

# ST. JOSEPH ACADEMY

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# PHILOSOPHY OF EDUCATION

A Catholic school has one primary reason for existence: to instruct students in the truths of our Faith, so that, accepting these truths, they may so live, that God “through Jesus Christ may carry out in them all that which is pleasing to Him” (Heb. 13:21). Hence, basic to our philosophy as Catholic educators at St. Joseph Academy is the instruction in the principles of Christian faith and morals – principles that may serve our students as guidelines in worthy earthly living and in attainment of eternal beatitude.

Secondly, Catholic education aims to give students an excellent academic education. St. Joseph Academy accepts this second purpose and endeavors to provide its students with a through instruction in the basics of scholarly learning.

Thirdly, since children are social beings living in a social milieu, St Joseph Academy strives to inculcate in its students principles of regard and courtesy: a respect for their own human dignity and for that of all other people.

Finally, St. Joseph Academy accepts the trust of instilling in its students a sense of true patriotism with its responsibilities of good citizenship.

Composed by:  
Sister Mary Petronilla, S.J.W.  
1976

## OUR MISSION STATEMENT

We, at St. Joseph Academy,  
Strive to model a true Catholic life  
through embracing the Gospel message of Jesus Christ,  
to help our students grow spiritually,  
academically and socially.

### OBJECTIVES

**A.** Religious instruction, authentic in doctrine and contemporary in presentation.

**B.** Integration of religious education at home and in school so that they reinforce and complement each other.

**C.** Aims in student development:

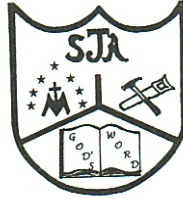
† To develop a meaningful relationship with God through prayer, the Sacraments, and Liturgical Worship

† To develop character and self-discipline with high Christian moral standards

† To encourage each student to achieve his/her fullest academic potential

† To develop the ability to make sound decisions and to be responsible for them

- † To manifest a spirit of cooperation along with initiative and qualities of leadership
- † To respect self, others and all life, recognizing the dignity and value of each person with his/her varying abilities
- † To show evidence of mutual love and concern by using his/her God-given gifts to serve others, thus continuing Christ's work on earth
- † To appreciate the cultural heritage won by past generations
- † To be a law-abiding member of the local community and to accept the responsibilities of citizenship.



## COAT OF ARMS

**Shield** – The shield symbolizes our faith and trust in God. It must be as a shield – strong enough to maintain a defense line against the snares of the devils. Eph. 6:16 – “...hold faith up before you as your shield.”

**Stars** – The stars symbolize the Seven Sorrows of Mary and Joseph.

**Mary:**

Simeon’s Prophecy, The Flight into Egypt, Losing Christ in the Temple for 3 days, Meeting her Son on the way to Calvary, Standing at the Foot of the Cross, Taking Christ down from the Cross, Burial of Christ

**Joseph:**

His hesitation in taking Mary into his home, The Lord’s birth in poverty, The Circumcision, Simeon’s Prophecy about Joseph and Mary, The Flight into Egypt, The return from Egypt/Fear of Archelaus, Jesus is Lost for 3 Days

**Cross** – As a symbol of the Passion of Christ, the Cross is the most honored of all Christian images. Since it signifies the saving act of Christ and all its power, it stands not only for the redemptive act of Jesus but also for the strength to bear the trials of life by following Christ.

**Carpenter Tools** – The carpenter tools symbolize St. Joseph who is the Patron Saint of Workmen. St Joseph was the Foster-Father of the Son of God, Our Lord, Jesus Christ; the spouse of the Mother of God, the Blessed Virgin Mary and the Head of the Holy Family. How holy, how pure, how just, how prudent, how gentle, how kind, how strong, how obedient and how faithful he must have been. This alone serves to inspire us to have recourse to him in all our necessities with the utmost confidence, and to seek his intercession that we may live a holy life and die a happy death.

**M** – The “M” stands for Mary, the Mother of God. Mary was involved in the Mysteries of Christ. As the most holy Mother of God she was, after her son, exalted by Divine grace above all angels and men. Hence, the Church appropriately honors her with a special devotion.

**Bible** – The Bible is a collection of sacred books, which were composed under the influence of the Holy Spirit by men chosen by God, and which have been accepted by the Church as inspired. The Bible records the revelation of God to man. We are all encouraged to read the Bible because, in the words of St. Jerome, “ignorance of Scripture is ignorance of Christ”.

## **HISTORY OF ST. JOSEPH ACADEMY**

The first group of four Sisters of St. Joseph the Worker moved to Walton on November 1, 1974 with the intention of establishing their Motherhouse. Shortly after their arrival, some parishioners of All Saints asked Father Joseph Collins, the Pastor, to ask the sisters to conduct a summer Religious Bible School for the children of the Parish. The sisters agreed. The religious Bible School was so well attended that the parishioners again approached Father Collins to ask the sisters to reopen All Saints School which had closed its doors eight years earlier. With the permission of Bishop Ackerman, the Sisters donated their services because All Saints Parish was small at that time and could not afford to contribute the amount required by the Diocesan Office of Education to pay for lay teachers’ salaries.

After several months of difficulties the eight-grade, four-room school house, which All Saints Parish agreed to lease to the Sisters, opened its doors on August 30, 1976, with an enrollment of 49 students. Thus the era of All Saints Parish School had ended, and a private academy located in the parish of All Saints, namely, St. Joseph Academy, began.

On August 15, 1985, nine years later, the school had outgrown its physical facilities with an enrollment of 135 students. Ground was broken for the construction of six additional classrooms, larger restrooms with handicap accessibility, an office, a faculty room, with a spacious hall underneath. The addition was made possible through the generous support of the parish and school families who volunteered their services.

In 1995, because the school had once again outgrown its physical plant, plans were made for the cafeteria to be turned into two classrooms. The hall was adopted for cafeteria use. In 1996, the music program was literally put “on wheels” and the computer room was dismantled to provide an additional classroom and a faculty room for the growing staff.

In 1997, two office spaces across the street under a medical building were leased for classrooms. Another office was leased in 1998. Grades 6, 7, and 8 are currently at “Waller Hall” named after Dr. William Waller, owner of the medical building.

In 1998, the school opened a kindergarten with an enrollment of 46 students.

In 2001, we obtained a fourth office space in the lower section of the medical building, which to this day provides an ideal situation for a permanent music room.

In 2005, a preschool was opened with 27 three and four year olds attending.

In 2009, the school was able to purchase the medical building (Waller Hall) with donated funds.

At present, plans are currently underway to build a gym and middle school classrooms on the former All Saints Church lot. Waller Hall will then be renovated to meet the needs of both parish and school.

Since SJA is not a parish school, funding is provided from three main sources; tuition, Lenten Fish Fry's and the school's summer festival and the time and talent donated by the parents, all contribute to the overall success of the school.

St. Joseph Academy maintains a rigorous core curriculum which includes religion, language arts, handwriting, mathematics, science, and social studies. In addition, the school provides a superb Fine Arts program encompassing music classes, art courses, and a cultural arts program funded through the PTO. We recognize that students learn differently and provide additional intervention where needed. This support is provided by resource teachers, classroom teachers making individual modifications and after school tutoring. The school also began a sports program in 2008, that continues to be very popular with our students. Various clubs and extracurricular activities are available for students' growth and enjoyment.

Our greatest acclaim is our Catholic identity. St. Joseph Academy strives to preserve the rich heritage of a Catholic Christian education by means of daily Mass, regular confession, Lenten services such as the Stations of the Cross, Adoration of the Blessed Sacrament, Devotion to Mary through May Crowning and a solid doctrinal program which espouses the teachings of the Catechism of the Catholic Church.

## **ADMISSIONS**

### **ADMISSION TO KINDERGARTEN**

"Children entering kindergarten must be five (5) years of age no later than October 1 following the opening of school." (DP5030)

#### **Kindergarten Registration Checklist**

For Student File:

- \_\_\_\_\_ Original Birth certificate
- \_\_\_\_\_ Original Baptismal certificate (for Catholic students)
- \_\_\_\_\_ Copy of Student Social Security Card
- \_\_\_\_\_ Immunization certificate (from the doctor)
- \_\_\_\_\_ School physical form (from the doctor)
- \_\_\_\_\_ Ophthalmologist/Optometrlist Eye Exam

Parent Required Forms for Office File:

- \_\_\_\_\_ Registration Form (with non-refundable registration fee)
- \_\_\_\_\_ Background Check Form
- \_\_\_\_\_ Protecting God's Children Seminar/Certificate
- \_\_\_\_\_ Sexual Misconduct Form
- \_\_\_\_\_ Photo, Video, Website Permission Form

# **ADMISSION TO FIRST GRADE**

"Children entering first grade must be six (6) years of age no later than October 1 following the opening of school." (DP5030)

## **New Registration (1-8) Checklist**

For Student File:

- \_\_\_\_\_ Transfer Records Form
- \_\_\_\_\_ Original Baptismal certificate (for Catholic student)
- \_\_\_\_\_ Copy of Student Social Security Card
- \_\_\_\_\_ Updated school physical form from the doctor  
(6th graders only)

Parent Required Forms for Office File:

- \_\_\_\_\_ Registration Form (with non-refundable registration fee)
- \_\_\_\_\_ Background Check Form
- \_\_\_\_\_ Protecting God's Children Seminar/Certificate
- \_\_\_\_\_ Sexual Misconduct Form
- \_\_\_\_\_ Photo, Video, Website Permission Form

## **Diocese of Covington**

**Policy #5514 (9-94)** – Within a month following admission, the student must present a medical examination record to the school authorities.

**Policy #5530 (9-94)** – No child is eligible to enroll as a student in any school without first presenting a certificate from a licensed physician stating that the child has been immunized according to the School Health Code for Kentucky Schools.

# **ATTENDANCE**

Prompt, regular attendance is absolutely essential to academic success. Parents are expected to foster these good habits in the student, both for the benefit of the student's current academic behavior and to encourage mature behavior in the future. The school day begins promptly at 7:45 am. Students should be in their classroom and ready to begin at this time.

Absence is defined as "a failure to be present" and is classified as excused and unexcused. A note explaining the reason for the absences must be brought to school the day the student returns and given to the homeroom teacher.

**If a child exceeds a maximum of 10 days absences,  
the possibility of retention will be considered.**

Attendance at school is critically important for students in order for them to make progress in their academic studies. Nothing can substitute for regular classroom attendance in mastering a subject.

If your child will be absent, the office should be notified by 8:30am

**Excused Absences:** are defined as "personal illness, contagious or infectious diseases, death of a family member or close relative, doctor or dental appointments which are not general checkups, or some school related functions, such as, scouting events, high school visitations, sacramental retreats, or other activities approved by the principal."

If a student is going to be absent for an extended period of time, parents need to fill out an “**Excused Absence Form**” prior to the event taking place. This form can be picked up in the office and must be signed by a parent, student, teacher(s) and the principal.

**Assignments:**

- for personal illness, contagious or infectious diseases, assignments may be picked up by a parent or an adult after school hours
- will be given to the student at the discretion of the teacher(s) or upon his/her return to school for occasions other than illness
- must be made up within two days of each day missed.
- The teacher may grant an extension of time.
- Some tests will need to be made up after school hours at the discretion of the teacher.

Failure to comply with this policy means that a student will be given a zero in all subjects for each day missed whether or not assignments or tests are given. He/she will be allowed to make up missed assignments and tests: **however, a zero for the day in all subjects will remain.**

**Perfect Attendance Awards:** will be given to students, at the end of the year, who have been present from the second bell to the dismissal bell without having been tardy or left school for any reason.

**Tardy:** If a student is not in homeroom when the second bell rings, he/she will be marked tardy. This tardy will affect Perfect Attendance.

If a student arrives after the second bell, he/she is required to get a tardy slip from the office before going to the homeroom. A tardy mark will be changed to a “half day” if the student comes to school any time between 10:00 a.m. and 12:00 p.m.

If a student is tardy 4 times in a quarter, after the 4<sup>th</sup> tardy, the students will lose that day’s lunch recess. For any subsequent tardies during that quarter, lunch recess will be lost.

**Early Leave:** will be marked on a student’s attendance card if he/she leaves school any time within an hour and a half of the dismissal bell. This absence will affect Perfect Attendance. (An exception to this rule is inclement weather.)

## **BEHAVIOR & DISCIPLINARY PROCEDURES**

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at St. Joseph Academy. Students are expected to act with courtesy and respect toward one another, staff members and volunteers. They must take seriously their obligation to develop life-time habits of self control and concern for the well-being of others. A student who chooses to disrupt the good order of the school or to violate a school policy will have to accept the consequences of those irresponsible choices.

Discipline Procedures.

When inappropriate behavior (such as talking during classroom instruction, talking with other students during class, inattentive or disruptive behavior, etc.) occurs, the following procedures are followed:

1. Teacher talks with student and gives guidance and consequences. Examples of consequences are detention marks, missed recess, etc.
2. If the student continues the disruptive behavior, the teacher will call the parents for a conference.

## Detention Slips

- Student may be issued a mark when one of the following infraction occurs. After every third mark on the detention card, the student will have detention.

Not following teacher directives to get papers signed

Repeatedly doing what one has been told not to do

Frequently coming without pencils, paper, or other supplies

Neglecting to wear the proper uniform:

Uniform is dirty

No belt

Improper PE clothes

Neglecting to complete homework

Neglecting to come prepared for class

Neglecting to submit a written note telling why he/she was absent

Frequently talking or making noises during class instruction

Using electronic devices during school hours

Neglecting to bring library books back on time

Other \_\_\_\_\_

**Please Note:** Detention marks are cumulative throughout the year for Grades 3-8

- Detention begins at 2:50.
  - Grades 1-2, 2:50-3:20 (30 minutes )
  - Grades 3-4, 2:50-3:30 (40 minutes )
  - Grades 5-8, 2:50-3:50 (1 hour)

Parents will receive written notification in advance that their child will serve a detention. The Detention Slip must be signed by a parent and returned to the teacher prior to the detention date.

If a student receives 4 detentions within a quarter, a conference will be held with the principal, teacher, parents and student. A plan of action will be determined and guidelines established to avoid further detentions.

Automatic detentions may be given in certain situations at the discretion of the teacher. Parents will be sent written notice at least one day in advance.

Serious inappropriate behavior will be addressed immediately.

Such behavior includes, but is not limited to:

- inappropriate language,
- aggressive behavior,
- harming self or another,
- damaging property,
- threats or threatening behavior,
- cheating,
- bullying/harassment: *Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose. Language that is intended to harass, humiliate, and intimidate another student is considered serious behavior.*

The following steps will be taken when serious, inappropriate behavior occurs.

1. A Behavior Report is sent home listing the student's behavior and the consequences for the student. Parents are called for a conference with the principal and teacher.

2. If the behavior is repeated, the student will be issued a Yellow Slip. A student who receives a Yellow Slip is automatically eliminated from the honor roll for the quarter as well as having other consequences administered. Such as, field trip privileges suspended, not allowed to participate in extra-curricular activities, missing recess, etc.
3. If the behavior is repeated, a 2<sup>nd</sup> Yellow Slip is issued. Along with being eliminated from the end of the year academic awards, the student will be placed in either in-school or out-of-school suspension. For in-school suspension, the student does the assigned work at school, away from his/her class, under the supervision of a substitute teacher hired at the parents' expense. The current cost for a substitute teacher is \$60.00 per day. For out-of-school suspension, the student is responsible for completing and turning in all assigned work. The length of the in-school or out-of-school suspension will be determined by the principal and faculty.
4. A third Yellow Slip results in an automatic expulsion.

**If the Administration feels there is a possible threat to the well-being of any student, backpacks, coats, pencil pouches, etc. may be checked.**

**Also, the Administration reserves the right to eliminate the above process and call for the immediate expulsion of a student when the well being of another person or the integrity of the school is at stake.**

## **BUS SERVICE**

Bus service for those students who live within the Walton-Verona school district is provided on days when Walton-Verona schools are in session. Arrangements can be made by calling the WV Board of Education Office at 485-4181.

Students are expected to respect the bus drivers and the buses. Upon the recommendation of the bus driver, school authorities may deny the privilege of riding on the bus to any student who refuses to conduct himself/herself in a courteous and obedient manner. So that the driver may devote the major part of his time and attention to the safe operation of the bus, students are required to:

- respect and obey the driver
- remain seated
- keep hands inside the windows
- respect other students
- use a moderate tone in speaking to others – never yelling

**NOTE:** A child who normally rides the bus will be put on the bus at the end of the school day unless a written permission slip is given to the teacher.

If your child will be getting off the bus at a stop other than his normal designated stop, a signed parental note must be sent to the Academy office stating the change. The child will then be given a “**Bus Pass**” with the noted change on it for the bus driver.

If your child normally does not ride the bus and will be going home with someone who does, a signed parental note must be sent to the Academy office stating who your child will be going home with. The child will then be given a “**Bus Pass**” to be given to the bus driver.

# CARS

It is important to maintain an even flow of traffic for everyone's safety. Thus, the arrival and dismissal procedure will be as follows:

- The **entrance** to school will always be from Needmore
- The **exit** will always be onto Beatrice, right or left
- The **West** parking lot should be used for pre-school parents entering or exiting the school

Beginning the day after Labor Day, parents will no longer be able to walk their child (K-5) into the classroom. Children are to be dropped off by the shrine and walk into the building by themselves.

## **Exceptions:**

- parents carrying a project or birthday treats for their child(ren).

Parents needing to remain after school to conference with a teacher are to park in the marked spaces off Needmore (the North parking lot) or the driveway leading to or from the Church.

## **Never cross over orange cones when they are in place.**

Parents whose children's classrooms are in Waller Hall (6-8) are asked not to use the middle school parking lot to wait for your child(ren).

The school day begins at 7:45 and dismissal is at 2:45. Students may be dropped off as early as 7:10 a.m. at the **MAIN BUILDING**. Students **may not be dropped off** at Waller Hall until 7:40 a.m.

Please be courteous to the "**Safety Attendants**". Never dismiss yourself before the safety attendant rings the bell.

# COMMUNICATIONS WITH PARENTS

Once a week, the SJA Newsletter will be e-mailed to each family; for those who do not have internet access, a hard copy of the Newsletter will be sent home with the oldest child in the family (unless specified by the parent). If individuals or groups wish to have something printed in the newsletter, they should contact the school secretary no later than 12:00 noon Monday.

Check our website periodically for upcoming events. [www.saintjosephacademy.net](http://www.saintjosephacademy.net)

# COURTESY

Courtesy and refinement are the hallmarks of a good Christian.

All students are expected to show respect for others by:

- Greeting priests, teachers and other adults with courtesy, e.g. "Good morning Father," or "Good afternoon, Mr./Mrs. \_\_\_." etc.
- Letting the following phrases become natural expressions: please, thank-you, pardon me, excuse me, etc.

- Using the person's name or title when addressing or replying to an adult, such as "Yes, sir," "No, ma'am," "Thank you, Mrs. Jones."
- Being considerate of others by:
  - a) offering to help carry packages, etc., when someone is in need
  - b) holding the door for someone entering or leaving with you
  - c) helping to pick up papers or other materials that may have fallen
  - d) speaking softly while in the hallway or areas where students are studying
  - e) cleaning one's area at the table after eating
  - f) helping someone up who may have fallen
  - g) volunteering when someone asks for help
  - h) getting an adult when someone may be hurt
  - i) sharing when someone is in need
  - j) coming prepared for class
  - k) covering your nose and mouth when you sneeze or cough
  - l) returning items borrowed
  - m) not interrupting while others are speaking
  - n) walking around other people who are talking – not walking through them
  - o) maintaining others personal space
  - p) removing one's hat when entering a building
  - q) making others welcome
  - r) pray with attentiveness and reverence

These are but a few character traits that should be taught in the home as "parents are the first and primary educators of their children." They are reinforced daily in our school.

### **Smoking**

Use of any tobacco products is strictly prohibited in the school building. Adults may use tobacco products outside during special events.

## **DRESS CODE**

We take pride in the appearance of our students. We expect students to maintain the type of appearance that is not distracting to others nor disturb the orderly educational process of the school.

All students are expected to be neat and clean. Parents are asked to cooperate in this matter as it is unfair to reprimand a child for his/her parents' neglect. All students are expected to be dressed in the uniform stated below.

**The school is the final judge of the suitability of grooming and clothing. The school reserves the right to prohibit any type of dress not specifically mentioned in this policy, if they feel it is not appropriate for the school.**

### **Boys and Girls K-8**

#### **Shoes**

Comfortable, sturdy athletic shoes in good repair. Laces must be tied.

Shoe colors must harmonize with the school uniform and should be predominantly black, gray, white, navy, or brown. Shoe laces must also be predominantly black, gray, white, navy, or brown.

### Socks (Boys)

Plain white or navy crew socks (above the ankle).

### Socks (Girls)

Plain white or navy knee socks or crew socks (above the ankle).

### Shirt (K-5)

Plain white knit (long or short sleeve) polo shirt with pointed collar. Shirts are to be tucked in at all times and should be long enough to stay tucked in at all times. Polo shirts with SJA on them may be worn as a uniform shirt. Solid, white T-shirts (short or long sleeved) may be worn under the polo shirt.

### Shirt (6-8)

Students in middle school (Grades 6, 7 and 8) will wear a plain, light blue (long or short sleeve) polo shirt. Shirts are to be tucked in at all times and should be long enough to stay tucked in at all times. Polo shirts with SJA on them may be worn as a uniform shirt. Solid, white or light blue T-shirts (short or long sleeved) may be worn under the polo shirt.

### Shorts

Dark, navy twill dress shorts with belt loops. Grades 1-8 wear a plain or braided black belt. The shorts should be as long as the bottom middle finger when standing straight.

Shorts are worn at the beginning and end of the year-dates to be determined by the school based on the weather. No cargo pants are permitted.

### Slacks

Dark, navy twill dress pants with belt loops. Grades 1-8 wear a plain or braided black belt. The hem must be above the sole of the shoe, yet longer than the ankle. No cargo pants are permitted.

### Sweatshirt/Hoodies

Only crew neck sweatshirts or hoodies in grey, gold or navy with the school crest, may be worn in school.

**Sweatshirts are available from Extreme Sports.**

### Sweater

Navy crew neck or v-neck cardigan sweaters may be worn.

### Hair (Boys)

Hair should be neat and well groomed. Hair must be neatly cut and off the collar and off the ears. Boys may not have facial hair

### Hair (Girls)

Hair should be neat and well groomed, with bangs out of the eyes. Dangling hair covering the face is not acceptable.

### Jewelry (Boys)

A small religious medal and watches (without alarms) may be worn. Rings, earrings or bracelets are not permitted.

### Jewelry (Girls)

A small religious medal and watches (without alarms), one pair of small button type earrings, and one ring may be worn. Make-up and nail polish are not allowed. No bracelets are allowed.

### Jumper (Girls)

Girls K-5 wear a blue/white plaid jumper. Jumper length must touch the floor when kneeling. Shorts (any color) are to be worn under the jumper at all times. Pants, sweatpants and leggings may not be worn under jumpers. Navy or white tights may be worn.

### Skirt (Girls)

Girls 6-8 wear a blue/white plaid uniform skirt. Skirt length must touch the floor when kneeling. Shorts (any color) are to be worn under the skirt at all times. Pants, sweatpants and leggings may not be worn under skirts. Navy or white tights may be worn.

### **PE**

Students in Grades K-3 do not change for PE. Girls in these grades may remove their jumpers if shorts are finger tip length.

Students in grades 4-8 change for PE. Not having the correct clothing will result in a detention mark.

### Shirt for PE

T-shirt may be ANY solid color. It must be plain-no writing or logos. Any T-shirt with school markings may be worn (Pigfest, Foresters, Spirit Wear) T-shirts must have a crew neck and sleeves.

### Shorts for PE

Shorts must be predominantly gray, navy blue or black. Shorts with SJA on them may be worn. Other shorts must be plain-no writing or logos. The shorts should be as long as the bottom middle finger when standing straight.

### Sweatpants for PE

Sweatpants must be plain-no writing or logos. Colors must be predominantly gray, navy blue or black.

Students will be notified when sweatpants are required.

## **DRESS CODE FOR OTHER OCCASIONS**

**Confirmation:** Boys are to wear a suit or dress pants and dress shirt with a tie. Girls are to wear a dress with short or long sleeves, or skirt and blouse (length must touch the floor when kneeling.) slits in dresses or skirts which are higher than the knee must be pinned or sewed. A girl's neckline must be modest, not suggestive.

**Field Trips:** The school uniform will be worn unless the teacher, in consultation with the principal, suggests other appropriate attire due to the circumstances of the planned trip.

**First Holy Communion:** It is customary in this parish for the girls to wear white dresses and white veils with dress shoes. Boys wear dress suits, white shirt and tie with dress shoes.

**Graduation:** Boys are to wear a suit or dress pants and dress shirt with a tie. Girls are to wear a dress with long or short sleeves, or skirt and blouse (length must touch the floor when kneeling.) Slits in dresses or skirts, which are higher than the knee must be pinned or sewed. A girl's neckline must be modest, not suggestive.

# EMERGENCY PROCEDURES

Students, faculty and staff at SJA routinely practice safety drills in the event of an emergency. Fire, tornado and earthquake drills, as well as lockdowns give students the opportunity to practice emergency situations. In the event of an emergency, parents should not come to the school to pick up their child/ren. Parents should go to All Saints Hall and wait there for further information. Under no circumstances are parents to pick up their child/ren without first signing him/her out.

## FIELD TRIPS

Field trips are encouraged to broaden the students' educational experience. (Diocesan Policy #6420) All trips are supervised by the classroom teacher and assisted by parent chaperones as appropriately needed. Chaperones must have a **Background Check Form** on file in the principal's office as well as confirmation that they have attended a **"Protecting God's Children Seminar"** and signed the **Sexual Misconduct Form**.

Walton-Verona school buses will be the main provider of transportation for all trips unless circumstances warrant other means. A minimum of \$3.00 per student will be charged for riding the bus.

When transportation to a designated event is needed to be provided by cars, parents must provide a copy of their "proof of insurance."

Permission slips for each trip must be signed by a parent/legal guardian and returned to school before the student will be permitted to participate. (Diocesan Policy #6424)

Conduct and safety rules will be strictly enforced on these trips, and students not conforming to the rules may be issued a yellow slip and/or be excluded from participating in future trips.

## GRADES/REPORT CARDS

Parents who have students in grades 1-8 can keep track of their child/ren's academic progress by use of Engrade, an online grading program that SJA uses. At the beginning of each year, parents are given their access codes. Teachers post grades weekly. Report cards are given to parents four (4) times a year from the office. Parent-teacher conferences may be requested at the end of each marking period. Grades can be viewed on Engrade at any time.

### **GRADES**

# **HONOR ROLL**

Parents can keep informed of their child's academic progress by viewing his/her grades using the Engrade computer program. Grades are posted weekly for students in grades 1-8.

**"A" Honor Roll:** Students (Gr. 1-8) who have earned a 93% or above in each subject with the exception of Music and Physical Education which must be an "E" or "G". Handwriting, Art and Spanish may be an "S" or above. Conduct grades of "E" or "G" must be maintained.

**"B" Honor Roll:** Students (Gr. 1-8) who have earned an 85% or above in each subject with the exception of Music and Physical Education which must be an "E" or "G". Handwriting, Art and Spanish may be an "S" or above. Conduct grades of "E" or "G" must be maintained.

Students in grades 4-8 receive a Computer Grade. Student must receive an E or G to be eligible for the honor roll.

## **END-OF-THE-YEAR AWARDS**

"A" Honor Roll	"A's" all four (4) quarters
"AB" Honor Roll	Three (3) "A's" and one (1) "B", or two (2) "A's" and two (2) "B's"
"B" Honor Roll	B's" all four (4) quarters, or three (3) "B's" and one (1) "A"

A student will be eliminated from the honor roll for an "**S**" or "**U**" in conduct.

### **MUSIC GRADING SCALE**

93-100	Excellent
80-92	Good
70-79	Satisfactory
Below 70	Unsatisfactory

### **HANDWRITING GRADING SCALE**

9-10 Points	Excellent
7-8 Points	Good
5-6 Points	Satisfactory
4 & Below	Unsatisfactory

### **Principal's Award** (May be given out each quarter)

Students may be nominated by their teacher quarterly for the Principal's Award. To be eligible for this award, students must have maintained an E or G in conduct during the quarter and shown consistent effort, without however, having made the honor roll. Their teachers recognize that they did their best and worked hard using the gifts God has given them.

### **St. Joseph Academy Certificate** (end of the year)

Student may be nominated by any member of the Faculty or Staff. This award is given to those students who exemplify the characteristics we strive to teach at SJA. The student nominated for this award will show by his/her conduct what it means to be an Image of God, one who is dependable, cooperative, and gives a good example to his/her classmates.

# GRADUATION

The eighth grade graduation consists of a special Mass for the students, their parents and relatives as well as the entire school body. A reception immediately follows the Mass. (Diocesan Policy #5150 – “Simple Religious Ceremony”)

## HOMework & STUDY HABITS

Homework is assigned at the discretion of the teacher. It is not “busy work,” but rather a reinforcement or extension of the classroom activity. The teacher utilizes homework assignments to check the level of mastery for each student and to target those students who may need extra help. Homework is not only written work, but also **studying** and **reading**.

Some students will take longer to do their homework than others. Some students will need more adult assistance than others. All students, however, need some parental involvement to develop effective home-study skills. As the student grows and matures, they should be able to do more and more on their own.

At the discretion of the teacher, some students may have their homework modified.

It is impossible to over-emphasize the importance of developing good study habits. Success in school depends on the effective use of one’s time

The amount of time needed for homework depends on the needs of the individual student. The following, however, is a typical time frame for written work; these guidelines do not include the time needed for studying and reading as each student learns at different rates.

Kindergarten – Approximately 10-20 minutes; Grades 1 & 2 – Approximately 20-30 minutes; Grades 3 & 4 – Approximately 30-40 minutes; Grades 5 & 6 – Approximately 40-60 minutes; Grades 7 & 8 – Approximately 60-90 minutes

### **A serious student:**

- finds a quiet place to study – no electronic distractions
- goes to a quiet place regularly – not just to cram
- arranges homework from the most difficult to the easiest of subjects has a dictionary and uses it frequently
- re-reads paragraphs that are difficult to understand
- learns to outline the main topics of longer passages
- proofreads everything he/she writes
- writes legibly so time is not wasted in reading what was written
- is attentive in class and asks questions
- asks for help after school when necessary
- does homework immediately after school or at home after a short break
- keeps physically fit – eats balanced, nutritious meals, gets sufficient regular sleep, and does adequate exercise
- keeps a balance between homework and extracurricular activities

Students are responsible for bringing home books and papers necessary to complete assignments. If homework is not completed on the day it is due, the child will still be required to complete the assignment.

Furthermore, the grade given for the assignment may reflect a penalty. A detention mark may also be given.

## LUNCH PROGRAM

Students may participate in the Government Hot Lunch Program by setting up an account with the Cafeteria Manager.

Lunch \$2.00 (includes milk or bottled water)

Students who pack their lunch may purchase a drink ticket from the Cafeteria Manager.

\$.25 milk or bottled water

or

\$2.50 for 10 days

Students may bring fruit drinks in boxed cartons, however, canned or bottled drinks of other kinds are not to be brought to school.

Parents may apply for free or reduced lunches by filing a confidential form with the principal. This may be done at any time during the school year.

The required food portions recommended by the USDA Nutrition guidelines will be served to each student.

During the lunch period, each student is expected to be considerate of others. It is the responsibility of each student to clean up the area on the table from which they ate. Students will remain seated at this table during lunch until excused by the supervisor.

**STUDENTS MUST BE RESPECTFUL TO ALL VOLUNTEER WORKERS.**

## MEDICATION / SICK STUDENTS

**A child should not be brought to school when any of the following exists:**

- Any skin infection that has not been treated by a doctor
- Any symptom of a known contagious childhood disease
- Any unexplained rashes
- Croup
- Fever of 100 or higher, currently or within the previous 24 hours
- Lice
- Pink eye or other eye infection
- Sore throat, inflamed mouth
- Vomiting or diarrhea

**Parents may be asked to submit a note from the child's private physician before they will be permitted to return to school.**

Office personnel are more than willing to administer medication during school hours to any child who is in need; however, the following directions **must** be followed:

- 1) **Prescription Medication:** Medication must be in a prescription bottle with the pharmacist's label designating a patient's name, instructions, date, name of the drug and name of physician. *St. Joseph Academy requires a written notification slip, which gives permission to administer the prescribed medication. The notification slip must be sent to school with the child.*
- 2) **Over-the-Counter Medication:** Medication must be in the proper container which indicates the name of the medication enclosed, patient's name, instructions for dosage and time.
- 3) The student is responsible for coming to the office to request the medication at the appropriate time.
- 4) Students are forbidden to carry medication of any kind on themselves or in their lunchboxes.
- 5) A student may keep an inhaler or cough drops at their desk if a note is provided by the parent.

**SCHOOL SERVICES** – As deemed necessary, the school will provide eye and ear examinations, scoliosis and lice checks.

**Each room will have a red folder that contains important information, as well as a current picture, for those students who have serious allergic reactions or other medical conditions that may require immediate action.**

**Epi-pens for students with severe reactions are kept in the office.**

## **PARENTAL INVOLVEMENT**

### **Board of Education**

The local board of education is an advisory board to the Sisters of St. Joseph the Worker who operate the school. Their primary purpose is to help provide a sound Catholic education for the students of St. Joseph Academy.

This is accomplished by:

- annually reviewing and evaluating the goals and objectives of the school to insure that the philosophy of the school is maintained
- studying and making necessary recommendations to the bylaws of the various organizations under the auspices of St. Joseph Academy
- approving of changes to the student and faculty handbooks as needed
- acting as a liaison for parents who have entrusted their children to the care and guidance of St. Joseph Academy
- approving the budget

The Board consists of not fewer than three (3) members, no more than ten (10) and shall include the Superior General of the Sisters of St. Joseph the Worker or her representative, the Principal of St. Joseph Academy and a representative nominated by the P.T.O. Names for additional members are submitted by the acting board and are appointed by the Superior General.

## PTO

The name of this organization is the St. Joseph Academy Parent-Teacher Organization (P.T.O.), having been formed under the auspices of St. Joseph Academy and independent of any local, state, or national P.T.O. group.

The primary purpose of this organization is twofold. First is to promote and increase a better understanding of educational trends affecting parents, teachers and administration. Second is to assist the Principal in projects deemed beneficial to the total educational system at St. Joseph Academy.

Parents are encouraged to be **active** members. Getting involved by running as an elected officer or participating in various planned activities throughout the year is the most productive way to meet the other parents and develop good school-family relationships.

## VOLUNTEERS

Volunteering is a great way to meet other families can become involved in your child's education. Areas to volunteer are the following:

- **The Kitchen**: helping to prepare and serve the meals
- **The Computer Room**: helping the teacher monitor students' activities on the computer
- **The Music Room**: walking classes to and from Waller Hall from the main building, helping the teacher supervise students during music class
- **The Cafeteria**: helping to supervise the students at lunch, wipe tables and trays and sweep the floor. If parents have little children this is the place to be. **TODDLERS ARE WELCOME ONLY IN THIS AREA OF VOLUNTEERING.**

### **THE FOLLOWING REQUIREMENTS ARE NECESSARY TO VOLUNTEER WITHIN THE SCHOOL SETTING AND ATTEND FIELD TRIPS WITH STUDENTS.**

To be a volunteer you must:

- Submit a **Background Check Form**
- Attend and complete the required VIRTUS Seminar: "**Protecting God's Children**"
- Submit a signed **Sexual Misconduct Form** (available at the seminar)
- Read the monthly bulletins
- Sign in at the office before going to the work area

## **SCHOOL FUND-RAISERS**

- **The Pig Fest**: which is the school's major fund-raiser, is traditionally held in June. It is a requirement that at least one parent and/or relative work five hours on either day of the event.
- **The Fish Fry** is held on Fridays during the Lenten season.

- The proceeds of both fund-raisers are used to help maintain and operate the building, helping to keep tuition costs down.

## **PARTIES & BIRTHDAY TREATS**

In order to maintain a Christian attitude, the teachers, in consultation with the Principal, will agree on what and how holidays may be celebrated.

Students may bring cupcakes or candy treats to classmates in celebration of their birthdays. Pizza parties, drinks or other food items are not permitted.

## **RELEASE OF STUDENT RECORDS**

No official transcript or diploma will be released from any elementary or secondary school in the Diocese of Covington until all tuition and fee accounts are judged to be current or paid in full by the local school authority. Verbal grades may be released to aid in student placement.

Prior to official enrollment of a student transferring from another elementary or secondary school in the Diocese of Covington, the local authority of the receiving school shall verify that tuition and fee accounts are judged to be current or paid in full by the school of last attendance. Verbal grades may be requested to assist in preliminary scheduling.

(Diocesan Policy #5113)

## **SCHOLARSHIP / AWARDS**

Opportunities exist for students in the eighth grade to apply for scholarships to high school. Information is available from the principal or the student's teacher.

Currently students may apply for the following:

### **1. Knights of Columbus Memorial Scholarship**

Criteria:

- 8<sup>th</sup> grade student
- must apply for, be accepted and enrolled in the freshman class at St. Henry District High School for the Fall term
- academic merit
- participation in volunteer/service activities
- essay
- letter of recommendation from teacher or pastor
- financial need

### **2. Father Callahan Scholarship**

Criteria:

- Student must plan to attend one of the diocesan high schools

- Student must submit a letter telling why he/she is deserving of the scholarship
- Student must submit three (3) letters of recommendation

**3. Sons of the American Revolution Good Citizenship Award**

Criteria: (Students who demonstrate qualities of good citizenship)

- **Dependability:** as evidenced by punctuality, honesty, loyalty, trustworthiness, and self-control
- **Cooperation:** as evidenced by respect for authority, respect for property, respect for the rights of others and courtesy
- **Leadership:** as evidenced by what the person has done to make the school a better school
- **Patriotism:** as evidenced by a person’s loyalty to, and knowledge of, the purpose expressed in the Preamble of the Constitution of the United States of America.
- **Clean Speech and Habits:** No person shall receive the award who is not clean in speech and habits.

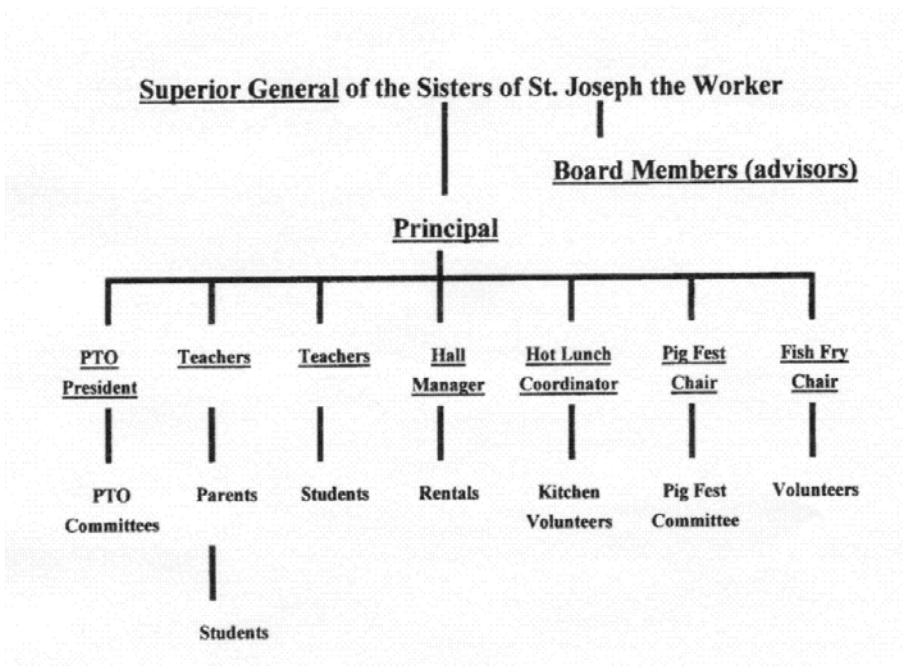
**4. Diocesan Pro-Life Essay Contest**

**5. Aubrey Rose Foundation**

A \$500 scholarship is given to a student attending a Catholic High School upon completion of an acceptable essay.

# SCHOOL BOARD APPEALS

(The Standard Protocol)



Parents, who are experiencing problems at St. Joseph Academy, are asked to seek answers to their difficulties in a timely and responsible manner by talking to the teacher or principal about their concerns.

**Possible concerns which should be addressed quickly are:**

- a homework assignment given or its intended length
- an assigned grade
- mistreatment, such as teasing or bullying going on by another student
- inappropriate language or behavior being used
- known cheating in the classroom

If a parent is not satisfied after speaking to the teacher, the principal may be contacted.

## **SCHOOL DAY**

A current school calendar listing the class days, holidays and professional days for the teachers is given to the parents at the beginning of each school year. The calendar may also be viewed on our website at ([www.saintjosephacademy.net](http://www.saintjosephacademy.net)). School is in session 177 days. Daily Mass begins each day at 8:00 except Wednesday.

The school day begins at 7:45 and dismissal is at 2:45. Students may be dropped off as early as 7:10 a.m. at the **MAIN BUILDING**. Students **may not be dropped off** at Waller Hall until a teacher is present at 7:40 a.m.

**The kindergarten program lasts from 7:45am-1:00pm. Parents may opt to send their child to Extended Care on all five school days or only on select days. If a child not signed up for Extended Care needs to remain at school until 2:45, parents may notify the kindergarten teacher that day. A fee of \$10.00 will be charged and must be paid that day.**

The after-school program is in session from 2:45 – 5:30 pm. Children must be registered to participate in this after-school program.

If a student misses his/her bus or car pool after school, they are to notify the office and remain in this area until they can be picked up by an adult family member or friend approved by the family.

**If a child has not been picked up by 3:00 (excluding inclement weather), he/she will be sent downstairs to All Stars Aftercare Program. There will be a \$10.00 charge per child per hour. If a student is involved in an after school activity, the other child/ren must be picked up by 3:00 or go to After Care. The charge will be \$10.00 per child per hour. If attendance in Aftercare by non-registered students becomes habitual, parents will be required to formally register.**

### **School Pictures**

All students will have their picture taken even if they do not order pictures. These pictures are used for the class pictures as well as for the yearbook. Spring pictures are optional.

### **Dress Code for Picture Days and Out of Uniform Days**

Girls may wear:

- Dress slacks or school appropriate jeans (no frayed bottoms, not too skinny, no holes, etc.)
- Capris
- Skirts/dresses (knee-length or longer)

- Dress shorts (finger-tip length)
- Shirts (dress or t-shirt) must be in good condition and not be too tight (no inappropriate writing/logos)
- Gym shoes or recess appropriate shoes (no flip-flops, sandals, or high heel shoes)

Girls may not wear:

- Sleeveless or spaghetti strap tops
- Low necklines
- Excessive jewelry
- Makeup

Boys may wear:

- Dress slacks or school appropriate jeans (no frayed bottoms, not too skinny, no holes, etc.)
- Dress shorts (finger-tip length)
- Shirts (dress or t-shirt) must be in good condition (no inappropriate writing/logos)
- Gym shoes or recess appropriate shoes (no flip-flops or sandals)

\*\*Students do not have to change into their uniforms after having their picture taken.

## Social Media

At the beginning of the year, students and parents will be asked to sign an Acceptable Use Policy for the Internet. Failure to abide by these policies could result in loss of Internet and computer privileges.

## Sports

Parents have formed a committee to establish a Booster/sports program at SJA. Parents are encouraged to join the Boosters.

The following are guidelines for the SJA Booster program:

- Sports is an extra-curricular activity. It is not the most important part of the school curriculum.
- All students who want to will be allowed to participate and play.
- No student will be excluded from playing due to lack of funds.
- Athletes are expected to behave in a sportsmanlike manner on the court.
- All practices must have 2 adults present during the length of the practice. If there is only one adult present, practice is to be cancelled.
- All adult coaches must be Virtus trained and up to date on reading their bulletins.

Important decisions regarding the sports program must be approved by the principal.

# STANDARDIZED TESTING PROGRAM

Students in grades 3, 5, 6, and 7, are given the Iowa Test of Basic Skills (ITBS) annually according to the regulations of the Diocesan School Office. Results of these tests are shared with the parents.

8<sup>th</sup> graders are given the Explore Test.

Students in the 6th grade who score a single 97% ranking in the area of mathematics, verbal or total composite on their standardized test qualify for the Duke University Talent Identification Program. This entitles them to begin taking the college A.C.T. or S.A.T. test as a seventh grader. Students are notified in the fall.

A National Religion Test and Catholic Survey is given in the 5th and 8th grades.

## TELEPHONES/ELECTRONIC DEVICES

- Students may not use the telephone during school hours. In the event of an illness or emergency, the school secretary, teacher, principal or designated adult will make the necessary calls to the respective person(s).
- **Students are not permitted to carry cell phones on their person during school hours. Cell phones and other electronic devices must remain in their backpacks. If they are visible, they will be confiscated.**
- **Students may use e-readers as long as they are not disruptive.**

**\*Electronic equipment brought to school is the responsibility of the student. The school will not be responsible for damaged, broken or stolen equipment.**

- Forgotten homework, or other items such as gym clothes, musical instruments or lunch money will not be considered an emergency.
- Students are not usually called to the phone during school hours.
- Parent's request of a message to their child will be delivered as long as it **is not a regular practice**. Also, every effort should be made not to use the school as a mediator between carpoolers.
- A school telephone directory will be given to each family within few weeks of the beginning new school year. **This directory is not to be used for solicitation of any kind.**

## WEAPONS POLICY / THREATS

"Unlawful Possession of a Weapon on School Property in Kentucky is a Felony Punishable by a Maximum of Five (5) Years in Prison and a Ten Thousand Dollar (10,000) Fine." Posted pursuant to KRS 527.070.

**A STUDENT USING THREATS OR ANY WEAPON LIKE GADGETS WHICH COULD INFLICT AN INJURY WILL BE DEALT WITH SEVERELY.**

In this day and age, for a student to inform a teacher of a problem is not to be considered tattling. In fact, it would speak well of the student to have the maturity and take the responsibility to speak with the teacher right away. Some problems are better addressed sooner rather than later.

The Principal reserves the right to call for the immediate expulsion of a student when the well-being of another person or the integrity of the school is at stake.

## WEATHER

At the beginning of the school year, each family will be asked to submit a phone number/e-mail address to be used with our CNotify system operated by Cincinnati Bell. In the event of a change in the school schedule; school closing, delay or early dismissal, each family will be notified via CNotify. This information can also be located on TV-Channel 12 news, or website [www.local12.com](http://www.local12.com). Please listen for “St. Joseph Academy-Walton.”

## Wellness Policy

### **Nutrition/Wellness Committee Mission Statement:**

It is our mission to provide a school environment that enhances learning and development of lifelong wellness practices.

### **Purpose and Scope:**

St. Joseph Academy is committed to promoting health and wellness for the students and staff within the school community. SJA supports guidelines for nutrition education, physical activity, food and beverages sold and served within our school, and other school-based activities.

### **Requirements:**

1. Goals
  - A. Nutrition Education
  - B. Physical Activity
  - C. Other school-based activities that are designed to promote student wellness
2. Nutrition guidelines for all foods available on school campus during the school day
3. Guidelines for the National School Lunch Program
4. Plan for measuring implementation of the local wellness policy
5. Community involvement in the development of the plan

### **1A. Nutrition Education**

- a. Provide to parents, via the school’s newsletters, school website and monthly menus “helpful hints” relating to nutrition and healthy activities.
- b. Display information posters in the school building and cafeteria that illustrate concerns associated with obesity, a healthy diet and healthy activities.
- c. Provide students with the nutritional value of food served in the cafeteria via cafeteria postings, menus and the school website.
- d. Integrate nutrition into other areas of the curriculum within the classroom or cafeteria, in enrichment activities after school, and during regularly scheduled Physical Education class.

- e. Encourage lifetime physical activity and wellness through education.
- f. Allow healthy, low fat snacks for students during allotted times to maintain energy levels.
- g. Invite experts on healthy living, diet, exercise and other weight/health management issues to speak to parents and students (i.e. - PTO meetings, general assemblies).
- h. Provides students with healthy meals at lunchtime (i.e. – serve wheat bread, 1% milk).
- i. Bakes food items versus deep frying them.

### **1B. Physical Activity**

- a. Include components in the physical education program that emphasize lifelong physical activity.
- b. Ensure that all students participate in the school's physical education program.
- c. Provide recess daily to all students.
- d. Regularly scheduled recess time will be part of the school day and active physical pursuits will be encouraged.
- e. Encourage students to be physically active outside of school, including participation in community activities and sports programs.
- f. Integrate physical activity across the school curricula.
- g. Require students to participate in outside recess year-round unless extremely severe weather prohibits it.

### **1C. Other School-based Activities**

- a. Encourage school staff to use non-food rewards for students.
- b. Encourage parents to provide a variety of nutritious foods for children who bring bag lunches from home.
- c. Utilize non-food items as rewards for academic excellence and student recognition awards.
- d. Make available nutritional foods and beverages at school related special events that occur after school hours.

### **2. Nutrition Guidelines for all foods available on the school campus during the school day:**

- a. Provide school meals that comply with federal, state, and local requirements and reflect nutrition standards which require that over a week's menu cycle, lunch provides students with one-third of the Recommended Daily Allowance for protein, vitamin A and C, iron and calcium established by the USDA, confirms to good menu planning principles, and features a variety of age appropriate healthy choices that are tasty, attractive and of excellent quality.
- b. Make drinking water available at meals.
- c. Include whole grains and "fresh" fruits and vegetables in school meals, when possible.
- d. Evaluate and define the nutritional guidelines for all food products available for sale on school premises during scheduled school lunch hours.
- e. Ensure affordable access to nutritious, varied foods.
- f. Each student will purchase from the School Lunch program or have a packed lunch.
- g. Implement portion control standards to ensure snacks and beverages are served in single size portions.

### **3. Community involvement in the development of the plan:**

- a. Allow and encourage input from parents, students, faculty and staff.
- b. Provide a Walk-A-Thon for students, staff, faculty and parents.
- c. Provide a Weight Loss Program to faculty, staff and parents.

# APPENDIX

## Prayers for Preschool-8

Asterisk (\*) indicates prayers that should be mastered.

### **PRAYERS IN PRESCHOOL:**

- \*How to Genuflect
- \*Sign of the Cross
- \*Glory Be

### **PRAYERS IN KINDERGARTEN:**

- \*Our Father
- \*Hail Mary
- \*Angel of God

### **PRAYERS IN FIRST GRADE:**

- \*Grace Before Meals
- \*Grace After Meals

### **PRAYERS IN SECOND GRADE:**

- \*Act of Contrition
- \*Five Steps to a Good Confession
- \*Form of Confession

### **PRAYERS IN THIRD GRADE:**

- \*Morning Offering
- \*Ten Commandments
- \*Seven Sacraments
- Apostles' Creed
- Mysteries of the Rosary

### **PRAYERS IN FOURTH GRADE:**

- \*Apostles' Creed
- \*Mysteries of the Rosary
- Angelus
- Regina Caeli

### **PRAYERS IN FIFTH GRADE:**

- \*Mysteries of the Rosary
- \*Angelus
- \*Regina Caeli

### **PRAYERS IN SIXTH GRADE:**

- \*Memorare
- \*Prayer to St. Michael
- \*Holy Days of Obligation

**PRAYERS IN SEVENTH GRADE:**

- \*Corporal Works of Mercy
- \*Spiritual Works of Mercy
- \*Act of Faith
- \*Act of Hope
- \*Act of Love

**PRAYERS IN EIGHTH GRADE:**

- \*Hail, Holy Queen
- \*Chaplet of Divine Mercy

**Sign of the Cross**

In the Name of the Father, and of the Son, and of the Holy Spirit. Amen.

**Our Father**

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done, on earth as it is in Heaven. Give us this day our daily bread, and forgive us our trespasses as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

**Hail Mary**

Hail Mary, full of grace, the Lord is with Thee, blessed are Thou among women and blessed is the fruit of Thy womb, Jesus.  
Holy Mary, Mother of God, pray for us sinners now, and at the hour of our death. Amen.

**Glory Be**

Glory be to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and ever shall be, world without end. Amen.

**Angel of God**

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side to light, to guard, to rule and to guide. Amen.

**Act of Contrition**

O my God, I am heartily sorry for having offended Thee. And I detest all my sins because of Thy just punishments, but most of all because they offend Thee, my God, who are all good and deserving of all my love. I firmly resolve, with the help of Thy grace to sin no more and to avoid the near occasions of sin. Amen.

**Grace Before Meals**

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty through Christ, Our Lord. Amen.

**Grace After Meals**

We give Thee thanks Almighty God for these and all Thy benefits, which we have received from Thy bounty through Christ, our Lord. Amen.

### **Five Steps to a Good Confession**

1. Examine your conscience.
2. Be sorry for your sins.
3. Resolve not to sin again.
4. Confess your sins to the priest.
5. Perform the penance the priest gives.

### **The Ten Commandments**

1. I am the Lord your God. Thou shall not have other gods besides Me.
2. Thou shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's Day.
4. Honor your father and your mother.
5. Thou shall not kill.
6. Thou shall not commit adultery.
7. Thou shall not steal.
8. Thou shall not bear false witness against thy neighbor.
9. Thou shall not covet thy neighbor's wife.
10. Thou shall not covet thy neighbor's goods.

### **Understanding the Commandments:**

First Commandment requires us to offer to God alone the supreme worship due Him.

First Commandment forbids sins against faith, hope, and charity; superstition and sacrilege.

Second Commandment requires us to always speak with reverence of God, of the saints, of holy things, to be truthful in taking oaths, and faithful in keeping vows.

Second Commandment forbids irreverence or disrespect for God in word; swearing, and foul language.

Third Commandment requires us to worship God in a special manner on Sunday, the Lord's Day.

Third Commandment forbids all unnecessary servile work on Sunday.

Fourth Commandment requires us to respect and love our parents, to obey them in all that is not sinful, to help them when they are in need, and to obey all lawful authority.

Fourth Commandment forbids disrespect, unkindness, and disobedience to our parents, teachers, and all lawful superiors.

Fifth Commandment requires us to take proper care of our own spiritual and bodily well-being and that of our neighbor.

Fifth Commandment forbids murder and suicide, fighting, anger, hatred, revenge, drunkenness, reckless driving and bad example.

Sixth Commandment requires us to be pure and modest in our behavior at all times.

Sixth Commandment forbids all impurity and immodesty in words, looks, or actions, either alone or with others.

Seventh Commandment requires us to respect what belongs to others, never to take what does not belong to us, to respect property, to pay our just debts, and live up to our business agreements.

Seventh Commandment forbids stealing, cheating, unjust keeping of what belongs to others; damaging the property of others, acceptance of bribes by public officials.

Eighth Commandment requires us to speak the truth at all times, but especially in what concerns the good name and honor of others.

Eighth Commandment forbids all that harms the good names of others; lies, rash judgments, detraction, calumny, and telling secrets we are bound to keep.

Ninth Commandment requires us to be pure in thought and desire, to avoid reading material, movies, TV, or anything that would lead us into temptations against purity.

Ninth Commandment forbids all thoughts and desires contrary to purity and chastity.

Tenth Commandment requires us to have respect for all that belongs to our neighbor and not to be envious of what our neighbor has.

Tenth Commandment forbids all desire to take or keep unjustly what belongs to others and it also forbids envy at others' success or possessions.

### **Examination of Conscience for Children**

#### **1. You shall not have other gods besides Me.**

- Do I give God time every day in prayer?
- Do I pray with attention?
- Have I received Communion in the state of mortal sin?
- Do I observe Friday as a day of penance?

#### **2. You shall not use God's name in vain.**

- Have I used God's name in a disrespectful or wrong way?
- Have I cursed or sworn?

#### **3. Remember to keep God's day holy.**

- Have I missed Mass on Sunday or a holyday of Obligation through my own fault?
- Have I been late for Mass through my own fault?
- Did I misbehave during Mass?
- Was I reverent, attentive, and prayerful during Mass?
- Have I fasted one our before Holy Communion? (Water and medicine do not break the fast.)

#### **4. Honor your Father and Mother.**

- Have I obeyed and honored my parents, teachers, priests and all in authority?
- Have I tried to be kind to my parents?
- Have I offered to help around the house, yard, farm, Church or school?
- Was I irritable or unpleasant to others?
- Have I respected my parents, teachers and elders and not talked back to them?

#### **5. You shall not kill.**

- Have I become angry and lost my temper?
- Have I wished anyone evil?
- Have I fought with others, hit them or called them names? If so, have I apologized or tried to correct my behavior?

- Have I looked down on others who did not do as well as I?
  - Have I been mean to anyone?
  - Have I been jealous of others?
  - Have I hated anyone or not forgiven them?
  - Did I make anyone sin?
- 6. You shall not commit adultery.**
- 9. You shall not covet your neighbor's wife.**
- Have I used bad or dirty words?
  - Have I listened to or told dirty jokes or stories?
  - Have I watched movies or TV shows that were impure?
  - Have I dressed immodestly?
- 7. You shall not steal.**
- Have I stolen or taken anything without permission? What? How much?
  - Did I keep anything that did not belong to me?
  - Did I damage what belongs to someone else?
  - Have I cheated?
- 8. You shall not lie.**
- Have I told lies?
  - Have I told mean things about anyone?
  - Did I like to listen to unkind talk about others?
  - Have I harmed the good name or reputation of anyone by talking about them?
- 10. You shall not covet your neighbor's goods.**
- Have I been jealous of what others have?
  - Have I been greedy or selfish?
  - Have I shared my possessions?

### Form of Confession

1. Enter the confessional and say, "In the name of the Father and of the Son and of the Holy Spirit."
2. "It has been \_\_\_\_\_ since my last confession." Then tell your sins.
3. After you confess your sins you can conclude by saying "I am sorry of these sins and all my sins."
4. Father may ask you to say an Act of Contrition and then will absolve you.
5. When Father says, "Go in Peace" you answer, "Thank you, Father" and leave the confessional.
6. Try to perform your penance as soon as possible after leaving the confessional.

### Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart, the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our bishops and of all Apostles of Prayer, and in particular for those recommended by our Holy Father this month.

### Apostles' Creed

I believe in God, the Father Almighty, Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord, who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell, and on the third day he rose again; he ascended into heaven, and is seated at the right hand of the Father. From thence he will come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the Communion of Saints, the forgiveness of sins, the resurrection of the body and life everlasting. Amen.

## **Mysteries of the Rosary**

Joyful Mysteries (*Recited Monday and Saturday*)

1. The Annunciation
2. The Visitation
3. The Nativity
4. The Presentation of Jesus in the Temple
5. The Finding of Jesus in the Temple

Sorrowful Mysteries (*Recited Tuesday and Friday*)

1. The Agony in the Garden
2. The Scourging at the Pillar
3. The Crowning with Thorns
4. The Carrying of the Cross
5. The Crucifixion

Mysteries of Light (*Recited Thursday*)

1. The Baptism in the Jordan
2. Self-manifestation at the Wedding of Cana
3. Proclamation of the Kingdom of God
4. The Transfiguration
5. Jesus' Institution of the Eucharist

Glorious Mysteries (*Recited Wednesday and Sunday*)

1. The Resurrection
2. The Ascension
3. The Descent of the Holy Spirit
4. The Assumption
5. The Coronation

## **The Seven Sacraments**

Baptism

Confirmation

Holy Eucharist

Reconciliation

Anointing of the Sick

Holy Orders

Matrimony

## **The Angelus**

**V.** The Angel of the Lord declared unto Mary,

**R.** And she conceived of the Holy Spirit.

*Hail Mary, etc...*

**V.** Behold the handmaid of the Lord.

**R.** Be it done unto me according to thy word.

*Hail Mary, etc...*

**V.** And the Word was made flesh,

R. And dwelt among us.

*Hail Mary, etc...*

V. Pray for us, O holy mother of God.

R. That we may be made worthy of the promises of Christ.

**Let us pray:**

Pour forth, we beseech Thee, O Lord, Thy Grace into our hearts, that we, to whom the incarnation of Christ Thy Son was made known by the message of an angel, may by His passion and cross be brought to the glory of His resurrection through the same Christ, Our Lord. Amen.

**Regina Caeli**

*(Prayed during the Easter Season)*

V. Queen of heaven, rejoice. Alleluia.

R. For He whom you did merit to bear. Alleluia.

V. Has risen as He said. Alleluia.

R. Pray to God for us. Alleluia.

V. Rejoice and be glad, O Virgin Mary. Alleluia.

R. For the Lord is truly risen. Alleluia.

**Let us pray:**

O God, who by the Resurrection of your Son, our Lord Jesus Christ, has been pleased to fill the world with joy, grant we beseech Thee, that through the intercession of the Blessed Mary, ever virgin we may receive the joys of eternal life. Through the same Christ Our Lord. Amen.

**The Memorare**

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence, I fly unto thee, O Virgin of virgins, my Mother. To thee do I come; before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate despise not my petitions, but in thy mercy, hear and answer me. Amen.

**Prayer to St. Michael the Archangel**

Saint Michael the Archangel, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray, and do thou, O prince of the Heavenly hosts, by the power of God, cast into Hell Satan and the other evil spirits who prowl about the world seeking the ruin of souls. Amen.

### **Corporal Works of Mercy**

Feed the hungry  
Give drink to the thirsty  
Clothe the naked  
Visit the sick  
Shelter the homeless  
Visit the imprisoned  
Bury the dead

### **Spiritual Works of Mercy**

Warn the sinner  
Instruct the ignorant  
Counsel the doubtful  
Comfort the sorrowful  
Forgive sinners  
Bear wrongs patiently  
Pray for the living and the dead

### **The Holy Days of Obligation in the United States**

If a holy day of obligation falls on a Saturday or Monday, it is not a day of obligation, with the exception of December 8 and December 25. These two days are always holy days of obligation.

**January 1:** Solemnity of Mary, Mother of God

(We honor Mary, the Mother Jesus)

**August 15:** Assumption

(We celebrate the fact that Mary was taken into Heaven, body and soul.)

**November 1:** All Saints' Day

(We honor all the saints in Heaven.)

**December 8:** Immaculate Conception

(Mary was free from sin from the first moment of her life.)

**December 25:** Christmas

(We celebrate the birth of Jesus.)

### **Act of Faith**

O my God, I firmly believe that Thou art one God in three Divine Persons, Father, Son, and Holy Spirit. I believe that Thy Divine Son became man, died for our sins, and that he will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches, because Thou hast revealed them, who can neither deceive nor be deceived.

### **Act of Hope**

O my God, relying on your infinite goodness and promises, I hope to obtain pardon of my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ, my Lord and Redeemer.

### **Act of Love**

O My God, I love Thee above all things, with my whole heart and soul, because Thou art all good and deserving of all love. I love my neighbor as myself for the love of Thee. I forgive all who have injured me, and ask pardon of all whom I have injured.

### **Hail Holy Queen**

Hail, holy Queen, mother of mercy, our life, our sweetness, and our hope. To thee do we cry, poor banished children of Eve. To thee do we send up our sighs mourning and weeping in this valley of tears. Turn then, most gracious advocate, thine eyes of mercy toward us, and after this our exile show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us O holy Mother of God. That we may be made worthy of the promises of Christ.