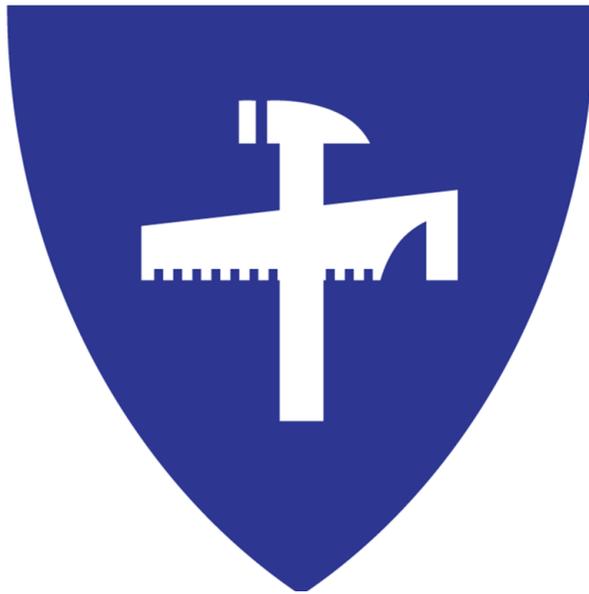


ST. JOSEPH
A C A D E M Y
★ ACADEMIC EXCELLENCE FOUNDED ON FAITH ★



Parent-Student Handbook
2016-2017

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ST. JOSEPH ACADEMY 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.

**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

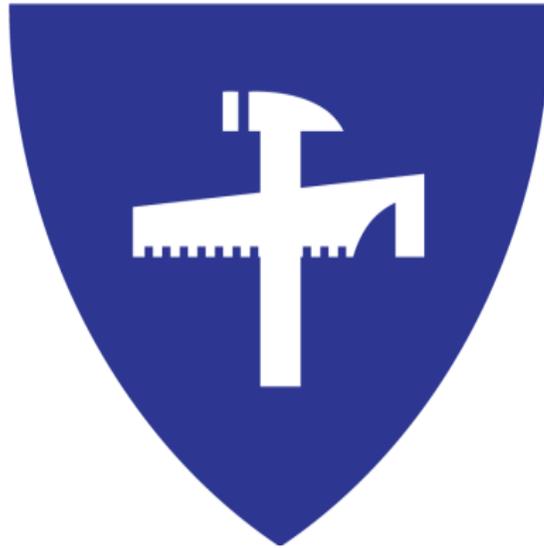
A. Religious instruction, authentic in doctrine and contemporary in presentation.

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.

ST. JOSEPH ACADEMY



SJA LOGO

Our new school logo, adopted for the 2014-2015 school year, shows carpenter's tools. St. Joseph, the foster father of Jesus and husband of Mary is the patron of St. Joseph Academy as well as the Sisters of St. Joseph the Worker, the religious community responsible for the school.

As a trained craftsman, St. Joseph used his tools to support the family entrusted to him with faithfulness and devotion. St. Joseph reminds us that we are to use our gifts and talents for the good of others.

HISTORY OF ST. JOSEPH ACADEMY

The first group of four Sisters of St. Joseph the Worker (SJW's) moved to Walton on November 1, 1974 to establish their Motherhouse. After discussions with the pastor of All Saints Parish, Fr. Joseph Collins, the SJW's agreed to re-open All Saints School which had closed in 1966. The Sisters agreed to assume financial and all other responsibilities for the school.

All Saints Parish leased their building to the SJW's and St. Joseph Academy opened its doors on August 30, 1976, with an enrollment of 49 students.

Nine years later, the school had outgrown its physical facilities with an enrollment of 135 students. With support from All Saints, on August 15, 1985, ground was broken for the construction of six additional classrooms, larger restrooms with handicap accessibility, an office, faculty room and a school hall.

In 1995, the school had once again outgrown its physical plant and the cafeteria was converted into two classrooms, moving the children to the school hall for lunch.

In 1997, two office spaces across the street in a medical building were converted into classrooms. One year later, another office space was obtained for the school's use. Grades 6, 7, and 8 were in Waller Hall (named after Dr. William Waller, owner of the medical building).

In 1998, the school opened a kindergarten.

In 2001, we obtained a fourth office space in the medical building for Music classes.

A Preschool program for 3 and 4 year olds began in 2005 and our Afterschool Care Program began in 2007.

In 2008, a sports program was begun at the school.

In 2009, the medical building (Waller Hall) was purchased by the school. The upper level is used for All Saints Parish Offices, Art classes and storage while the lower portion is for the Music program and middle school classes.

A year round Daycare program began in 2011.

In June, 2015 the Mother Ellen Curran Center opened. The MEC Center houses our preschool, daycare, aftercare and summer care programs as well as the Middle School Science Lab.

At SJA, we preserve the rich heritage of a Catholic Christian education by means of daily Mass, regular confession, Stations of the Cross during Lent, monthly Adoration of the Blessed Sacrament, devotion to Mary, and a solid doctrinal program that espouses the teachings of the Catholic Church.

St. Joseph Academy strives to educate the whole child spiritually, academically, and socially. This is achieved through a rigorous academic curriculum encompassing Religion, Language Arts, Handwriting, Mathematics, Science, and Social Studies classes. This core curriculum is further enhanced by weekly instruction in Computer, PE, Music, Art, and Library. Our classroom teachers work closely with our resource teachers to provide additional instructional support to our students who need academic assistance.

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 Eye Exam

Parent Required Forms for Office File:

- _____ Registration Form (with non-refundable registration fee)
- _____ Background Check Form
- _____ Protecting God's Children Seminar
- _____ Sexual Misconduct Form
- _____ Photo, Video, Website Permission Form (on Registration 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
- _____ Sexual Misconduct Form
- _____ Photo, Video, Website Permission Form (on Registration 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 essential to academic success. Regular or accumulated absences and tardies are detrimental to student learning. 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. Parents are expected to foster these good habits in the student, both for the benefit of the student's current academic success 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. If a student is going to be absent for an extended period, parents/guardians need to contact the office and classroom teacher.

Absence is defined as "a failure to be present" and is classified either as excused or unexcused.

- The student's parent/guardian needs to call or email the school office by 8:30am if a child is going to be absent for the day.
- A written excuse must be sent by the parent/guardian for a student's absence upon returning to school.

Excused Absences:

- Excused absences are due to illness, funerals, and other emergencies as determined by the principal. Planned family events that are pre-arranged with the school in a timely manner may be excused.
- It is the responsibility of the student to make up missed work in a prompt manner.
- Missed assignments, as well as tests and quizzes are made up at the discretion of the teacher.
- It is up to the discretion of the teacher whether or not assignments are given to students ahead of a planned family event.

Unexcused Absences:

- All other absences are unexcused absences. Unexcused absences are detrimental to a student's learning. Class time is more than homework; additional information and instruction are given along with opportunities for practice and questions. With unexcused absences, it becomes the parent's role to teach the lesson. If tests/quizzes/projects are due during the unexcused absence(s), it will be at the teacher's discretion for make-up.

Tardy:

- 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.
- Being tardy is detrimental to a student's education. Even within a few minutes, the student misses announcements, morning routine, class preparedness, etc. After the 4th tardy and each thereafter, the student will miss recess.

Early Leave:

"Early Leave" will be marked on a student's attendance card if he/she leaves school any time before 2:45. This absence will affect Perfect Attendance. (An exception to this rule is inclement weather.)

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 unexcused absences
- 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. Parents will be notified.

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 with no interruptions. Students may only have one tardy.

RETENTION

The decision to retain a student is made by the principal in collaboration with the teacher and parents.

- Students in grades 5-8 who fail one subject for the year are required to successfully complete an approved course of study over the summer.
- Those who fail two or more classes may be required to repeat the grade.

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 lifetime 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

After every third mark on the detention card, the student will have detention. Students may be issued a mark when one of the following infractions occurs:

- Not following teacher directives to get papers signed
- 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 Special classes
- Neglecting to submit a written note telling why he/she was absent
- Frequently talking or making noises during class instruction
- Bringing non-approved electronic devices to school
- Neglecting to bring library books back on time
- Other_____

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

Parents will receive written notification if their child is serving a detention.

Detentions occur during the school day.

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 Detention

Automatic detentions may be given in certain situations at the discretion of the teacher or administration. Serious inappropriate behavior will be addressed immediately.

Behavior meriting automatic detention 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 2nd Yellow Slip is issued. Along with being eliminated from the end of the year academic awards, the student will be placed in 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**. The length of the in-school suspension will be determined by the principal and teacher.
4. A third Yellow Slip results in an automatic suspension.

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

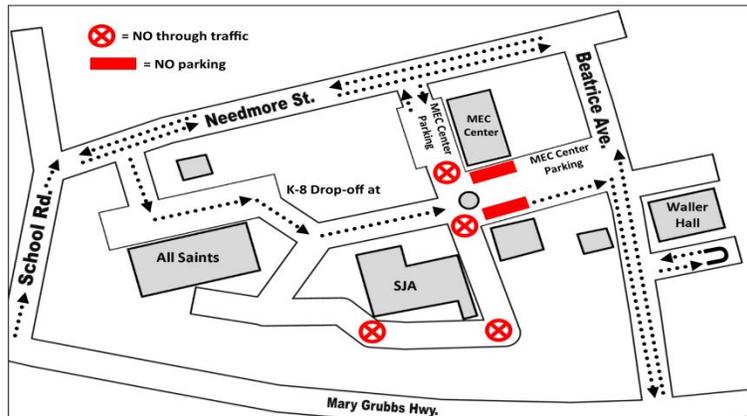
NOTE: A child who normally rides the bus will be put on the bus at the end of the school day unless a written permission slip is given to the teacher.

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.

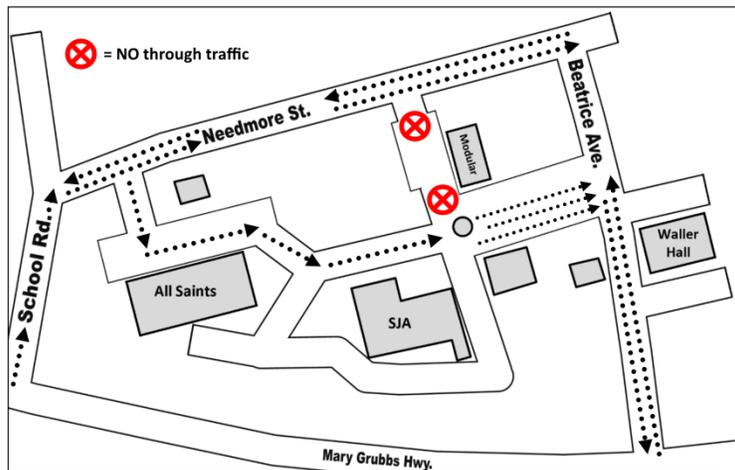
If your child normally does not ride the bus and will be going home with someone who does, a signed parental note must be sent to the Academy office stating who your child will be going home with. The child will then be given a “**Bus Pass**” to be given to the bus driver.

PARENT PICK-UP/DROP OFF

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



AM Drop-off (All Grades)



2:45PM Pickup (K-8)

Parents do not normally walk their child/ren into school unless they are bringing in a treat, project, or to meet with a teacher, etc.

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

Never cross over orange cones when they are in place.

All students arriving at school before the 7:40 bell will wait in the cafeteria. At 7:40, students will be dismissed to their classrooms.

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).

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 borrowed items
 - 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) Praying 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 - UNIFORM

We take pride in the appearance of our students. We expect our 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.

Boys and Girls K-8

Shoes

Comfortable, sturdy athletic shoes in good repair.

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 blue T-shirts (short or long sleeved) may be worn under the polo shirt.

Shorts (K-8)

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

Sweatshirt/Hoodie

Only crew neck sweatshirts in grey, gold or navy with the school crest, may be worn in school. **Sweatshirt/hoodie orders can be placed through the school at the beginning of the year.**

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.

Hair (Girls)

Hair should be neat and well groomed. Dangling hair covering the face is not acceptable.

Jewelry (Boys)

A small religious medal and watches (without alarms) may be worn. Rings or earrings 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 permitted.

Jumper (Girls, K-5)

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. Black, white or navy leggings or tights may be worn under the jumpers.

Skirt (Girls, 6-8)

Girls 6-8 may 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. Black, white or navy leggings or tights may be worn under the jumpers.

PE Uniforms

Students in Grades K-3 do not change for PE. Girls in these grades may remove their jumpers.

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, VBS, etc.) 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, with no writing or logos. Colors must be predominantly gray, navy blue or black.

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. 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. Shoulders must be covered.

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. 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. Shoulders must be covered.

DRESS CODE FOR PICTURE DAYS/OUT OF UNIFORM DAYS

- Dress slacks or school appropriate jeans (no frayed bottoms, no holes, not too skinny or tight, 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

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

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.

ELECTRONICS POLICY

Students are allowed to use e-readers/tablets in school (iPad, Nook, Kindle, etc.) to read. The school is not responsible for any damage that may be done to the device.

Other than the e-readers, students are not permitted to carry electronic devices on their person during school hours. Cell phones and other electronic devices (such as iPods) must remain in their backpacks. If they are visible, they will be confiscated.

Students may not wear Apple watches.

EMERGENCY PROCEDURES

The entire faculty and staff practices emergency procedures throughout the school year. These include fire, earthquake and severe weather/tornado drills. Lockdowns are also practiced.

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 \$4.00 per student will be charged for riding the bus.

In the event that a designated field trip requires transportation by car, 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) **Handwritten permission slips or verbal authorization is not acceptable.**

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.

GRADING

Report card for students in grades K-8 are given quarterly.

Kindergarten students receive report cards with grades of:

- E: Excellent
- G: Good
- S: Satisfactory
- U: Unsatisfactory

Students in grades 1-8 receive the following grades for their core academic subjects. (Religion, Math, Science, Social Studies, and Language Arts.)

- A: 100-93
- B: 92-85
- C: 84-75
- D: 74-70
- F: 69 and below

All other subjects receive grades of:

- E: Excellent
- G: Good
- S: Satisfactory
- U: Unsatisfactory

Parents/guardians are encouraged to check their child's academic progress by viewing his/her grades using Ascend. Grades are posted weekly for students in grades 1-8.

Honor Roll assemblies are held quarterly.

"A" Honor Roll:

Students (Gr. 1-8) who have earned a 93% or above in each subject.
E, G or S in Specials.
Effort Grade must be a 1 or 2.

"B" Honor Roll:

Students (Gr. 1-8) who have earned an 85% or above in each subject.
E, G or S in Specials.
Effort Grade must be a 1 or 2.

Principal's Award (May be given out quarterly)

To be eligible for the Principal's Award, students must have maintained a 1 or 2 in Effort during the quarter. This award is for students who have shown consistent effort throughout the year. Their teachers recognize that they did their best and worked hard using the gifts God has given them.

END-OF-THE-YEAR AWARDS

End of the year awards are based on the year-end average.

“A” Honor Roll:

Received an average of 93% or above in all academic subjects for the year.
An average of E, G or S in all Specials.
Effort must average to a 1 or 2 for each subject.

B Honor Roll:

Received an average of 85%-92% in all academic subjects for the year.
An average of E, G or S in all Specials.
Effort must average to a 1 or 2 for each subject.

AB Honor Roll:

Received a combination of A’s and B’s for end of the year.
An average of E, G or S in all Specials.
Effort must average to a 1 or 2 for each subject.

GRADUATION

The eighth grade graduation consists of a special Mass for the students, their parents and relatives. 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**.

The amount of time needed for homework depends on the needs of the individual student. The following, however, is a typical time frame:

- 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

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.

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.

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.

LUNCH PROGRAM

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

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

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.

No fast food or soft drinks should be brought to school.

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. Each student is responsible for tidying up his or her eating area when he or she is finished.

Students will remain seated at their table during lunch until excused by the supervisor.

Lunch prices for the 2016-2017 School Year:

Student: \$2.75

Teacher: \$3.25

Milk/Water: \$.50

Snack: \$.50

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:

Prescription 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.

Over-the-Counter Medication must be in the proper container indicating the name of the medication enclosed, patient's name, instructions for dosage and time.

The student is responsible for coming to the office to request the medication at the appropriate time.

Students are forbidden to carry medication of any kind on themselves or in their lunchboxes. The only exceptions to this rule are inhalers accompanied by a signed note.

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 and not 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.

P.T.O.

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.

VOLUNTEERS

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

- **The Kitchen:** helping to prepare and serve the meals
- **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 FUNDRAISERS

- **The Pig Fest:** which is the school’s major fund-raiser, is held in June.
 - It is a requirement that at least one parent and/or relative work five hours on either day of the event.
 - Each family is also expected to sell \$50.00 worth of raffle tickets for the Pig Fest raffle
- **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)

REPORT CARDS

Report cards are given to parents four (4) times a year. Parent-teacher conferences may be requested at the end of each marking period.

SCHOLARSHIPS / 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:

- 8th 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

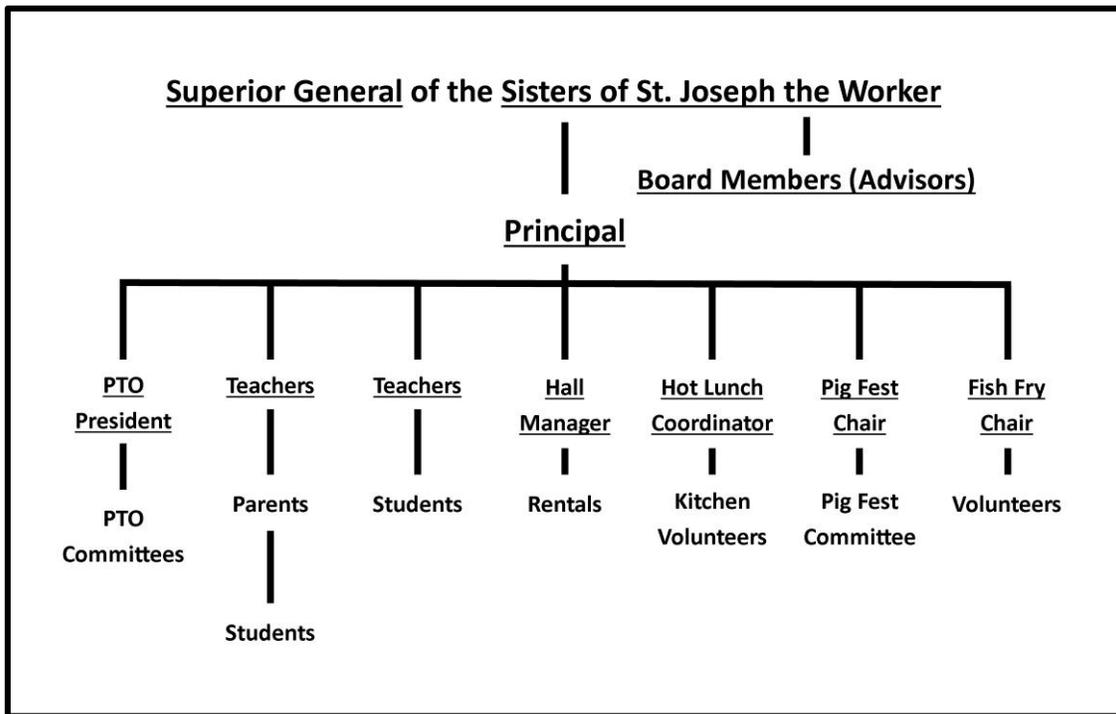
Criteria: (Students who demonstrate qualities of good citizenship)

- **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**

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.sjawalton.com. School is in session 177 days.

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**.

The After Care program is in session from 2:45 - 6:00 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 to the After Care Program. There will be a \$10.00 charge per child for the first 15 minutes. After 3:15 there will be a \$5.00 fee every 15 minutes per child.

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. If attendance in Aftercare by non-registered students becomes habitual, parents will be required to formally register.

Social Media Sites

Homeroom social networking accounts (including, but not limited to Facebook), are not endorsed or encouraged by St. Joseph Academy. In accordance with our school's Acceptable Use Policy, defamatory comments about the school or its employees made by parents at any time on a social networking site is a breach of the parent/school partnership and may be grounds for a student(s) being dismissed from the school. Use of the school name, teacher name, and/or school logo in establishing such groups, is not permitted.

SPORTS

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.
- 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 and she should be informed of any problems or changes in the program in a timely manner.

STANDARDIZED TESTING PROGRAM

Students in grades 2, 3, 5, and 7, are given the Terra Nova Test annually, according to the regulations of the Diocesan School Office. Results of these tests are shared with the parents. Testing occurs in the spring.

The ACRE Test, a national Religion Test and Catholic Survey is given to the 5th and 8th graders in February.

TELEPHONE POLICY

- 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).
- Forgotten homework, or other items such as gym clothes, musical instruments or lunch money will not be considered an emergency.
- Students are not ordinarily 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/THREATS POLICY

“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.

ANY 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

In regard to the closing of school or possible delay due to inclement weather will be announced as “St. Joseph Academy, Walton” on the following media: TV-Channel 12 and Channel 9, the school Facebook page and Remind.

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. Provide students with healthy meals at lunchtime (i.e. - serve wheat bread, 1% milk).
- i. Bake 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, conforms 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.

APPENDIX - PRAYERS

Prayers for Preschool-8

Asterisk (*) indicates new prayer(s) added for that grade.

PRAYERS IN PRESCHOOL:

How to Genuflect	Hail Mary
Sign of the Cross	Angel of God
Our Father	

PRAYERS IN KINDERGARTEN:

How to Genuflect	Hail Mary
Sign of the Cross	*Glory Be
Our Father	Angel of God

PRAYERS IN FIRST GRADE:

How to Genuflect	Hail Mary
Sign of the Cross	Glory Be
Our Father	Angel of God

PRAYERS IN SECOND GRADE:

How to Genuflect	*Act of Contrition
Sign of the Cross	*Grace Before Meals
Our Father	*Grace After Meals
Hail Mary	*Five Steps to a Good Confession
Glory Be	
Angel of God	*Form of Confession

PRAYERS IN THIRD GRADE:

Sign of the Cross	Grace After Meals
Our Father	*Morning Offering
Hail Mary	*Apostles' Creed
Glory Be	*Mysteries of the Rosary
Angel of God	
Act of Contrition	*Ten Commandments
Grace Before Meals	*Seven Sacraments

PRAYERS IN FOURTH GRADE:

Sign of the Cross	Grace After Meals
Our Father	Morning Offering
Hail Mary	Apostles' Creed
Glory Be	Mysteries of the Rosary
Angel of God	Ten Commandments
Act of Contrition	Seven Sacraments
Grace Before Meals	*Angelus
	*Regina Caeli

PRAYERS IN FIFTH GRADE:

Sign of the Cross	Grace After Meals
Our Father	Morning Offering
Hail Mary	Apostles' Creed
Glory Be	Mysteries of the Rosary
Angel of God	Ten Commandments
Act of Contrition	Seven Sacraments
Grace Before Meals	Angelus
	Regina Caeli

PRAYERS IN SIXTH GRADE:

Sign of the Cross	Ten Commandments
Our Father	Seven Sacraments
Hail Mary	Angelus
Glory Be	Regina Caeli
Angel of God	*Memorare
Act of Contrition	*Prayer to St. Michael
Grace Before Meals	*Corporal Works of Mercy
Grace After Meals	
Morning Offering	*Spiritual Works of Mercy
Apostles' Creed	
Mysteries of the Rosary	*Holy Days of Obligation

PRAYERS IN SEVENTH GRADE:

Sign of the Cross	Ten Commandments
Our Father	Seven Sacraments
Hail Mary	Angelus
Glory Be	Regina Caeli
Angel of God	Memorare
Act of Contrition	Prayer to St. Michael
Grace Before Meals	Corporal Works of Mercy
Grace After Meals	Spiritual Works of Mercy
Morning Offering	Holy Days of Obligation
Apostles' Creed	*Act of Faith, Hope, Love

Mysteries of the Rosary

PRAYERS IN EIGHTH GRADE:

Sign of the Cross	Ten Commandments
Our Father	Seven Sacraments
Hail Mary	Angelus
Glory Be	Regina Caeli
Angel of God	Memorare
Act of Contrition	Prayer to St. Michael
Grace Before Meals	Corporal Works of Mercy
Grace After Meals	Spiritual Works of Mercy
Morning Offering	Holy Days of Obligation
Apostles' Creed	Act of Faith, Hope, Love
Mysteries of the Rosary	*Hail Holy Queen

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
Reconciliation
Holy Eucharist
Confirmation
Holy Orders
Matrimony
Anointing of the Sick

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

Instruct the ignorant
Warn the sinner
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

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.