesan Policy #3.18.
2. Alcoholic beverages shall not be sold or served on School property or during School functions.

**Exception to Policy**

1. Beer and wine may be served at adult-only functions sponsored by the School and held on School property subject to the following conditions:
  - a. food must be served when alcohol is available; and
  - b. soft drinks will be provided when alcohol is available.

The School's administration will develop and approve written procedures governing the serving of alcohol at adult-only functions sponsored by the School.

**St. Joseph Catholic School  
OFFICIAL POLICY #13**

**Student Records Policy**

St. Joseph Catholic School reserves the right to withhold all official student records until all financial obligations to the school are resolved to the satisfaction of the Administration.