
PHILOSOPHY

At St. John Bosco School we find the very reason for our existence in the integral education of youth. We are committed to transmitting our Catholic and Salesian heritage to our students and enabling them to experience the Gospel in daily life. We therefore, “fully enter into the saving mission of the Church, especially in the need for education in the faith.”¹

We recognize that “parents are the first and foremost educators of their children.”² Our purpose, then, as Catholic, Salesian educators, is to serve as partners with parents whose teachings and formation are in harmony with Catholic doctrine and Salesian values.

Together as an educating community – students, parents, teachers, staff, and Sisters – we can offer an education that is able “to integrate religious truth and values with life.”³ We can form in the students a sense of belonging, not only to the school, but also to “the parish, the neighborhood, the local civic community, and the world, and begin to respond to the obligation of Christian service through joint action.”⁴

We also believe that the specific function of a Catholic, Salesian school is to develop the human powers of each student – religious, moral, academic, psychological, cultural, social, physical, and aesthetic – thus preparing our youth “to open themselves more and more to reality and to form in themselves a clear ideal of life.”⁵

As Salesian educators, we strive to follow the educational approach of St. John Bosco, by creating schools with a family spirit, emphasizing Reason, Religion and Loving Kindness, in a positive atmosphere of discipline, friendliness, and cheerfulness. In St. John Bosco’s own words, we aim to form our children to be “good Christians and upright citizens, empowering them with a joyful vision and hope of a better world.”

¹ The Catholic School, #9

² Lay Catholics in Schools: Witness to Faith, #12

³ To Teach As Jesus Did, #105

⁴ Ibid, #109

⁵ The Catholic School, #31

MISSION STATEMENT

The mission of St. John Bosco School is to educate youth academically and spiritually in the Catholic, Salesian tradition of Reason, Religion and Loving Kindness. St. John Bosco School is a school where children . . .

. . . love to Learn . . .



. . . and learn to Love

In the Catholic Salesian tradition of St. John Bosco School, a student is formed in:

REASON = *Loving to be life-long learners*

- knowledge of steps for making good choices
- proficiency in reading, writing, listening and speaking
- skilled use of library and media
- competence in mathematics
- scientific and technological literacy
- appreciation of the arts

RELIGION = *Loving God*

- forming a good conscience
- knowing the basic doctrines of our Faith
- translating Gospel values into responsible citizenship
- experiencing various forms of prayer and worship
- respecting God's creation and all levels and stages of life
- loving and honoring Mary as God's and as our Mother

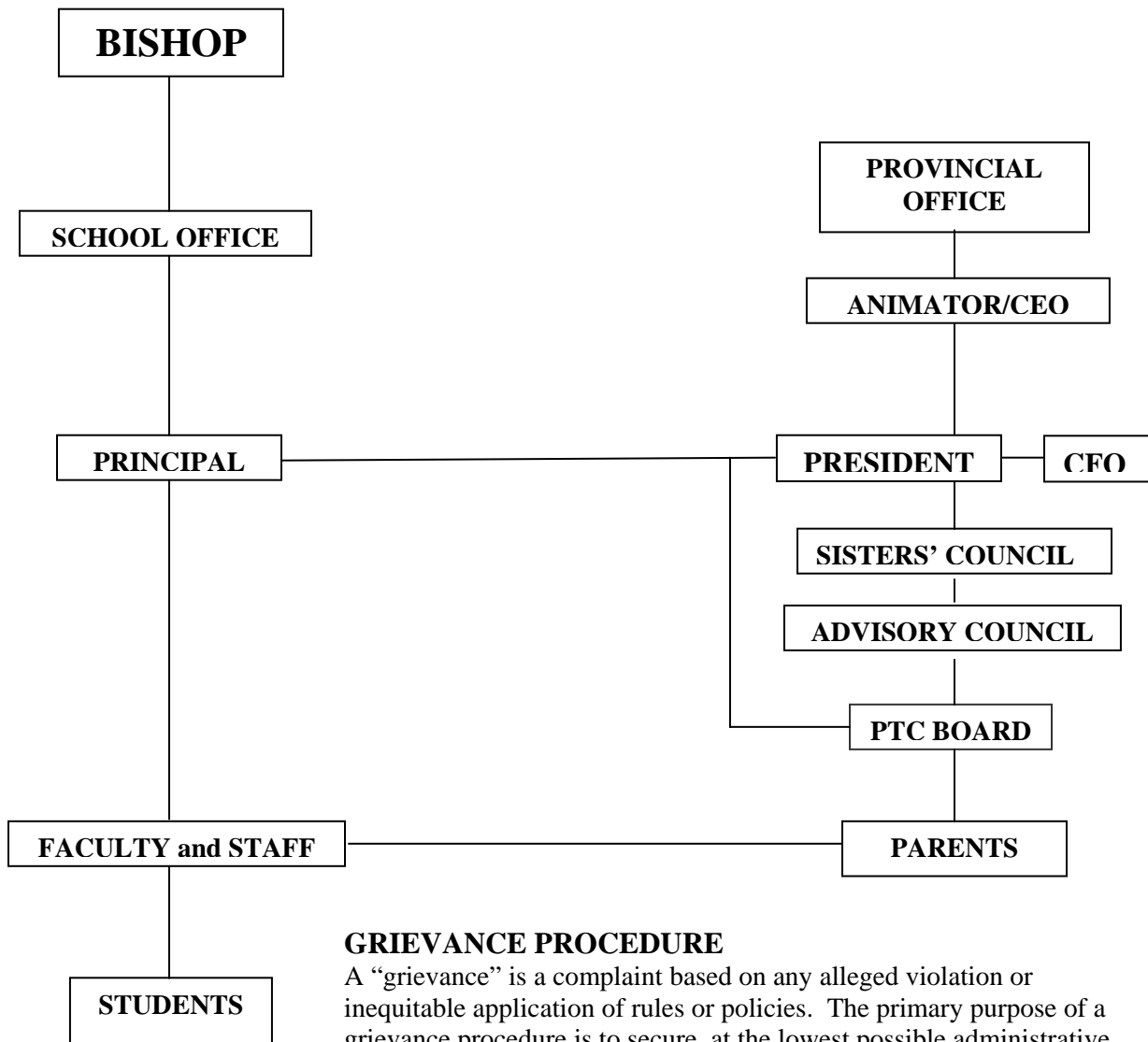
LOVING KINDNESS = *Loving one another*

- reverencing God's gift of self and family
- living a healthy life-style
- utilizing talents and resources in service of others
- exhibiting care and cooperation
- demonstrating good manners in all relationships
- valuing forgiveness and reconciliation



ADMINISTRATION

Channels of Governance 2009 – 2010



GRIEVANCE PROCEDURE

A “grievance” is a complaint based on any alleged violation or inequitable application of rules or policies. The primary purpose of a grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise from time to time. St. John Bosco School’s Grievance Procedure is intended to resolve grievances in a cooperative, Christian atmosphere. No participant is entitled to representation (legal or otherwise) in these proceedings. All parties shall agree that grievance proceedings shall be kept appropriately confidential. A copy of the grievance procedure may be obtained from the principal’s office.

BISHOP

Faithful to Salesian tradition, St. John Bosco School affectionately supports and collaborates with the Bishop. We therefore, “fully enter into the saving mission of the Church, especially in the need for education in the faith.” Effective administration is dependent on the mutual support and cooperation of the Provincial Office, SJB Administration and the School Office in accordance with the teachings and directives of the Chief Pastor of the Archdiocese. In this way, we help our students and families to experience the Gospel in daily life.

SCHOOL OFFICE

The school is administered in accordance with the policies and guidelines set forth in the Handbook of Policies and Regulations for Catholic Schools of the Archdiocese of San Antonio. This handbook, together with the leadership of the School Office, is a practical expression of our Catholic vision and philosophy of education and focuses on the welfare of the whole child and the integration of faith with culture.

PROVINCIAL OFFICE

St. John Bosco School is owned and operated by the Daughters of Mary Help of Christians (Salesian Sisters). Ultimate authority and approval rests with the Provincial Office for projects of expansion, large repairs or remodeling.

The Provincial Office, together with the Sisters’ Council and other appointed members, serve as a consulting body in areas of finances, school enhancement, policy, development and strategic planning.

ANIMATOR / PRESIDENT OF SJB COMMUNITY

The Animator of St. John Bosco Community is ultimately responsible for the operation of the school according to the dictates of the Archdiocesan Office of Education and the Texas Catholic Conference Education Department (TCCED). The Animator is the Chief Executive Officer (CEO) at the local level. There may be times when both roles of Animator and President will be assigned to one Salesian Sister.

It is the Animator’s chief responsibility to insure that SJB provides a true education in a setting within which “one’s faith can become living, conscious and active through the light of instruction.” (To Teach as Jesus Did, #102) “A true education aims at the formation of the human person in the pursuit of their ultimate end and of the good of the societies of which they are a member, and in whose obligations, as an adult, they will share.” (Declaration of the Christian Education, #1)

PRINCIPAL

The Animator delegates to the Principal the prerogative of decision-making regarding the school when the Principal is other than the Animator. The school Principal works in close collaboration with the Animator and the Sisters’ Council when making decisions. Responsibilities of the principal include the hiring and evaluation of staff, the supervision of instruction, learning and curriculum development, and the professional development of the staff through in-service programs.

SISTERS’ COUNCIL

In the realm of decision-making, the Principal will consult with the Sisters’ Council before making the final decision in the following areas:

1. The hiring and dismissal of personnel
2. A change of financial agreement in family tuition or other required fees
3. Appropriate administrative action regarding suspension, serious discipline and/or dismissal of students

ATTENDANCE

ABSENCES

A parent must call the school office between 7:30 a.m. and 9:00 a.m. each time their child is absent. When the student returns to school, s/he must present a written note to the teacher stating date(s) and reason(s) for the absence. The note must be signed by the parent/guardian.

Children who are absent for more than 5 consecutive days must present a doctor's note upon returning to school. An absence of 12 or more days in a single marking period may disqualify a student from receiving report card grades for that quarter until the missing grades are made up.

Families who choose to go on vacation during scheduled school days are not to expect the teachers to take time away from their classes to work out additional lesson plans for your child's absence. Parents must assume the responsibility of helping their child catch up by conferencing with the teacher. The teacher will indicate the work s/he deems necessary.

A student may be retained for absences of 30 days or more within a school year.

Dental or medical appointments should not be made during school hours. Medical absences are recorded as regular absences.

HALF DAY ABSENCE

Students arriving after 10:00 a.m. and anyone picked up before 2:00 p.m. will be marked as being absent for half a day.

Parents may not request that homework or make-up work be sent to the office for pick-up. Absences are for illness. An ill child cannot be expected to do the same amount of work as a well child. Lessons are such that you can automatically work ahead in spelling, phonics, book reports, etc.

TARDIES

Students arriving at school between 7:45 a.m. 10:00 a.m. will be marked tardy and are not eligible for perfect attendance awards. Students arriving after 8:15 a.m. must be accompanied to the front office to receive a tardy slip. Absences and tardies are recorded on the report card and the permanent record card. Students will not be eligible for field trips if they are tardy three (3) or more times a quarter, and/or absent without a valid excuse.

RELEASING STUDENTS DURING SCHOOL HOURS

Students will not be released from school during school hours into the custody of any person other than those listed on the student's emergency information card. Identification of the person to whom the student is released must be verified.

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

Students will only be released through the school office. Persons designated on the Emergency Form will be asked to identify themselves and sign the child out.

WRITTEN NOTES

Written notes, dated and signed by the parents are required for the following: 1) absence and/or tardiness; 2) incomplete or missing homework due to illness (always stating when it will be made up); 3) requests to be released from school for dental or medical appointments or for any other urgent reason; 4) requests for parent-teacher conferences; 5) prompt notification of change of address or telephone by completing the Change of Emergency Information Form.

PHONE CALLS

Since one of our aims is to form our students in responsibility, students will not be permitted to call home for forgotten items. When phone calls during school time are necessary, they are to be through the school office, and only with the Administration's approval. In cases of medical need, the Health Coordinator will contact parents. Students may not receive phone calls. Phone messages will be given to students only in cases of emergency.

COMMUNICATION

CHANNELS OF COMMUNICATION

It is important that home-school communication follows the channels of governance. Good communication is open, courteous, child-centered and specific. The way we communicate as adults gives our children an example to follow. As a rule, any concern or problem a person is having with another individual should be addressed directly with that person before going to that person's superior.

Any concern or problem a person has with another adult should be addressed directly to that adult before taking the issue to a higher level. When differences arise or clarifications are needed, all parties are present their views in a calm, reasonable, and respectful manner.

When a parent has difficulty with the behavior of another child, the issue must to be brought to the attention of the Administration who may contact the other child's parents or advise the parents to contact the parents of the child concerned. An adult should not take up an issue directly with the child in question, unless an emergency is imminent.

Those who demonstrate unwillingness or inability to cooperate with school policies, who do not conduct themselves in a Christian manner, or who tend to be verbally or physically abusive to students, faculty, staff or Administration, will be required to stay off school property and/or withdraw their child(ren) from school.

CALENDAR

An annual, tentative school calendar is mailed out during summer vacation with back-to-school information. The monthly calendars will be sent home and posted on the Website. These calendars provide detailed information.

SCHOOL WEBSITE

Parents must have an e-mail address in order to receive their child(ren)'s Profile Report. In order to view attendance, discipline and grades, parents must register for a "Parent Connection" account through the school's Website.

APPOINTMENTS

Parents are encouraged to schedule appointments with their child's teacher to discuss any concerns. To schedule an appointment, parents may send a note to the teacher or call the school office. The teacher

will return the call during his/her non-instructional time. Teachers will not return calls after 5:30 p.m. The office may not release teachers' phone numbers. Teachers are not called to the phone during class time. Appointments with other school personnel are also scheduled through the school office.

PARENT-TEACHER CONFERENCES

Ten minute Parent-Teacher conferences are scheduled twice a year at the end of the 1st and 3rd quarters. Time slots for conferences are considered on a first-come, first-served basis. Parents and teachers can meet at another agreed-upon time if a longer conference is needed.

ROOM PARENTS

Two or more parent volunteers from each class serve as room parents. They are responsible for organizing class parties and volunteer help for the various activities and fundraisers throughout the year.

Room parents are a vital support to the teacher and to the PTC Board. For this responsibility, room parents are entrusted with the phone numbers of the families of their child's class to facilitate the organization of services and resources.

PTC MEETINGS

PTC meetings are the most important means of fostering a partnership between the home and school. They are held monthly following classroom visitations.

ADMISSIONS

ADMISSION POLICY

St. John Bosco School is open for applications throughout the year. Students enrolling at SJB for the first time must present the following documents (no exceptions):

1. Birth Certificate (original certified document)
2. Baptismal Certificate (only of Catholic Baptism)
3. Certificates of First Communion, Reconciliation, Confirmation
4. Up-to-date immunization record
5. Latest report card
6. Most recent standardized test scores
7. Letter of recommendation from previous principal if coming from another Catholic School

AGE REQUIREMENTS

On or before September 1st, a child must be three to enter 3K; four to enter 4K; five to enter 5K; six to enter Gr. 1.

RE-ADMISSION

In **January** letters of invitation and readmission forms are sent to families presently enrolled and in good standing with the school. Open Enrollment will be in effect after the beginning of March. Parents in good standing are those who have done their best to demonstrate a sense of responsibility and loyalty to all that St. John Bosco strives to achieve.

ADMISSION OF NEW STUDENTS

Families may call and schedule a convenient day for new applicants to take a placement test. A non-refundable testing fee in cash or money order will be required for testing.

The Principal may ask for an interview with the student and the parents or guardians before granting admission. Applicants who are not prepared to benefit from St. John Bosco School's curriculum and discipline, or who have not given evidence of financial responsibility at the previous school will not be admitted to SJB.

NON-DISCRIMINATION STATEMENT

St. John Bosco School admits students of any race, gender or national origin to programs and activities with all rights and privileges. Admission is not denied because of any handicap condition unless it is clear that the staff, due to lack of specialized professional training, and/or the school's program, is not able to meet the student's needs.

Preference is given to siblings and students of Catholic faith.

INCOMING STUDENTS FROM A CATHOLIC SCHOOL

When parents request transfer to St. John Bosco School from another Catholic School, SJB will notify the school of the parent's desire. The parents will then be asked to sign a release form and have their child tested. When the principal reviews the students' performance and finds that the child can benefit from what SJB has to offer, the admissions office will then request the student's records.

INCOMING STUDENTS FROM PUBLIC AND OTHER NONPUBLIC SCHOOLS

The Principal will decide the placement of students transferring from public and other state approved nonpublic schools. The decision will be based on testing, observation and interviews to see if the placement benefits the student and is agreeable to the parents or guardians. *All new students are placed on probation for the first year.*

RECORDS

A student's official folder contains: academic transcripts, standardized test results, health records and a cumulative record. School records contain confidential data and are not released to an unauthorized person or group.

School records, including report cards, will not be released until all financial obligations and service hours have been met.

In accordance with the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, parents and students have the right of access to records and the right to request that statements be changed or deleted. The school may refuse to change or delete records. Statements made by parents or students may be included in the record.

In the event that a parent or student wishes to view a record, the request must be made in writing with at least a 24-hour notice.

TRANSFERS

Parents who are transferring their child/ren out of SJB School must notify the school three days in advance, return all textbooks, library books, and any other school property. A transfer card will be issued to the parent. All financial obligations to the school must be paid before a transfer becomes official. Health records, transcripts and other documents are mailed directly to the school once our office receives the official request from the receiving school. If a transfer occurs on or after the 15th of the month, the entire monthly payment is due. Up to the 15th, arrangements for a partial tuition payment will be made with the Chief Financial Officer (CFO).

ACADEMICS

CLASS SIZE

St. John Bosco School is committed to going beyond state standards in maintaining class sizes that enhance instruction and learning. St. John Bosco School guidelines for maintaining such are:

- Homeroom sizes in all grades will be 25.
- An instructional assistant will be hired when the number exceeds 25.
- A teacher will be hired when the size becomes 30.
- The instructional ratio for 3K and 4K will not exceed 10 to 1.

The number of students in a class according to Texas standards is:

- 3K, 4K 18 students per homeroom class, 25 students with a full-time paraprofessional
- 5K, 22 students per homeroom class, 30 students with a full-time paraprofessional
- Grades 1 – 3, 30 students per homeroom class
- Grade 4 – 12, 35 students per homeroom class

CURRICULUM (Gr. 1-8)

St. John Bosco strives for high standards of Catholic education by following the curriculum guidelines of the Archdiocese of San Antonio and the guidelines and directives proposed by the TCCED. The school's curriculum includes: RELIGION, MATHEMATICS, LANGUAGE ARTS (including ENGLISH, READING, SPELLING, WRITING, PENMANSHIP, AND VOCABULARY), SCIENCE, SOCIAL STUDIES, FOREIGN LANGUAGE (SPANISH), ART, MUSIC AND BAND, PHYSICAL EDUCATION AND COMPUTER APPLICATIONS). All students are required to work on or above grade level and are grouped accordingly. Grades 6-7-8 have advanced sections.

ACADEMIC MISCONDUCT

Academic misconduct is using another writer's words without properly citing them, "borrowing" another student's answers on a test, class work assignment, or homework assignment, using notes or study guides for an assignment that is meant to be done without such notes or study guides, or misrepresenting the number of items marked incorrectly (on a self corrected assignment).

The consequences for academic misconduct are:

- Disciplinary warning, written documentation home, with a recorded grade of E or exempt from that assignment. This means that the student will not get the benefit to his or her average that this assignment could bring.
- Disciplinary probation, written documentation home, with a recorded grade of M (or zero) for the assignment.
- Suspension
- Expulsion

3-YEAR-OLD AND PRE- KINDERGARTEN (4K)

St. John Bosco operates a 3-year-old and 4-year-old developmental/academic program. Students are grouped according to their readiness for Kindergarten skills.

KINDERGARTEN (5K)

Kindergarten follows a structured program emphasizing Religious development, Social skills, and a Readiness Program in Language Arts, Mathematics, Science and Social Studies. Students are grouped according to their readiness for Reading and Math comprehension.

SERVICE PROJECTS

In addition to the academic requirements, all eighth grade students are required to design and complete a service project comparable to 40 hours of service one month prior to graduation.

RELIGIOUS INSTRUCTION AND FORMATION

Religious instruction and Faith formation is an integral part of a child's growth and a central part of the Catholic/Salesian identity of our school. We provide students with key concepts of the Catholic Message, Community and Service as outlined in the American Bishops' Pastoral Message on Catholic Education. (To Teach as Jesus Did, 1972) Teachers of Religion follow the Archdiocesan Curriculum Guide:

1. Daily religious instruction for all students from grades 3K-8; this includes all aspects of morality according to the teachings of the Church in a manner appropriate to their age and maturity in what pertains to right and wrong in all aspects of life including human sexuality and Christian life-styles. We adhere completely to the teachings of the Church within the Archdiocesan guidelines issued in the Religion Curriculum Guide.
2. Participation in the Sacramental Life of the Church through attendance at Eucharistic celebrations and opportunities to celebrate the Sacrament of Reconciliation in preparation for the liturgical seasons.
3. Opportunities for meaningful moments of prayer throughout the day, devotion to Mary, mission awareness, service projects for the poor.

PHYSICAL EDUCATION

Participation in Physical Education is mandatory for all students in accordance with the Texas Education Agency requirements. PE grades will reflect knowledge, skill, and a student's discipline in wearing the required PE uniform.

Students are to come dressed in their complete PE uniform on PE days. If Mass is scheduled on a regular PE day, students are to come in their FORMAL UNIFORM.

The proper PE uniform will be strictly enforced. No one is allowed to wear any kind of jewelry on PE days. Girls with long hair must wear their hair pulled back. The PE uniforms may not be oversized or undersized. Shorts may not be rolled up or shortened. Parents will be required to purchase new shorts if the PE shorts are shorter than three inches above the knee.

Students excused from PE must still dress out. Parents may present a note with their concern as to why they believe their son/daughter should be excused from PE. A written slip from the Health Coordinator to the PE teacher will excuse a student from PE.

Any written notes received from parents regarding their child's health are kept on file in the Health Coordinator's office.

HOMEWORK

Homework is given by the teachers to reinforce concepts and skills taught in class and to foster habits of independent study. Homework is assigned daily from Monday through Friday. It is important,

therefore, that all homework be completed and returned the next day, or whenever the teacher specifies. All students from Grades 1-8 are required to have a School Assignment Book to copy daily assignments.

The following are average homework time allotments, keeping in mind that some students may require more or less time to complete an assignment:

Grades	3k	- 20 minutes	
Grades	4k-1	- 30 minutes	
	Grades	2-3	- one hour
	Grades	4-5	- one hour and a half
	Grades	6-8	- two hours and a half

In addition to homework, students are required to keep a reading log, and read age-appropriate AR books.

TESTING

Tests made and administered by the teacher are given frequently and comprise a substantial part of a student's grade.

Standardized tests for all students are mandated by the Archdiocese. The Iowa Tests of Basic Skills (ITBS) is administered annually in the spring to all students in Grades K- 8. The Otis-Lennon Ability Test is also administered in Grades 2 and 6.

Religion Standardized Tests (ACRE) are administered to students in grades 5 and 8.

Mid-Term and final exams are scheduled in advance and administered to students in grades 4th through 8th. Students should be present for all examinations except in case of illness.

LIBRARY

St. John Bosco School library strengthens and supports the curriculum. Students have a regular library period each week. The library is open daily from 8:00 a.m. to 4:00 p.m. Library books may be checked out for a period of seven days. A 25 cent per day library fee is charged for overdue books. Books lost or damaged must be paid in full. Reference books may not be removed from the library

CO – CURRICULUM

CO-CURRICULAR ACTIVITIES

In the interest of developing the whole person, SJB offers a variety of co-curricular activities including but not limited to: sports, student council, pep squad, glee club, Marian club, yearbook, newspaper, Boy Scouts, Girl Scouts, mission club, drama, arts and crafts, drawing and painting, geography, music, etc. Information regarding participation in these activities is provided at the beginning of each school year.

Taking part in co-curricular activities is a privilege with required responsibilities. Students taking part in Student Council, AIAL sports, Pep Squad, and Dance teams should maintain a minimum of 70% (or its equivalent in the primary grades) in each subject and an "S" in conduct.

Teachers and Sponsors are required to suspend students from co-curricular and athletic activities when students fall below the required academic standard.

Students on academic or disciplinary probation may be permanently suspended from athletics and/or co-curricular activities.

Students will not be permitted to participate in any co-curricular activities unless all finances are current.

SCHOOL PUBLICATIONS

School publications serve not only to foster creative talents of students but also to assist and support the school in its public relations. All publications must be approved and reviewed by the school Administration.

TECHNOLOGY

St. John Bosco School Student Acceptable Use Policy

INTRODUCTION

St. John Bosco School incorporates technology as a natural part of the educational process. The use of educational technology empowers students and fosters development of life-long learning skills through access to updated equipment, information and resources. Computers and technology are integrated into every facet of the educational and administrative process. St. John Bosco School endeavors to provide appropriate educational technology and the skills required for all students to use this technology responsibly in order to prepare them for the classroom and workplace of the next millennium.

St. John Bosco School's educational technology includes a school-wide computer network utilizing direct Internet access. Distance learning, streaming web-based video content, electronic mail and fax services are also available. Content-filtering software is utilized in order to protect students from inappropriate content on the Internet/World-Wide Web. The St. John Bosco School Student Acceptable Use Policy explains and defines responsible and ethical use of educational technology for all students. All rules embodied herein guide students in appropriate and acceptable use of St. John Bosco School's technology, and are designed to protect both the student and St. John Bosco School.

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional purposes in accordance with St. John Bosco guidelines and regulations. **Access to these systems is a privilege, not a right.**

By signing the Handbook Acknowledgement page, all parents/legal guardians and students acknowledge receipt and understanding of the **Student Acceptable Use Policy** and agree to comply with all regulations and guidelines contained therein. Students will not be allowed access to any educational

technology or computer equipment at St. John Bosco School unless the last page of this document has been signed and returned to the school office.

(Parents and students will be able to retain his/her login identification once the Handbook Acknowledgement form has been returned by October 23rd. Parent and Student logins will be blocked if this acknowledgment form is not returned by the 23rd of October, 2009. Students and Parents are issued a unique login identification code allowing access to the appropriate educational information systems. Students choose their own password. All passwords are confidential and must not be revealed to other students.) Parents, legal guardians or students with questions or concerns regarding the Student Acceptable Use Policy should contact the Principal at 432-8011.

STUDENT ACCEPTABLE USE POLICY

St. John Bosco School declares the following unethical and unacceptable behavior just cause for taking disciplinary action, suspending or revoking access privileges, suspending or expelling the student, and/or initiating legal action in any case in which the student:

- Uses the network and/or any attached equipment for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the network to commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Uses the network and/or any attached equipment for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related or organized-crime-related web sites and bulletin boards;
- Uses the network and/or any attached equipment to obtain and/or distribute illegally duplicated and distributed digital music, video and/or software from copyrighted sources. This expressly prohibits accessing “Napster” and/or other websites and web rings designed to disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, movies, and executable software code;
- Intentionally disrupts network traffic, deliberately “crashes” the network or connected systems or tampers with communications cabling and/or devices;
- Damages or destroys computer and/or network equipment or deliberately degrades system performance, including infection of computers or servers with viruses;
- Discloses his password to another student or attempts to disclose or discover another student’s or teacher’s password;
- Attempts to copy school-owned software for personal gain, attempts unauthorized transport of school-owned software beyond school boundaries, attempts to install privately-owned software onto a computer or the network or transmits any software via electronic mail or the Internet;
- Uses St. John Bosco School network or computer resources for commercial or financial gain;

- Steals or vandalizes data, equipment or intellectual property;
- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into networks, web sites or bulletin boards;
- Forges or alters electronic mail messages or faxes, posts anonymous messages or uses an account or password owned by another user;
- Invades or assists others in invading the privacy of an individual or group;
- Possesses or conveys any data in any form including magnetic (disk/tape, optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Once logged into the system, students will be held accountable for all activities and data transfers occurring on their computer. Any illegal or illicit use will be tracked to the student. Students will be held accountable for their computer whether they or another student initiates the activity and must not let other students access their computer. **Students must properly log off the system before leaving their computer.**

Group computer usage in which multiple students simultaneously share access to a single computer is permitted only under direct teacher supervision. It is the responsibility of the teacher to monitor group activity and prevent illicit use.

DISCLAIMER

The School shall not be liable for any student’s inappropriate use of electronic communication resources, violations of copyright restrictions, users’ mistakes or negligence or costs incurred by students. St. John Bosco School shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web. Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by students are not considered confidential and may be monitored at any time by St. John Bosco School’s staff to insure appropriate use of the educational technology. St. John Bosco School has the right to restrict or terminate Internet, network or computer access at any time for any reason. St. John Bosco School also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

CONSEQUENCES OF VIOLATIONS OF THE STUDENT ACCEPTABLE USE POLICY

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Suspension or Expulsion
- Legal action and/or prosecution by the authorities

REMEDIES AND RECOURSE

Students accused of violating the Student Acceptable Use Policy have full rights to due process and appeals as set forth in this Policy of St. John Bosco School.

Academic Reports

CLASSROOM VISITATIONS

Parents may visit classrooms for “classroom visitation” on PTC nights from 5:30 p.m. to 6:30 p.m. Student Portfolios of Reading and Math, Writing, and subject notebooks containing class work, homework, and tests are displayed on each student’s desk for classroom visitations. The purpose of classroom visitation is to give parents any additional information regarding their child’s performance in any subject area and to schedule an appointment to discuss any concerns. It is not appropriate for a teacher or parent to initiate a conference during drop off, dismissal, school activities or classroom visitations.

PROGRESS REPORTS AND STUDENT PROFILE REPORTS

Weekly Student Profiles, quarterly Progress Reports, quarterly Reports and conduct is made confidentially available to our parents through “Parent Connection” and through our Website. Progress reports are posted toward the middle of each nine-week period and student profile reports at the end of each week. The Website is an important channel of communication from teachers to the parents regarding their child’s academic progress and discipline. The academic and disciplinary progress of each student is of the utmost importance to the administration, faculty and staff.

GRADING

3K

- V** - Very Good Progress
- G** - Good Progress
- L** - Limited Progress

4K, 5K and 1st

E - Exceptional Progress		94 - 100
V - Very Good Progress	85 - 93	
G - Good Progress	75 - 84	
L - Limited Progress	0 - 74	

Grades 2nd – 8th

A - Exceptionally High Achievement	94-100
B - High Achievement	85-93
C - Average Achievement	75-84
D - Low Achievement	70-74
F - Failure to Master Material	0-69

Note: 70 % is not considered mastery. Summer school is required for promotion to the next grade level if a student receives a 70% in any subject. A 70% indicates that a student needs additional help in study skills, comprehension and/or discipline.

Students receiving a 69% or below in more than two core subjects will be retained.

CORE SUBJECTS

Reading, Phonics, Spelling, Religion and Math are considered core subjects for grades 4K – 3.

Religion, Reading, English, Math, Science and Social studies are considered core subjects for grades 4 – 8.

PROMOTION POLICIES

There are no social promotions in the schools of the archdiocese. Students are promoted to the next grade based on their academic achievement. The following is the specific criteria for promotion to the next grade level.

3K - 4K - a student must have at least a “G” average in language arts and math to advance to the next level.

5K– 8th - a student must have at least a 70% in all core subjects to advance to the next grade. Students who fail one or two core subjects must go to summer school in order to be promoted to the next grade. Students who fail three or more core subjects will be retained and summer school will not be necessary. If failure in the subjects is due to the student's lack of effort, the student will not be allowed to repeat the grade at St. John Bosco School, but will have to transfer.

The Principal makes the final decision in the retention of a child and/or requiring or recommending summer school attendance. A student may not be retained twice at SJB School, Parents will be notified in the spring if retention is a possibility.

SUMMER SCHOOL POLICIES

Subjects requiring summer school must be remediated. All failures must be remediated through summer school. Eighth graders must register in summer school programs offered by our local high schools. 4K through seventh grade must register in the summer school program provided by St. John Bosco School.

5K PROMOTION CEREMONY

5K students enjoy a beautiful promotion ceremony at the end of the scholastic year. The class performs a review for their parents, capturing the success and progress of kindergarten in recitations, song and dance.

EIGHTH GRADE GRADUATION REQUIREMENTS

To graduate from SJB, a student must meet the requirements of the promotion policy. Any eighth grader who is failing two or more subjects by the end of the first semester will be required to transfer to another school. At the Principal’s discretion, the student may be placed on probation for another quarter. If the student is still failing by the end of the 3rd quarter a transfer will be mandatory.

In addition to the academic requirements, all eighth grade students are required to design and complete "Service Learning Projects" comparable to 40 hours of service. These service hours must be completed one month prior to graduation.

A graduation fee of \$80.00 is required. All fees must be paid by the end of April. This includes all tuition payments, fundraising commitments, library books, damaged or lost books, after school care, sports, cafeteria, graduation, service hour requirements, and any other outstanding debt. Graduation gowns will not be given and students will not participate in the class trip or public ceremony nor receive the diploma until all financial obligations are met.

PTC SCHOLARSHIPS

Four PTC scholarships are awarded annually to 8th grade students who have maintained the highest academic average overall and outstanding citizenship and who will be attending a Catholic high school. Eligible recipients must also have attended SJB for at least five consecutive years before graduation. Should a recipient of this scholarship choose not to attend a Catholic high school, that student will not

receive the scholarship funding. Instead, the student with the 5th highest academic average and citizenship of the eighth grade graduating class will become the recipient. The scholarship will be sent directly to the high school.

SPORTS PROGRAM

PURPOSE

The purpose of athletics is to provide physical training, character formation, and school spirit by developing a sense of self-control, fair play, and team effort in the students. Girls' and Boys' teams take part in scheduled games and tournaments. Guidelines are aligned to Athletic Sports Procedures.

SJB belongs to the Archdiocesan Interscholastic Athletic League (AIAL), Texas Youth Football Association (TYFA), and **C.A.L. Kids (Christian Athletic League for Elementary Kids)** offers an after-school sports program to students in Grades 3K through 8th. This program involves both boys and girls and may include: cross-country, football, volleyball, basketball, track & field, pep squad, cheerleading, softball, golf, soccer and swimming.

The purpose of cheerleading and pep squad is to build up school spirit at all athletic competitions, and to represent the standards and values that St. John Bosco School stands for. These squads may not participate in competitions, parades or exhibitions unless they represent the school at all SJB sporting competitions and events.

AIAL, CAL, TYFA and SJB Rules are distributed to all athletes. Students must adhere to all sport rules. Failure to follow these may result in dismissal from sports activities. Inappropriate disgraceful behavior on the part of students or spectators representing SJB may result in dissolving the team.

All parents of children participating in these sports activities must contribute five service hours per sport to our athletic program.

There is a registration fee per child per sport. Besides the registration fees, additional fees are incurred by the expenses of each team.

Students will not be permitted to participate in co-curricular activities unless all finances are current. Students must maintain an average of 70% or better for participation in AIAL sports or Spirit Teams.

ACADEMIC REQUIREMENTS

Any AIAL student participating in sports activities is expected to maintain the academic standards of St. John Bosco School. In order to participate, students must achieve a passing grade of 70% or above in all subjects and at least an "S" in conduct and effort, with no demerits.

Eligibility status will be examined each week by reviewing the weekly profile, Progress Report and report card. Students are to be notified weekly if they are in danger of being placed on probation or becoming ineligible to participate in co-curricular activities. Students are placed on probation for one week following mid quarter progress report if the student has failing grade(s), and can be placed on probation any time a demerit is earned. Students become ineligible to play if they fail consecutively a second time on any academic report. Students can be reinstated to their activities only after a teacher

records and submits a passing grade to the Principal and the Athletic Director. The Principal will then determine if the student may be reinstated. Any student who violates the condition of eligibility faces suspension from co-curricular activities at the discretion of the Principal.

If a student's grades fail to pass these standards at the time of tryouts, the student may try out for the team if the teachers feel it is reasonable to expect the student to pass by the next academic report. If a student is ineligible to participate due to grades or demerits, s/he may still attend some sports practices at the discretion of the Athletic Director and the Principal. However, no ineligible student will participate in any major events including (scheduled or unscheduled) and/or Cheerleading or Pep Squad competitions, performances or parades.

AFTER SCHOOL PRACTICE

Students participating in sports or any other after school activity are to report to their designated dismissal site and wait until the coach or director picks them up. Security rules forbid students leaving their dismissal or activity area for any reason without the direct supervision of authorized personnel.

Students in co-curricular activities awaiting a late practice who do not wish to pay an after school care fee, **MUST** be picked up by their parents/guardians by 4:20 p.m. and return by their designated practice time. Brothers and sisters of sports players who are at practice must either be picked up by 4:00 p.m. by their parents/guardians or they will be sent to after-school care where a charge will be incurred.

PICK-UP OF STUDENTS INVOLVED IN SPORTS

Whether at the end of practice time, at the end of a game or meetings, parents should arrange to have their children picked up promptly. Students who are not picked up promptly will be taken to after-care and a fee will be applied. For late pick-ups parents are to pick up their children from After School Care up to 6:00 p.m.

PLEASE NOTE WELL, those students who hideout from teachers and staff will automatically be suspended from school. **THIS IS FOR YOUR CHILD'S SAFETY.**

Students and parents who refuse to abide by safety regulations and jeopardize the safety of the children will not be allowed to remain on campus. A school that appears to be negligent in supervision attracts perpetrators of child crimes.

SPORTS UNIFORM

Students participating in CYO sports are responsible for the purchase of their uniforms. Students are responsible for the care of their own uniforms. Teams that purchase their own uniforms keep their uniforms.

PHYSICAL EXAMINATION

Every student athlete must have a physical examination before participating in any practice session, scrimmage, or game. This is necessary to safeguard against possible physical problems, which may not exhibit themselves in normal activity.

EMERGENCY RELEASE FORMS

Every student athlete must have the emergency release form signed before participation in any practice session, scrimmage, or game. Injuries must be reported to the coaches or supervising adults immediately, regardless of severity. The Principal must be informed as soon as possible.

ILLNESS

Any student who is absent from school because of illness may not participate in games or practices scheduled for that day.

DANCE TEAM & PEP SQUAD

The Administration appoints a Sponsor. The Sponsor recommends a Trainer. Parents pay a monthly fee to cover the cost of the sponsor and trainer. The uniform is chosen in consultation with parents, with the Principal approving all final decisions.

Pep Squad and Dance Team members are chosen at the discretion of the Sponsor and her aides. The final decision rests with the Principal who examines grades and finances.

CHEERLEADERS

The Cheerleaders' main purpose is to cheer during school games both at home and away. The Sponsor along with the Trainer will plan competitions and attendance at parades and will present the plan to the Athletic Director in consultation with the Athletic Coordinator and Principal. A letter will then be sent to the parents with pertinent information.

ATHLETIC AWARDS NIGHT

An "Athletic Awards Night" is held at the end of the year to award certificates, medals and trophies to all deserving athletes. Our coaches for the year will be given recognition and gratitude for invaluable service given to our youth in athletics throughout the year.

AWARDS

HONOR ROLL

The school publishes a list of students who achieve the quarterly Honor Roll. The criteria are as follows:

PRINCIPAL'S LIST	95 and above in ALL subjects and "S" in conduct
FIRST HONORS	94 and above in CORE subjects and "S" in Conduct
SECOND HONORS	85 and above in CORE subjects and "S" in Conduct
HONORABLE MENTION	Given at discretion of teacher to students who excel in effort and have an "S" in Conduct

SALESIAN AWARD	students who excel in:
♥	REASON – loving to learn, good study skills
♥	RELIGION – lived faith
♥	LOVING KINDNESS – love of self and others

PERFECT ATTENDANCE AWARDS are presented at the end of each quarter.

Perfect attendance is defined as no absences, excused or unexcused, and no tardiness.

ACADEMIC COMPETITIONS

Awards will also be given to students who place in academic competitions throughout the year. SJB is enrolled with the Private Schools Interscholastic Association (PSIA). This is an extracurricular academic program for students in grades one through eight. This association inspires student achievement through academic competition. It is a tremendous honor for a student to be prepared and invited to compete in this association. Students will find new excitement in learning, achieve mastery,

test their skills and knowledge, know the satisfaction of their best performance and achieve recognition for academic excellence.

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle school students. More than just an honor roll, NJHS serves to honor those students in middle school who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character.

To be eligible for membership and to maintain current membership, the candidate must be a member of the sixth, seventh or eighth grade class. Candidates must maintain for each quarter an overall cumulative grade average of 85% in core subjects and no grade below 75% in any subject. Conduct must be maintained at a "satisfactory" level to be eligible or remain a member. These students must also fulfill their service requirement through SJB's tutoring program. Students failing to maintain academic, tutoring or conduct standards in any quarter will be placed on membership probation. A second occurrence may be grounds for revocation of membership.

EAGLE AWARD

St. John Bosco School's Eagle Award is awarded to 5th grade students who have met the same standards as the NJHS for the first two quarters of the academic year.

UNIFORM

PERSONAL APPEARANCE

Neatness in one's appearance and overall cleanliness is an indication of a healthy attitude and a positive self-image. The school's policy regarding student dress and grooming stresses good taste, cleanliness and modesty. In keeping with this policy, the following norms are observed:

UNIFORM

Since the school uniform symbolizes the high standards to which St. John Bosco School strives, the uniform is to be kept clean and tidy and should be worn at the proper lengths and size. Regardless of current trends in fashion and design, girls' uniform skirt and jumper hems should be to the knee or below and PE short hems should be no shorter than three inches above the knee.

3K through 3rd grade may wear the short seamed PE shorts. Grades four through eight must wear the long-seamed PE shorts. Students are not permitted to wear oversized or undersized clothing. Pants must be worn to the waist. The uniform shirt must have the official SJB logo. Boys are required to wear a navy or black belt with a traditional and conservative buckle. Boys' shirts must be tucked in at all times.

PE T-shirts must be tucked in at all times for boys and girls. Uniforms must be laundered frequently and students should practice the essentials of personal hygiene.

Failure of any student to observe the uniform code will be recorded on that student's discipline card. Students who do not meet the basic levels of hygiene will be sent home to prevent embarrassment. Such embarrassment affects the child's self-esteem and attitude toward learning.

The required uniform for boys in grades 3K through 5th consists of navy pants or shorts with a light blue polo shirt. The uniform for boys in grades 6th -8th consists of khaki pants with a navy polo shirt.

The required uniform for girls in grades 3K/4K is a plaid smock dress. In grades 5K through 2nd, a plaid jumper with a white middie blouse is worn. In grades 3rd through 5th, the required uniform for girls is a plaid pleated skirt with the middie blouse. For grades 6th through 8th, the girls uniform is a plaid, one-sided pleated skirt with a white over blouse.

All uniforms are to be purchased at the school store, “Eagle’s Landing.” A complete listing of required uniforms can be obtained in the front office. Uniform shoes must be purchased at Shoes Unlimited. **NO CURLY SHOESTRINGS.**

NOTE WELL:

Only the school sweater or school windbreaker may be worn during cold days. **NO OTHER SWEATER OR JACKET IS PERMITTED.** On very cold days heavier coats and parkas may be worn over the school sweater or school jacket to and from school, but must be removed once indoors.

Team jackets may be worn by students who are current members of an SJB team. Students who are no longer members of the team forfeit the privilege of wearing the team jacket.

HAIRSTYLES

Boys' hair must not extend over the shirt collar. Boys with facial hair must shave. Both boy's and girl's hair must be worn in a traditional and conservative style and be clean and neat at all times. **No modern, fad hairstyles**, such as a partial buzz. Colored or highlighted hair is never allowed. Excessive hair spray or styling mousse or wax is not permitted. Hair may not be worn over the eyes. Girls are not permitted to wear jagged, wispy, waxed out hairstyles, scarves or large decorative bands in their hair.

Shaped (waxed or plucked) eyebrows are not appropriate for elementary or junior high school and **WILL NOT BE PERMITTED.**

JEWELRY

A small religious symbol on a simple chain, a simple wristwatch, one pair of post earrings, and a simple ring may be worn. Boys may not wear earrings. Students should not wear decorative and/or expensive jewelry.

The school is not responsible for the loss, damage or theft of any jewelry.

Jewelry is never allowed for boys and girls on PE days.

MAKE-UP

Make-up, colored nail polish and sculptured nails are not permitted. There are times for competitions, drama productions and certain exhibitions that make-up becomes appropriate and necessary.

FREE DRESS DAYS

The school does not permit styles that are sloppy or distracting in appearance. Students must wear clothes that are modest and in good taste. Possible violations of good taste include but are not limited to: tight or low-cut clothing, baggy pants, clothing with inappropriate designs or sayings, overalls with tight or ill-fitting t-shirts underneath. All students must wear their uniform shoes. The eighth grade has the privilege of wearing shoes of their own choosing as long as they are closed toe and heel shoes.

If a parent or student is unsure as to the appropriateness of an outfit, it is suggested that the student bring with him/her an optional set of clothing that s/he knows is acceptable. Discipline cards will be marked for wearing inappropriate clothing. Note: Shorts may not be shorter than the uniform walking shorts or PE shorts.

DÉCOR

Badges or decorative buttons, except those advertising school activities, may NOT be worn on any part of the school uniform.

PURSES

Purses are not allowed in school. Any money that is brought to school must be in a small bag that can be fastened to the inside of a uniform pocket or worn around the neck inside the clothing. Girls may keep a small, discreet purse for needed feminine hygiene products in their back packs.

DISCIPLINE

CODE OF DISCIPLINE

Discipline, according to the educational style of St. John Bosco, attempts to lead the student to internalize his/her beliefs and translate them into self-discipline, good citizenship, cooperation and social responsibility through reason, religion and loving-kindness. The school aims at motivating students to develop Christian values in an environment conducive to learning.

Faculty and/or staff will use reasonable force when student's behavior threatens the safety of the student and/or the safety of others. Students are expected to behave in a manner that does not hinder their own learning or that of others. They are expected to cooperate with school and classroom rules and to contribute to the creation of an orderly school atmosphere. Parents are expected to assist by cooperating fully with school policies and supporting the administration and faculty in this educative task.

A child who consistently refuses to cooperate is clearly showing that s/he is not profiting from the good the school has to offer. S/he is creating an unfair situation for both teachers and well-intentioned classmates without deriving any personal benefit for himself/herself. Under these circumstances, the school reserves the right of probation, suspension, expulsion, or the recommendation for transfer of students unable to profit from SJB's educational program and/or preventing others to profit from SJB's programs.

STUDENT CODE OF CONDUCT

Jesus' command to "love one another" is evident in the ways that students interact with each other and with the faculty and staff. Therefore, students of St. John Bosco School:

- ♥ Speak and act respectfully toward God, Self, others and all property
- ♥ Take responsibility for their own actions

Bullying has become an area of concern on a national scale. Many states, Texas being one of them, have adopted anti bullying legislation. St. John Bosco School takes bullying seriously, as it is a clear transgression from our mission statement. Bullying is an affront to our Catholic faith and our Salesian spirituality.

Bullying comes in many forms:

- ⇒ Verbal harassment in the form of teasing, name calling, and gossip
- ⇒ Physical harassment in the form of pushing, tripping, hitting, pinching
- ⇒ Harassment through technology, using text messaging, blogging, email, and message boards to spread rumors, post personal information about another without their consent, or place someone in an embarrassing and humiliating situation by pretending to be their friend in order to gain personal information to use against them.

Bullying is not about conflict; it is about aggressive behavior that involves an imbalance of power or strength.

St. John Bosco School encourages students and parents to report acts of bullying to administration. Students can use their Gaggle accounts to anonymously report instances of bullying. The more we stand up for what is right, the better able we are to correct behaviors.

SCHOOL PRIDE

Students benefiting from the values of SJB take pride in their school and strive to keep it safe, clean and orderly. An environment that encourages good learning is maintained by:

- ♥ Being in the right place, at the right time for love of God and others
- ♥ Showing everyone respect and consideration
- ♥ Wearing the school uniform with dignity
- ♥ Knowing, understanding and appreciating the purpose of all school rules
- ♥ Keeping the school tidy and clean
- ♥ Moving in a quiet and orderly manner
- ♥ Being prepared and responsible for all assignments
- ♥ Developing good study skills and an enthusiasm for learning
- ♥ Using all objects for their intended use
- ♥ Keeping away from tobacco, alcohol, or other controlled substances (drugs)
- ♥ Refraining from gum chewing or from using or playing with any object or substance that has a potential for increasing janitorial and/or maintenance attention (may incur a \$5.00 fine)
- ♥ Using school supplies that are traditional and conservative (certain supplies must be obtained from the school bookstore as indicated on published supply lists)

CORRECTIVE MEASURES

The faculty and staff of St. John Bosco School believe that creating an appropriate learning environment is critical. Because conditions conducive to learning are crucial and because discipline problems are a threat to learning, appropriate behavior and discipline are of the utmost importance.

An important part of a child's development is learning acceptable and productive behavior. Discipline is an everyday part of a student's healthy growth and development. Parents are personally notified regarding serious infractions. Minor infractions are noted through GradeSpeed and posted for parents to access through our school website. These reports are a record of your child's behavior. Parents may access these reports at any time. Teachers reference these discipline reports when giving an overall conduct grade on Student Progress Reports that goes home mid quarter, and on the quarterly report card.

Faculty and Staff will abide by the following disciplinary steps:

- verbal warnings
- teacher-parent communication (by phone, note, or email)
- demerit
- the day the third demerit is given, a conference will be scheduled with parent, student, teacher, and administrator for the signing of probation papers
- the student may be expelled if the student violates the condition/s of probation.

Students who have earned a demerit will be placed on probation for co-curricular activities. Students will be considered ineligible to participate in co-curricular activities if a second demerit is earned.

Some of the transgressions which may affect your child's disciplinary record are:

- Tardies

- Uniform and dress code infraction
- Incomplete homework
- Missing school supplies and books
- Academic misconduct
- Unmannerly deportment
- Improper use of furniture, supplies, equipment etc.
- Using objects or substances that increase cleaning and/or maintenance
- Lack of participation during prayer and worship
- Inappropriate language and conversation

Academic misconduct is using another writer’s words without properly citing them, “borrowing” another student’s answers on a test, class work assignment, or homework assignment, using notes or study guides for an assignment that is meant to be done without such notes or study guides, or misrepresenting the number of items marked incorrectly (on a self corrected assignment).

The consequences for academic misconduct are:

- Disciplinary warning, written documentation home, with a recorded grade of E or exempt from that assignment. This means that the student will not get the benefit to his or her average that this assignment could bring.
- Disciplinary probation, written documentation home, with a recorded grade of M (or zero) for the assignment.
- Suspension
- Expulsion

Students may be automatically suspended or expelled for the following reasons but not limited to:

- ♥ Defacing or tampering with school or personal property
- ♥ Theft
- ♥ Possession of pornographic materials
- ♥ Truancy
- ♥ Habitual disregard of school discipline code
- ♥ Obscene calls/letters to students, faculty, or staff
- ♥ Repeated profanity or vulgarity
- ♥ Hostile attitude
- ♥ Harassment/Bullying

St. John Bosco School abides by the zero tolerance policy for fighting

EXPULSION

A student may be expelled after one or more suspensions, or for any sufficiently serious reason, especially if the student shows no marked improvement or does not demonstrate a sincere intention to improve in behavior or attitude. In very serious cases, expulsion can take place without any previous suspension.

A student may be subject to *IMMEDIATE EXPULSION* for the following reasons but not limited to:

- ♥ Fighting
- ♥ Possession, use, or delivery of narcotics, dangerous drugs, unknown substances or alcohol on school campus or school sponsored activities
- ♥ Actions seriously detrimental to the moral, physical and/or spiritual welfare of other students
- ♥ Engagement in chronic or outrageous behavior which disrupts the learning environment

- ♥ Harassment, battery, or violence directed toward school personnel, parents or students
- ♥ Threat of bodily injury or harm to a student/school personnel
- ♥ Open, uncorrected defiance of a teacher's/administrator's authority
- ♥ Participation in disruptive activities by a group such as a gang
- ♥ Smoking or use of any tobacco product on or near school property or at a school-related activity
- ♥ Leaving school premises without permission from Administration
- ♥ Vandalizing school property or the property of others
- ♥ Any other action deemed serious enough by the Administration

SERIOUS OFFENSES WARRANT DIRECT SUSPENSION OR EXPULSION. THE PRINCIPAL, AFTER CONSULTING WITH THE SISTERS' COUNCIL, MAKES THE FINAL DECISION IN SERIOUS DISCIPLINARY SITUATIONS AND MAY WAIVE ANY DISCIPLINARY RULE FOR A JUST CAUSE AT HER DISCRETION.

SEARCH AND SEIZURE

The school Principal and/or designee may search students, student desks, lockers and belongings including, but not limited to, handbags, briefcases, backpacks, and other items in a student's possession. The finding of illegal substances and objects will result in disciplinary action and seizure of the same.

BEHAVIOR IN AND OUT OF SCHOOL

Students must remember that their school behavior reflects their home and school training both positively and negatively. They must, therefore, bring honor to their families and school by their respectful, mannerly conduct at all times. Parental cooperation is needed to foster among the students such attitudes as reverence at prayer, respect for others, truthfulness, honesty, non-violent resolution of conflict, respect for the property of others and the application of Christian values to everyday situations.

St. John Bosco School parents and students set a Christian example and act in an appropriate manner on or off school premises at school-related activities, functions or events.

CONDUCT SCALE

The following code is used on report cards, progress reports and profile reports to determine the conduct of students:

- O** Outstanding Effort
- S** Satisfactory Effort
- I** Improvement Needed
- U** Unsatisfactory
- N** Not Observed

SUPPLIES

SCHOOL SUPPLIES

A supply list is sent out during the summer before school begins. Teachers implement standardized procedures to help students achieve efficient performance in all aspects of their work. Some supplies must be purchased through the School Bookstore to achieve this purpose. Certain items will be uniform and standard for the teaching of organizational skills and to facilitate the amount of time needed for giving and understanding directions. No other supplies are allowed in school other than those specified on the School Supply List. No unusual school supplies that pose a distraction or “attractive nuisance”

may be brought to school. Only traditional and conservative school supplies are permitted. Rolling backpacks are never permitted.

TEXTBOOKS

Textbooks are purchased by the school and rented to the students. Rental fees are included in the Educational Fee. Textbooks are to be covered at all times with fabric, stretch-easy book covers **purchased from Eagle's Landing**. Students will pay a fine of \$1.00 for every day that a book is not covered. Other stretch easy book covers are too thin and small and break down the binding of our textbooks.

Books or school items that are damaged or lost by a student must be replaced or repaired at the expense of the same student.

OTHER ITEMS

Toys, radios, recorders, pagers, games, cameras, Walkman, CD players, CDs, cassettes, videos, laser pens, ipods or any other items not necessary for school work must not be brought to school unless requested by school personnel and authorized by the Administration.

CELL PHONES

STUDENTS MAY **NEVER** HAVE CELL PHONES OR ANY OTHER ELECTRONIC DEVICES ON CAMPUS, BEFORE, DURING OR AFTER SCHOOL, OR AT ANY SCHOOL FUNCTION ON OR OFF CAMPUS. Students may not use the cell phones of anyone else other than their parent, teacher or athletic sponsor/coach, and the cell phone's use must be in their parent's/teacher's/coach's/sponsor's presence and supervision. Phones in a student's possession or use will be confiscated and a \$50.00 fine paid for the parents to reclaim their cell phone from the finance office.

BACK PACKS

Students must have a uniform back pack in grades 3-k through 8th grade. Students in grades 4 – 8 must have a satchel to carry supplies for class work. Students are not allowed to use their back packs during the day.

STUDENT SERVICES

FIELD TRIPS

Field trips, with preparations and follow-up activities, are planned as an extension of classroom instruction. Permission slips signed by parents are required for each field trip. Since field trips are part of the regular instructional program, the school uniform will be worn unless the school directs otherwise.

Attending a field trip is a privilege, not a right. Students can be denied participation in field trips if they are tardy or absent (3 times a quarter), picked up early, fail to meet behavioral requirements, or have delinquent tuition and/or fees.

If for any valid reason parents do not wish their child to participate in a scheduled class field trip, the only available option is to keep the child home from school. This will be recorded as an absence.

PERMISSION FORMS

Every student who takes part in a St. John Bosco School field trip **MUST** have a signed permission form for each trip. In the event your child forgets his/her form, please prepare a note containing the

information below and return it completed and signed to the school office prior to the students' departure. Forms may be faxed if you are unable to bring them in. PLEASE NOTE: A student will not be allowed to leave the school unless a completed signed permission form is received from the parent or guardian. The field trip permission note below is the only acceptable field trip permission form.

**St. John Bosco School
5630 W. Commerce St.
San Antonio, TX 78237
(210) 432-8011**

Field Trip Permission Note

_____ of grade _____, has my permission to go with
(Child's Name)

_____ of Saint John Bosco School to
(Name of Group)

_____ on _____
(Place) (City, State) (Date)

The group will leave St. John Bosco School at approximately _____ and
(leaving time)

return at approximately _____. Transportation to and from the above mentioned
event will be by _____. The cost of the field trip is _____
(Type of vehicle) (Amount)

I HEREBY RELEASE SAINT JOHN BOSCO SCHOOL, ARCHDIOCESE OF SAN ANTONIO, THE SALESIAN SISTERS AND SCHOOL CHAPERONES AND DRIVERS FROM ANY AND ALL LIABILITY IN CASE OF ACCIDENT OR INJURY INCURRED DURING THE SCHOOL-SPONSORED FIELD TRIP.

Parent Signature _____ Date _____

Home Phone # _____ Work Phone # _____

Alternate Person's Name _____ and Phone # _____

CAFETERIA POLICIES

Our school participates in the Federal Lunch Program. Meals are prepared under the supervision of qualified personnel. At the beginning of the school year, the Cafeteria Manager sends information to all school families regarding eligibility for free or reduced price meals. Cost for meals for families who do not qualify for federal programs are also included. All families are required to supply this information whether you will qualify for free or reduced lunch or not because many grant applications require this information in their application process.

Please note that fast food breakfasts or lunches are never allowed.

Cafeteria payments are to be made in advance directly to the Cafeteria Manager, and must not be included on the same check for other school payments. If desired, students may pay for individual meals on a day-to-day basis. Credit is not extended.

Students electing not to use cafeteria service need to bring their own lunch boxes or bags, labeled with their names. Soft drinks and iced tea are never allowed. Only water, milk and 100% fruit juices are permitted. Soft drinks will be exchanged for milk, juice or water and parents billed accordingly.

All students eat in the cafeteria. Birthday treats will be given during recess only if a student has eaten at least half of his/her lunch. No pizza parties or meals are allowed. 3K, 4K, and 5K follow the teacher's directives. Only individually, safety sealed treats are allowed.

Lunches may not be dropped off for children who forget their lunch. Students must eat a cafeteria lunch for the day and parents will be charged accordingly.

The cafeteria phone number is (210) 432-8009.

BIRTHDAYS

The teacher must approve birthday treats for students at least one day in advance. These treats are not to interrupt the academic process. Such treats should be distributed at lunch recess. **Please prepare treats that are individually prepared and can be individually distributed.**

SALES

It is a school policy that there be no sales of any kind on school grounds by teachers, parents or students unless these sales are first authorized by the Administration and directly benefit the school. **Private sales are not permitted.**

MONEY

Parents/guardians, students, faculty, and staff, may not collect money without the authorization of the Principal. Parents/Guardians may not have school-related fundraisers without prior written authorization from the Principal. Students are not to bring large amounts of money to school. Money is both a distraction and attraction for children. Let us prevent undo concerns. All money brought to school by students must be in a moneybag, fastened to the inside of the uniform pocket, or worn around the neck inside of clothing. Wallets and purses are not allowed in school. The school is not responsible for lost money. Girls may have a discreet bag in their backpack for feminine hygiene products.

PARENTS ARE ASKED NOT TO GIVE THEIR CHILDREN LARGE AMOUNTS OF CASH TO MAKE PAYMENTS TO THE OFFICE. St. John Bosco School will not be held accountable for cash or payments sent to the office through a student.

SJB BOOKSTORE

St. John Bosco School has an official bookstore located in the Administration building. All required school supplies, PE uniforms, SJB school uniforms, SJB T-shirts and other school supplies can be purchased from this convenient location.

LOST AND FOUND

Parents need to mark all their child's belongings since many items look alike. The school is not responsible for lost, damaged or stolen items. SJB's lost and found is located in the school bookstore or the clothes rack by the cafeteria.

SAFETY

CRISIS MANAGEMENT PLAN

ACT as soon as you become aware of a crisis, disaster or serious accident. Do not wait for public announcements. The sooner you can come together as a family to assist one another, the better although faculty and staff are required to very good care of your child until family can come to pick up the child.

St. John Bosco School has a Crisis Management Plan that will be used in the event of crises such as natural disasters, serious accidents, public threat or other such incidents. In the event of an emergency your cooperation is fully required to assure the safety of all.

SCHOOL EMERGENCY CLOSING

Do not wait for public announcements for traumatic events (e.g., Sept. 11th) or threat of severe weather. Come to school as quickly as possible to pick up your child to give one another needed support as a family.

If an emergency closing of school is necessary due to weather conditions or other grave conditions, the administration will make the decision for school closure. Official announcements will be given on T.V. and radio stations: KTSA-AM (550), KTFM (102.7), KENS (1160 AM).

St. John Bosco School follows SAISD and EISD decisions for school closures. St. John Bosco School will close when either SAISD and/or EISD announce closure.

HEALTH ROOM A health record must be maintained on each student. Parents are required to follow Texas State Laws regarding immunizations.

The following procedure is normally followed whenever a child is injured or takes ill at school: 1) First aid treatment is given and parents notified after such is given 2) In more serious cases, first aid is applied, paramedics called and notification of parents happens simultaneously; when the parent(s) can be reached within a reasonable time, they will determine the place and means of providing emergency care; if the parents cannot be reached, the Principal will follow the professional suggestion of the paramedics 3) In case of illness or injury, the Health Coordinator will notify the parents, or person designated on the emergency card, and request that they come for the child or arrange for someone else to do so.

REPORTING COMMUNICABLE DISEASES

According to law, communicable diseases **MUST BE REPORTED TO THE SCHOOL**. If school absence is due to a reportable communicable disease, the school must be informed as soon as the sickness appears. The school will then notify all the parents. A signed release from the doctor is required for the student to return to school.

MEDICATION & HEALTH SCREENING

Students are not permitted to have prescribed or over the counter medication with them at any time. Any medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist should be brought to the health coordinator's office. It will be administered when accompanied by a signed permission from the parent, and a signed form from the doctor. Official forms are available in the Health Coordinator's office. Vision and auditory testing, height and weight measurement, scoliosis screening (Gr.5-8) and other screenings that become possible (diabetes) are made available to our students.

STUDENT INSURANCE

All students must be under the school insurance. This school insurance program assists in medical expenses incurred due to bodily injury sustained by children while attending school or participating in school-sponsored activities.

ARRIVAL / DEPARTURE PROCEDURES

Parents are asked to observe traffic laws and drive slowly around school premises. Please instruct your children about the dangers of loitering in the street and the importance of observing safety procedures around cars and in the streets after school. **THE CAMPUS WILL BE LOCKED DOWN FROM 9:00 A.M. to 2:30 P.M.** The West Commerce entrance will be the only entrance available during this time.

PURSES, DIAPER BAGS AND BACKPACKS LEFT IN VEHICLES ATTRACT VEHICLE BREAK-INS AND THEFT.

Please follow directives given by faculty and staff concerning pedestrian and traffic flow. All measures taken are for the safety of your children.

EARLY BIRD DISMISSAL

Children in grades 4K and 5K who have no siblings at SJB are dismissed at 3:00 p.m. between the band room and cafeteria. Enter and exit from 36th street. Grades one and two are also picked up between the band room and cafeteria at 3:30 p.m. Parents must go to the classroom of their 3-year-old for pick-up.

TRAFFIC AT ARRIVAL AND DEPARTURE

1. **The office driveway is only for persons visiting the school office and MAY NOT be used for dropping off or picking up students.** The office driveway is not accessible after 2:00 p.m. Front gates will be locked.
2. The following are the only authorized pick-up areas:
 - a. The Junior High driveway for grades four, five, six, seven and eight with younger siblings or younger carpool members, accessed by entering from Monterrey Street. When a sixth, seventh or eighth grader with younger siblings is absent, the siblings will still be brought to the older sibling's station.
 - b. Grade three under the covered walk-way in front of gym (entering from 36th and exiting onto 36th).
3. Parents/guardians may not instruct students to wait in any other area outside of those designated for dismissal. **THIS IS FOR YOUR CHILD'S SAFETY.**

TRAFFIC FLOW

1. Cars entering the Monterrey gate should enter from the right at dismissal time to help traffic flow. Cars entering the gate from the left must yield to all other traffic.
2. No left turn is allowed at the 36th Street exit site at dismissal time.
3. No left turn is allowed at the West Commerce exit site at dismissal time.
4. No pedestrian entry allowed at the Monterrey or West Commerce exits.
5. Children may not step in front of any cars. All students must enter the passenger side of the car closest to the curb of pick-up. Teachers are not allowed to permit a child to walk in front of a car that is still running. Children should be instructed by their parents to promptly get in and out of the vehicle to avoid unnecessary delays.
6. Parents are not to engage teachers in conversation during arrival or dismissal times.

EARLY PICK-UP

Parents are discouraged in coming to the office for early pick-up of students after 3:00 p.m. The teachers need to give their fullest attention to the entire class for an orderly, efficient and safe dismissal.

Parents should avoid picking up children before the scheduled time. However, if an early pick-up is necessary, the school should be informed in advance. All children picked up before the scheduled dismissal must be signed out in the front office. If someone other than the parent or guardian is authorized to sign out a child, the school office must be notified in advance. No child will be picked up at the classroom door.

EMERGENCY TRANSPORTATION INFORMATION

Every year, parents must fill out the emergency and transportation forms. This information is kept on file and used when the need arises. In case of a change in home or work address or telephone number, or in case of a change in persons authorized to pick up your child, the office **MUST** be notified immediately. Parents must complete a new emergency information form. The safety of each child demands this responsible action of the parent/guardian.

VISITORS

All visitors must first report to the school office to turn in their drivers' license or official Texas ID before obtaining a visitor's pass. No one without ID will be permitted on school grounds. When the

purpose of the visit is finished, visitors must promptly return their pass, recover their ID and leave the premises. Without special permission from the Administration, **NO ONE IS ALLOWED TO GO TO ANY CLASSROOM** for any reason at any time of the school day. Parents/guardians are not to stop and confer with teachers at any time whatsoever when teachers are responsible for supervising students. Parents who need to speak to a teacher are to make an appointment through the office.

Parents are more than welcome to observe classes. Arrangements for these observations may be made with the Principal.

USE OF SCHOOL GROUNDS

Students are not allowed on school property when there is no supervision.

Students must leave the school grounds at dismissal. Students who remain in school after dismissal must belong to an organized activity, sport group or be registered in the After School Care Program. Parents or students who disregard this rule will be notified, and students will be suspended. If the infraction recurs, the student will be subject to expulsion. Parents are asked to cooperate fully in this matter so crucial to the safety of their children. Children who are not picked up on time MUST report to the After School Care Program.

FIRE / TORNADO DRILLS

Our school conducts regular safety drills. It is essential that when the first signal is given, everyone clear the buildings by the prescribed route in complete silence, in a timely and orderly manner. Students and teachers remain in their evacuation location until notified by a bell to return to the classroom.

EARLY DROP OFF

Students may be dropped off as early as 6:00 a.m., but must be accompanied by their parents to the Sisters' Chapel. No student may remain outside. The school accepts no responsibility for students who are not brought to the chapel by their parent/guardian. Parents doing such will be asked to leave St. John Bosco School.

CLASSROOM PASS

Whenever a teacher permits a student to be out of class, the student must carry a classroom pass. Ordinarily students should not be out of class.

ARCHDIOCESAN TRANSPORTATION POLICY

The Principal must approve any school sponsored student trip. Unless the school specifically approves a trip, the school will not be held liable, nor may the school's name be used. Trips that involve students, and are not sponsored by the school, will not be promoted or organized within the school.

CHAPERONES

Parents and guardians are welcome and needed to assist faculty on field trips. The homeroom teacher chooses chaperones on a first-come, first-served basis. Parents who are not official chaperones for the field trip must notify their child's teacher in advance if they are planning to attend the field trip. The responsibilities of all chaperones include, but are not limited to, the safety and well being of ALL students, not just those who are assigned to them. Chaperones MUST adhere to the teacher's directives in order to ensure a safe environment at all times.

SUBSTANCE ABUSE

A student cannot attempt to possess, use, or be under the influence of any of the following substances on school premises, or off school premises at a school-related activity, function or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Alcohol or any alcoholic beverage;

3. Any inappropriate use of substances such as glue, aerosol paint, or any other volatile chemical substance;
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drug;
5. Unknown substance.

A student who violates this policy shall be subject to disciplinary action including expulsion.

A student who uses over the counter medicines or prescriptions on his/her own will be suspended. All medicines must go through the Health Coordinator. Authorized school personnel must administer any and all medicines.

A student who brings an unknown substance to school and offers it to other students may be immediately expelled.

The transmittal, sale, or attempted sale of what is represented to be any of the above listed substances is also prohibited under this policy. Students involved in such action shall be expelled from school.

In cases where there is suspicion that there are substances in a student's possession, the Principal and/or designee may search the student, his/her desk, locker and belongings including but not limited to, handbags, briefcases, backpacks and other items belonging to the student at any time or place.

CHILD PROTECTIVE SERVICES (CPS)

A visit or contact from a Child Protective Services (CPS) caseworker concerning your family can be difficult and confusing. State law requires anybody who believes that a child has been abused or neglected to make a report to the Child Protective Services (CPS) program of the Texas Department of Family and Protective Services (DFPS) or to a law enforcement agency. The law requires CPS to investigate reports of child abuse or neglect for the primary purpose of protecting children.

St. John Bosco School must allow a caseworker to investigate a report. The principal or her designee will ask for identification to verify that the person is an authorized caseworker. The school will reasonably attempt to notify the parents. The caseworker must be allowed to question and examine your child with or without the parents. The Principal or another teacher may accompany the child throughout the process if the child expresses this desire.

RELEASE OF STUDENTS TO POLICE

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

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

SEARCH AND SEIZURE

For the safety of all of our students, everything that is brought to campus is subject to being searched and seized. All lockers, cubbies, backpacks, purses, satchels and student's pockets may be searched by

the principal or her designee if there is reasonable cause or suspicion that something being secreted may be harmful to any student, faculty or staff.

HARASSMENT POLICY

All students at SJB have the right to live and work in a harassment-free environment. St. John Bosco School strictly prohibits any form of harassment from students, parents, faculty and staff. This prohibition against acts of harassment applies to all people engaged in the school related activities: all students; regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, consultants, and parents. Report all and any kind of harassment to the principal for immediate action.

DISCLAIMER

The School is not responsible for property a student, parent or staff member brings to school for any reason or purpose.

FINANCES

TUITION & FEES

Tuition and fees paid throughout the year help to defray the cost of operational expenses and to meet payroll. The cost per pupil is an average of \$5,000 annually. The financial gap is partially filled by \$520 per family mandatory fundraising and service hours. Tuition continues to remain affordable due to the hard work, generosity, and collaboration of our parents and school personnel.

Any questions or concerns regarding tuition payments and fees should be directed to the Finance Office.

PTC FUNDRAISERS (Subsidy for Tuition)

Parents may pay the mandatory fundraisers in advance. The cost of the two mandatory fundraisers is \$400.00. Those who pay their fundraisers in advance will still receive bingo and/or meal tickets and raffle tickets.

The following fundraising program helps to subsidize tuition. More details will be given to you as each event approaches.

Fall Bonanza	200.00
(Turkey Bingo)	
5 Bingo Tickets	50.00
150 Raffle Tickets	150.00
Due Date: 11/12/2009	
3 service hours	
Due Date: 01/29/2010	
Spring Event	200.00
(Brisket Bingo)	
5 Bingo Tickets	50.00
150 Raffle Tickets	150.00
Due Date: 4/15/2010	
3 service hours	
Due Date: 05/14/2010	

Families that accept personal checks for any tickets sold and turn in these checks for payment of their fundraisers will be responsible for any returned checks to include the amount of the check, returned check fee and any applicable late fee.

Room parents arrange the scheduling of mandatory service hours for the Fall Bonanza (Turkey Bingo), and the May Festival (Brisket Bingo).

(Sign-in and sign-out must be recorded on Service Hour Cards at the event for Service Hours. Parents are billed \$20.00 per hour for all hours that have not been recorded and verified.)

Parents who work their 6 service hours during fundraising events are assigned to certain duties per event. These duties may change at any time during their assigned hours due to the needs of the event. (Example: a parent may be assigned to work a specific duty, (selling soft drinks) for their assigned hours; however, a need may arise to have the parent move to another duty location, (grill area) during their assigned hours due to the needs of the event. These changes can be made by a PTC Board Member, Home Room Parent, or School Administrator.

Parents can and may be assigned to work hours to include the day before, day of, or day after the event dates. The success of these events depends upon a minimum of 3 service hours per event to be worked.

Parents may pay their service hours in advance for \$120. Service hours paid in advance or as invoiced will not be refunded even if service hours are subsequently completed.

Note: All tickets for fundraising events must be sold. Unsold tickets cannot be returned. All tickets must be paid for in cash, cashiers check, money order or credit card (Visa or Master Card). **THERE WILL BE NO TICKET EXCHANGES.**

ST. JOHN BOSCO SCHOOL

5630 W. Commerce Street
San Antonio, Texas 78237

2009 – 2010 Financial Rate Information

Testing Fee – \$20.00 – Per student, Non-refundable – CASH ONLY (*New Students Only 3k – 8th*)

Registration Fee – Per student, Non-refundable

Returning Student – 4k – 8th

\$ 175.00 Through Thursday, February 12, 2009

\$ 275.00 After Thursday, February 12, 2009

\$ 300.00 After Friday, Feb. 27, 2009

New Student – 3k – 8th

\$ 300.00 - per student - **CASH ONLY**

Administrative Fee – \$150.00 per family with installment payments. This fee is waived for those who pay tuition in full.

Educational Fee – After 30 days following Registration, increases \$25.00 each calendar month until paid.

\$ 300.00 per student grades 3k – 8th

Refundable @ 50% through May, 2009; Non-refundable after May, 2009

Tuition – Your annual installment is due May 1, 2009. You will receive a Discount Certificate to Eagles Landing in the amount equal to 5% of the tuition paid in full by May 1, 2009.

10 Monthly Installments: Due 1st of the month, beginning May 1, 2009 and ending February 1, 2010.

Automatic Debit setup for Tuition payments is required. All families must have active checking/savings account accepting ACH transactions. Fees are applied for returned checks or returned automatic debits. Late fees are 10% of the unpaid tuition balance.

Grades 3k – 5k

Grades 1st – 8th

(For siblings, \$40 less a month)

\$ 405.00	3k per student	\$ 350.00	1 Student Family
\$ 385.00	4k per student	\$ 610.00	2 Student Family
\$ 375.00	5k per student	\$ 840.00	3 Student Family
		\$ 1,040.00	4 Student Family
		\$ 1,200.00	5 Student Family

After School Care – Your annual installment is due July 1st, 2009.

After school care fees apply 30 minutes after dismissal.

Grade	Dismissal Schedule
3k	7:45 a.m. to 2:30 p.m.
4k	7:45 a.m. to 2:45 p.m.
5k	7:45 a.m. to 2:45 p.m.
1 st -3 rd	7:45 a.m. to 3:00 p.m.
4 th -8 th	7:45 a.m. to 3:20 p.m.

PTC Fundraising Subsidy – ALL FAMILIES ARE REQUIRED TO PARTICIPATE IN SJB’s FUND RAISING AND SERVICE HOUR PROGRAMS.

Fundraisers	Amount	Service Hours (Rate @ \$20.00 per Hour)	
November – “Turkey Bingo”	\$200.00	3 Hours	<i>Turkey Bingo</i>
May – “Alegria Jam Fest”	\$200.00	3 Hours	<i>Alegria Jam Fest (May Fiesta)</i>

NOTE:

Timely payments avoid incurring late fees.

Students will be denied one or all of the following if finances are not current at anytime during the year: admission to classes, field trips, clubs, athletics, co-curricular activities.

Tuition for students enrolling or withdrawing during the school year will be pro-rated and charged at the rate of \$25.00 per day for 1st to 8th and \$30.00 per day for 3k to 5k on a per student basis (family rate not applicable for students withdrawing) for each school day to date of withdrawal.

ST. JOHN BOSCO SCHOOL

5630 W. Commerce Street
San Antonio, Texas 78237



2009 – 2010 After School Care Financial Information

The After School Care Program (ASC) features flexibility. ASC is available on Early Dismissal Days. Please carefully review the enrollment option that best fits your needs for the new school year. Enrollment forms are available through the Finance Office.

Initial payment is due at time of enrollment the next payment will be due October 1st.

After School Care (ASC) is due in 9 Installments

September to May Due 1st of the Month

The charge for children enrolled in the After School Care Program that are picked up in the chapel after 5:30 pm will be double the Drop-In rate per child.

Annual ASC Enrollment: (Enrollment period ends August 31, 2009)

Hours: Dismissal to 5:30 p.m.

Cost:	\$ 1,260.00	Per year for 1 student	\$ 140.00	Per Month
	\$ 1,530.00	Per year for 2 students	\$ 170.00	Per Month
	\$ 1,800.00	Per year for 3 students	\$ 200.00	Per Month
	\$ 2,070.00	Per year for 4 students	\$ 230.00	Per Month

Monthly ASC: (Open Enrollment)

Hours: Dismissal to 5:30 p.m.

Cost:	\$ 155.00	Per Month for 1 student
	\$ 185.00	Per Month for 2 students
	\$ 215.00	Per Month for 3 students
	\$ 245.00	Per Month for 4 students

Drop-In ASC:

Hours: Dismissal to 5:30 p.m.

Cost:	\$ 8.00	Per hour per student	No other rates apply
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Note: Payment, for Drop-In ASC costs incurred in a month, is due by the 10th of the following month. 10% Late Fee (minimum \$25.00) added after the 10th of each month until paid.

NOTE: Early Dismissal Days

Children not enrolled in the ASC Program and are left anytime beyond 30 minutes after the scheduled early dismissal time, will be charged at the Drop-In rate per child until 5:30 p.m. Children left after 5:30 p.m. will be charged double the Drop-in rate per child.

On days when After School Care is not available, any child left anytime beyond 30 minutes after the scheduled early dismissal time, will be charged double the Drop-in rate per child.

FINANCIAL POLICIES

All financial matters are to be addressed to the Financial Administrator (FA). Accounts Receivable does the day-to-day business transactions as mandated by St. John Bosco School policy. All concerns, need for special arrangements and questions outside of what is indicated in the handbook are to be addressed to the Chief Financial Officer, (CFO).

Parents who do not notify the finance office as to why their payments have become delinquent will be notified to keep their children home until a meeting can be arranged to remedy the situation. This will happen only when the family has made no attempt to communicate and make some arrangement. Should the delinquency continue after having made special arrangements, the family will be asked to withdraw their children from St. John Bosco School. The family's financial information will be turned over to a collection agency contracted by the school and the family will be required to pay the past due amount to liquidate their debts to include any applicable fees assessed by the collection agency.

If an account becomes delinquent after payment for re-admission and other fees have been made, fees will be applied to the delinquent account on May 31st of the current school year. The family may apply for re-admission only after the delinquent account has been settled and if space is available.

Post-dated checks are **not** accepted at any time.

A \$25.00 Late Fee is applied monthly for past due balances until paid. This is applicable to the School account and the Fundraisers account independently.

A \$35.00 fee is applied to any check(s) or automatic debit(s) returned by your Bank for any reason. Returned checks or automatic debits not cleared as required will be turned over to the District Attorney's Check Fraud Division. Late fees will be added to the balance for which the NSF check or automatic debit was applied to for payment. Check writing privileges for any payments due to St. John Bosco School including extra-curricular activities and Youth Activities will be suspended for the remainder of the school year for any checks returned as NSF by your bank.

Checks will not be accepted for tuition payments. All families are required to complete the Automatic Debit Authorization form for their valid checking or savings account.

A payment Drop Box is available for your convenience and is located in the Receptionist area by the Finance Office. Payments dropped in by 4:00 p.m. will be processed the same business day. Any payments dropped after 4:00 p.m. will be processed on the next business day. Payments made on the deadline due date must be in the box by 4:00 p.m. to avoid the late fee.

Payments sent in with the student will be collected in the classroom first thing every morning and forwarded to the Finance Office. Parents should place payments in an

envelope and legibly write the student's name, grade, room number and a description of the funds enclosed (i.e. ASC; Fundraisers; Library Fine; Cafeteria). Parents are responsible for informing the student to turn in payments when the teacher asks for items that need to go in the folder to the office. Parents who choose to send payments in with the student are solely responsible for payments that are lost or not turned in timely by the student.

All Financial obligations must be met in order to participate in extra-curricular and/or co-curricular activities; this includes promotion ceremonies and graduation ceremonies.

All financial obligations must be cleared by May 1st.

During the summer, the office is open from 8:00 a.m. – 4:00 p.m. Any and all payments and/or purchases and all past due finances can be paid in cash, cashier check, money order or credit card (MasterCard or Visa only). **No checks** will be accepted for payments during the summer months.

TUITION ASSISTANCE

Tuition assistance is available through the Archdiocese.

- **The Hope for the Future Grant** is a tuition assistance award per student. Applications become available online on the date announced by the Archdiocese. Families wishing to apply must access the Archdiocese website at www.hopeforfuture.org and follow the instructions. Any questions for information must be directed to the Archdiocese of San Antonio.
- **Salesian Tuition Assistance.** Tuition assistance through a Special Salesian Fund is also available. Families who wish to apply must schedule an appointment with the CFO. Applications will be made available at the discretion of the CFO at time of appointment. Proof of income is required and must be presented with completed application to the school finance office. All required information and documents are forwarded to the school Chief Financial Officer.

TUITION REIMBURSEMENT

If a student is withdrawn on or after the 10th of the month, the entire monthly payment is due. Prior to the 10th arrangements for reimbursement will be made with the Finance Office.

PARENT INVOLVEMENT

St. John Bosco School continues to provide a quality education for its current students with the continued support and sacrifice of its parents. “Parents are the first and foremost educators of their children.” (The Catholic School, #9) Our purpose as St. John Bosco School is to serve as partners with parents whose teachings and formation are in harmony with Catholic doctrine and Salesian values.

St. John Bosco School continues to build on the tradition of the past, knowing and experiencing grand heights of success when parents become involved in their child’s education. For this reason, St. John Bosco School encourages support from the entire family and requires service hours for the fundraising events that help us close the gap that tuition leaves in meeting budget.

Traditionally, St. John Bosco School has also enjoyed the dedicated, loyal support of many grandparents, aunts, uncles and older siblings. Their service is to be commended and their example followed for life. Grandparents cannot take the place of a parent’s generosity, sacrifice and love for their child. Grandparents add to this difference in a child’s life but can not replace the difference the parents can make. In instances where parents cannot make the sacrifice of completing all of their service hours, Grandparents may donate their time and talents to complete the contributed service hours.

Home and school work together to make counter cultural choices to improve this age . . . “to integrate religious truth and values with life” (To Teach As Jesus Did, #105) and form in the students a sense of belonging, not only to the school but also to “the parish, the neighborhood, the local civic community, and the world, and begin to respond to the obligation of Christian service through joint action.” (Ibid, #109)

All parents, grandparents, relatives and friends who want to be involved in any student activities must provide St. John Bosco School with their background security check. This background check must be delivered through the SPIS Information Services of the Archdiocese of San Antonio. The processing fee is \$6.00.

PARENT-TEACHER CLUB (PTC)

All school parents hold automatic membership in the SJB Parent-Teacher Club, which is the primary supporting organization of the school. Dues are included in the Education Fee paid annually at the beginning of the scholastic year. Meetings are indicated on the school calendar. Attendance at these meetings demonstrates a parent’s willingness to serve as partners with St. John Bosco School in the education of their child(ren). Spending time with the teachers and administration is a vital means of getting to know one another in order to work in harmony for the benefit of all students. The PTC meetings consist of three components: classroom visitations, formation and school development.

Classroom visitations begin at 5:30 p.m. and conclude at 6:30 p.m. All parents then proceed to the gym for the final components of the PTC evening.

The PTC will select three room parents from each class to help coordinate the formation, development and fundraising components of the PTC and classroom celebrations.

PTC OFFICERS MEETINGS

PTC officers' meetings are scheduled monthly. Any parent who wishes to present an item for consideration at the PTC officers' meeting should present their request in writing to the school office at least one week before the meeting. Only signed, written requests will be given consideration.

ROOM PARENTS

At the beginning of the school year, the homeroom teacher selects three room parents. The main duty of the room parent is to support the teacher in those areas where the teacher needs assistance and to help organize our Spooktacular, Fall Bonanza, and May Allegria Festival. Room parents also work with the homeroom teacher to organize class celebrations for various holiday seasons. Another important duty of room parents is to communicate school information quickly and accurately to the other class parents through a well-organized telephone relay. For the purpose of this telephone relay, your phone number will be given to the room parents of your child's class.

Reasonable, kind, friendly communication as faith-filled adults goes a long way in providing the best environment within which your child can enjoy his/her education. Two or more additional or the same room parents of each class are selected to assist the PTC board with their responsibilities.

SIGNATURE SHEET FOR ACKNOWLEDGEMENT AND ACCEPTANCE OF SJB POLICIES AND PROCEDURES

Parents and students are asked to read carefully and be fully aware of the contents of this handbook. They are also asked to sign this final page acknowledging that they have read and agree to be governed by the policies stated therein. Should a family choose not to sign the handbook, they will be asked to withdraw their child/children from St. John Bosco School.

ST. JOHN BOSCO SCHOOL

2009 – 2010 HANDBOOK ACKNOWLEDGEMENT RECEIPT AND AGREEMENT

(Please return signed agreement to your oldest child's homeroom teacher.)

We have read and understood this handbook and agree to adhere to its policies and provisions. We also understand that the Principal retains the right to amend this Handbook at any time and to modify it as deemed necessary in order to comply with philosophical, curriculum and safety standards. The contents of this Parent/Student handbook are considered binding.

We know that the weekly "HIGHLIGHTS" is the school publication in which handbook amendments and other important communications are given to parents.

Student(s) Signature	Grade	Teacher	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

***PLEASE FORWARD A LETTER TO THE PRINCIPAL
IF YOU DO NOT GIVE ST. JOHN BOSCO SCHOOL
PERMISSION TO USE YOUR CHILD(REN)'S PICTURE
FOR ACADEMIC/CO-CURRICULAR
ANNOUNCEMENTS AND PUBLICATIONS.***

Parent(s) Guardian(s) Signature	Date
_____	_____
_____	_____