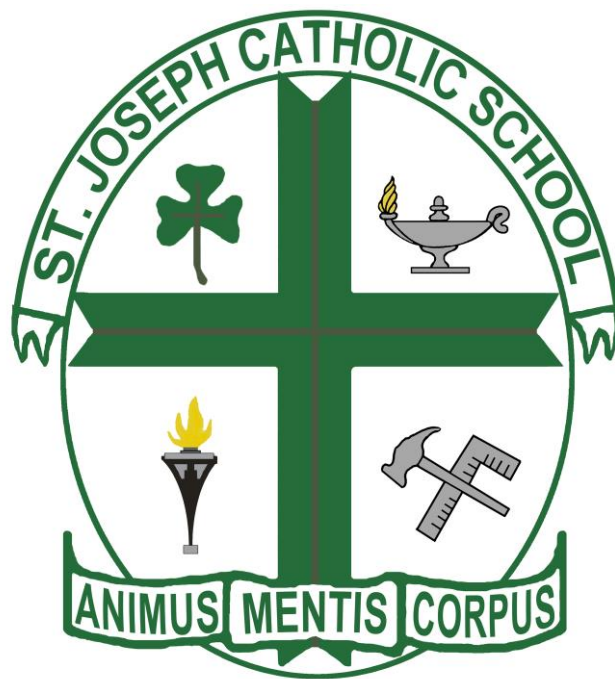


2018-2019
PARENT / STUDENT
HANDBOOK



ST. JOSEPH CATHOLIC SCHOOL
GREENVILLE, MISSISSIPPI
www.stjoeirish.org

ST. JOSEPH CATHOLIC SCHOOL

PARENT AND STUDENT HANDBOOK

2018-2019

ACCREDITATION

St. Joseph School receives its accreditation from:

AdvancED

Through the Southern Association of Colleges and Schools,

Mississippi Association of Independent Schools,

And

The State of Mississippi
Department of Education

St. Joseph Catholic School holds membership / affiliation in the following educational groups:

ACT Work Ready Communities Initiative
Association for Supervision and Curriculum Development
Common Core Curriculum National Standards
Delta Area Association for Improvement of Schools
Delta Council Education Committee
Education Leadership Policy Standards – ISSLC
Mississippi Association of Independent Schools
National Association of Secondary School Principals
National Catholic Educational Association
National Collegiate Athletic Association
National Standards and Benchmarks for Effective Catholic Schools
University of Notre Dame ACE Principal's Academy
University of Notre Dame Alliance for Catholic Education Curriculum Initiative
University of Notre Dame Play Like a Champion Today
Washington County Economic Alliance - Education and Workforce Committee

ST. JOSEPH CATHOLIC HIGH SCHOOL
1501 V.F.W. ROAD / GREENVILLE, MISSISSIPPI 38701
On the Worldwide Web at: www.stjoeirish.org

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Bus Rules & Permission
MVSU Mass Transit (Indianola & Leland)
Handbook Agreement Signature Page

St. Joseph Catholic School
ESTABLISHED 1888

1501 V.F.W. Road
Greenville, Mississippi 38701
662.378.9711 telephone
662.378.3496 facsimile
www.stjoeirish.org

Dear students and families of St. Joseph & Our Lady of Lourdes,

It is with great pleasure that we welcome you to the 2018-2019 academic year. Thank you for being an active part of a Greenville legacy since 1888. At St. Joseph Catholic School, we remain committed to educational excellence for the mind, body, and spirit.

The Catholic Church has repeatedly affirmed parents as the primary educators of their children. We at St. Joseph Catholic School are delighted with your decision to allow us to share in the educational responsibilities of your wonderful child! Please feel free to provide us with your suggestions as to how we can better achieve our mutual educational goals. We look most forward to working with you.

This *Parent/Student Handbook* defines the expectations and policies of the school's partnership with our students and families. It is expected that all students and parents read and discuss the *Handbook* in its entirety, keep the *Handbook* on your computer desktop for quick reference, and then print, sign and return all agreement forms at the conclusion of the *Handbook*.

Please note: the administration of St. Joseph Catholic School reserves the right to amend the *Parent/Student Handbook* as deemed necessary.

Thank you and God bless you and yours.

Best regards,

Stene Wies
Principal

JoAnne Heisterkamp
Assistant Principal

THE ST. JOSEPH VISION

Amended 2016 through our continuing collaborative planning efforts

Mission

The mission of the St. Joseph Catholic School (SJCS) is to provide a Catholic faith-based education rooted in Gospel values offered in a safe, caring, academically challenging, and creative environment.

Beliefs

St. Joseph Catholic School in Greenville, Mississippi, is founded on a tradition of educational excellence since 1888. It is our belief and conviction that every student entrusted to our care can succeed and deserves all our support:

- All students can learn when actively engaged in the learning process and provided with a meaningful context
- Students learn best when they have appropriate opportunities for success and are challenged to increase their performance
- Each student is a valued individual with unique needs and talents

As an educational institution, St. Joseph Catholic School is committed to cultural diversity and continuous improvement of curriculum and assessment methods:

- Cultural diversity is appreciated and celebrated; it increases a student's understanding and learning experience in the community and in the world
- Diversity in assessment methods provides the students with a variety of opportunities for achievement
- Curriculum reflects a variety of learning activities for the students' unique needs, interests, strengths and weaknesses at various developmental stages

As a community of faith deeply rooted in the Gospel of Jesus Christ and the Catholic Church's tradition, St. Joseph Catholic School strongly believes that each child and adult should be provided with regular opportunities for prayer, sacraments and reading the scriptures:

- Religious education and Christian formation in the doctrines, values, traditions and teachings of the Catholic Church are an integral part of the school curriculum
- Parents are primary educators of their children, and the school assists them in the process while instilling in students an appreciation of others and a commitment to principles of peace and justice
- Teachers, parents and students all share in the responsibility to be witnesses to the Gospel. As such, religious truths and values infuse all the subjects of the curriculum

Finally, St. Joseph Catholic School believes in the dignity of every person and the respect of all. Student learning and growth is a major priority of our school, which we achieve through a safe, comfortable environment. Our goal is to produce academic learners and future leaders who analyze complex problems, turn data into information, and information into solutions.

OUR PROUD HISTORY SINCE 1888

The history of St. Joseph Catholic School began with St. Rose of Lima Academy, founded by Father P.J. Korstenbroek and staffed by the Sisters of Mercy. Located next to the St. Joseph Parish Church, St. Rose was the standard for Catholic education in the Delta for sixty-two years. By 1949 the enrollment had exceeded the space of the building, and St. Joseph Elementary and High School was opened in 1950 on Golf Street. In 1964, once again the enrollment and needs of the school family called for another facility. A new elementary school, Our Lady of Lourdes, was constructed on Reed Road. St. Joseph became the combined middle school and high school. St. Joseph High School continued to meet the needs of the students by adding six classrooms for the Middle School in 1965 and an additional four classrooms in 1994.

Responding to the mandates of our mission and the needs of our diverse community, St. Joseph Catholic High School (SJS) embarked on an ambitious building project with the construction of our new 61,000 square foot St. Joseph Catholic High School located on VFW Road. The new state-of-the-art and technologically superior facility was occupied March of 2005.

In August, 2016, Our Lady of Lourdes (LOL) was relocated to the VFW Rd. campus, creating St. Joseph Catholic School, now serving grades K3-12.

BUILDING AN ATMOSPHERE OF CHRISTIAN LEARNING AND COOPERATION

Many people judge St. Joseph Catholic School by the actions of the student body. Students do not act as independent individuals; every action contributes to the reputation of the school. Self-discipline and self-control are essential to school discipline. Being a Christian places a responsibility on students to recognize the rights and property of each person at St. Joseph.

The rules found in this handbook are subject to the interpretation and modification at any time by the administration if the good of the school community justifies such an action.

Each student is responsible for observing the regulations in this handbook. Parents/guardians are also expected to read this handbook and accept its contents. Students are expected to take full responsibility for their own actions. Each person must continually earn the right to be a student at St. Joseph Catholic School.

POLICY COMPLIANCE

DIOCESAN NON-DISCRIMINATION POLICY

The Diocese of Jackson reaffirms its non-discriminatory policy on the basis of race, sex, color, national and ethnic origin in its educational policies.

All students, faculty members and staff, without exception, are admitted to all rights, privileges, and activities at St. Joseph Catholic School. The school does not discriminate on the basis of race, sex, color, national and ethnic origin in the administration of its scholarship, athletic, and other school administered programs.

DIOCESAN POLICY COMPLIANCE

St. Joseph Catholic School is in compliance with the regulations and policies of the Office of Catholic Schools of the Diocese of Jackson. These regulations and policies are published in the Diocesan Handbook of Policies [<http://schools.jacksondiocese.org/education-overview/administration/>] and include those that are subsequently determined by the Superintendent of Schools.

PROCEDURES FOR PROCESSING A DISPUTE / GRIEVANCE

Per Diocesan Regulation 1614 #3, a three-tier process exists regarding disputes and grievances. Initial contact shall be with the Principal, secondly with the Pastor, and ultimately to the Diocesan Superintendent.

AWARDS, RECOGNITION, AND RECOMMENDATIONS @ SJS

Due to the outstanding nature of our student body, the St. Joseph HS administration and faculty are excited to recommend and recognize students in their academic and leadership pursuits. Additionally, the faculty is often presented with the opportunity to nominate and select students for honors within the school. The faculty has been awarded a vote equivalent to thirty-three percent of the vote shared with the student body of the school.

ADMISSIONS AND RECORDS

ADMISSIONS POLICY

St. Joseph Catholic School is a co-educational school serving students in grades K3-12. Admission is open to students who wish to pursue serious study in a safe, caring environment. Students must meet admission requirements, which include an entrance examination for students who are seeking enrollment from an outside school. A non-refundable testing fee of \$25.00 is required prior to the administration of the entrance exam.

Enrollment in SJCS must be executed by the student's legal guardian. In accordance with Diocesan policy, all students newly admitted in the St. Joseph School System are done so on a probationary basis lasting one semester. Diocesan policy also states:

“As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration in a particular Catholic school/center is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the school/center personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of the school/center or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school/center or Diocesan policies, the administrator may require the parent/guardian to withdraw his/her child or children from the school community.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff and students.”

REQUIRED RECORDS

Copies of the following vital records are required for all new students: birth certificate, social security card, up-to-date immunization record, school records, recent standardized test results, current grades, and if applicable an IEP and a Catholic Baptismal Certificate. According to Diocesan Policy #5609, one of the following is requisite to registration in the Catholic Schools of the Jackson Diocese: 1) student accident insurance or 2) a statement signed by the parent certifying insurance covering personal injury of the student is maintained by the family. This information will become part of the student’s school file. Pupil accident insurance is required for all students enrolled in the institution and for all who participate in competitive school athletic programs.

A non-refundable registration fee is due at the time of acceptance.

WITHDRAWING A STUDENT

The parent of a student who leaves St. Joseph Catholic School to attend another school must notify the school, sit for an exit interview, and sign a withdrawal form before the student can register at another school. The parent must also pay any balance owed on the student’s account, and the student must return all textbooks **and school property, i.e., sport uniforms, equipment, etc.**

FINANCIAL POLICIES

Enrollment and Financial Agreement: Parents are required to enter into a written agreement on the payment of finances at the time of enrollment.

1. Parish-Wide Tuition Policy

Because the parish subsidizes every Catholic child in our school, **in good standing with the church**, the Administration finds it necessary to bring to your attention the following conditions that must be met in order to receive the Catholic rates of tuition:

- A. Be a registered, contributing, and participating member of St. Joseph Catholic Church, or other subsidizing parish

- B. Submit a verification form signed by the Pastor **of their parish** before registration.
- C. Contributing Members are those members of St. Joseph's whose contributions can be recorded through the use of the church envelope system or in some other identifiable way.

The Pastor and the Principal will review individual situations. Failure to meet these requirements will result in the payment of higher non-Catholic tuition rates.

2. Classification of Tuition Rates

- A. Catholics of St. Joseph Parish, Catholics of other parishes, and Non-Catholics

3. Tuition and Fees

- A. All tuition assistance requests and all tuition payments shall be handled through Smart Tuition **and Smart Aid**.
- B. Enrolled families shall be responsible for the full year in tuition.
- C. There is a non-refundable registration / re-registration fee for each student.
- D. With the exception of Senior(Graduation) Fees **and Family Fees**, the fee structure is included as a part of the tuition structure.
- E. Students in financial arrears shall not sit for semester exams, and **those classified as one month in arrears shall be removed from co-curricular rosters, not receive an official school-printed report card, and not receive or be recognized for any school award. Students classified as two months in arrears will not be allowed to return to school or participate in any extra-curricular activity tuition balance is cleared.**
- F. **It is the responsibility of each parent/guardian to initially and continually remain in contact with school administration regarding any financial hardship that will affect tuition payment.**

4. Costs associated with Custody Issues

- A. If a teacher (or other school employee) is subpoenaed to testify in a child custody case or other legal proceeding, or if the school or school employee is required to provide documents pursuant to a subpoena, request for production of documents, or court or administrative order, the school will assess the subpoenaing parent the cost of substitute teacher and all costs and attorneys' fees incurred by the school or employee in producing documents and/or appearing in court.

ACADEMIC POLICIES

St. Joseph Catholic School strives to maintain an atmosphere conducive to academic achievement. The staff is willing to help each student meet success. Each faculty member shall post and adhere to "Extra Assistance Times" so that students may be assured of special help when needed. Students are expected to work to the best of their ability, to maintain standards of academic honesty, and to help maintain an atmosphere conducive to learning.

Assignments are given to assist the students' learning process in each subject area or class. Students are expected to complete assignments on time and to develop a pattern of study. If a student fails to turn in an assignment, the teacher may schedule a required session, before or after school, for the student to complete the work and/or penalize the grade. Repeated failure to do homework **may** result in loss of credit and course failure.

CATHOLIC SCHOOLS – DIOCESE OF JACKSON GRADING SCALE

A Diocesan grading scale has been implemented in order to provide Catholic school graduates with opportunities to 1) compete fairly for college scholarships, 2) compete fairly for college admission, 3) remain eligible for extracurricular activities including but not limited to athletics, and 4) maintain our current level of expectation for receipt of a passing mark (70) in individual coursework/subjects.

PreK-2

4 = Exceeds expectations of the grade level standards

3 = Meets expectations of the grade level standards

2 = Beginning to show progress towards grade level standards

1 = Does not meet or experiences considerable difficulty with grade level standards

X = Standard on addressed during this grading period

S = Satisfactory growth

N = Needs improvement

Grades 3-12

	GPA	GPA – Honors / Dual	GPA- AP Courses
A = 90-100	4	4.5	5
B = 80-89	3	3.5	4
C = 75-79	2	2.5	3
D = 70-74	1	1.5	2
F = < 70	0	0	0

Secondary Class Rank is determined by grade point average. The honors of valedictorian and salutatorian are decided using the numerical average of all grades assigned to courses completed through St. Joseph Catholic High School or prior official grades if the student transferred to St. Joseph prior to the junior year. Such courses would include correspondence and online courses approved by St. Joseph and Dual Credit courses (collegiate courses) taken within the building at St. Joseph, as well as the traditional courses taught at St. Joseph. To qualify as valedictorian or salutatorian, one must have taken the highest course available in at least three of the four major disciplines (English, mathematics, science, and social studies) that is offered in the traditional class setting at St. Joseph. A further qualification is that the student must have attended St. Joseph Catholic School for at least his / her junior and senior years.

Note that Class Rank, including ranking of first or second in class, will not necessarily coincide with the selection of valedictorian and salutatorian. In some cases, a student who has not taken the highest courses available or one whose weighted courses result in a top ranking may have an overall numerical average below that of other students. As stated above, the honors of

valedictorian and salutatorian are determined by numerical average of all courses, with certain courses required.

Grades are determined on the basis of all the work of a particular period: daily work, assignments, class participation, quizzes, projects and test grades.

SJS Parents, guardians, and students are encouraged to utilize the web reporting system. Utilization of this system will give an up-to-date account of a student's progress. Information on using this resource will be shared during regularly scheduled parent meetings, specialized training sessions, or through the school guidance office.

Each division of the school year is referred to as a quarter. The first two quarters make up the first semester; the third and fourth quarters make up the second semester.

OLOL Grading Information

-Grades 4-6

Extra-curricular eligibility is based on quarterly academic performance. Passing of all course subjects is required. Any passing performance, for any quarter, that is below a "C" warrants probation as determined by the administration.

Parent/teacher conferences are scheduled after the first grading period to issue report cards and discuss student progress. Report cards for subsequent quarters will be sent home with the student. Additional conferences may be set up, individually, as deemed necessary by parent or teacher.

Progress reports are sent home with the student each quarter after the conclusion of the fourth week.

SJS Grading Information

Grade reports are available online at any time through Power School. Students that have earned a failing grade shall be mailed a report card. Any other parent or student who would like a school-printed report card may request such through the Guidance Office.

Each teacher has their individual class grading policy plan posted on the school website.

Ninety-minute comprehensive exams are administered to all students at the end of the second and fourth quarters. The semester exams contribute 20% of the semester average. All debts must be cleared before the semester or final exams.

Students are exempt from final exams at the end of a course if they:

1. Have earned an overall "A" at the end of a class.
2. Have no Disciplinary Referrals in their file.

An individual instructor may choose not to allow exemptions for a particular course.

The Advanced Placement (AP) program allows students to take college level courses while still in high school. Students who take AP courses are required to sit for the corresponding AP exam in order to receive the enhanced weighting on their grade point average. Should the exam not be completed, the course grade shall revert to a 4.0 scale. Advanced Placement exams are taken at the expense of the student and his/her family. In order to obtain college credit, these students

must pass the AP exam administered in the spring. Students should verify with their college of intention conditions of AP credit for that institution.

St. Joseph Catholic School participates in a Dual Enrollment / Dual Credit program in conjunction with Mississippi Delta Community College. This program allows eligible high school students to earn college credit and possibly high school Carnegie units for certain college courses completed. To receive high school credit, the course must be taught at St. Joseph Catholic School and be listed in the Articulation Agreement between St. Joseph and Mississippi Delta Community College. Other courses may be taken but will be considered “Dual Enrollment.” The requirements to participate are: (1) student must have completed 14 core high school units; (2) have a minimum grade point average of 3.0 on a 4.0 scale; and (3) have the recommendation from the high school Principal and/or the guidance counselor. A student with less than 14 units may be considered if he / she has a minimum ACT score of 30 or an equivalent SAT score, a 3.0 grade point average and the Principal’s recommendation. Certain ACT scores are required for taking English Composition and College Algebra. Students in the high school will be classified according to the number of credits earned as follows: freshman 0-6; sophomore 7-11; junior 12-18; senior 19 or more. Twenty-six (26) Carnegie Units are required for graduation. As mandated by the State Department of Education, students must meet all graduation requirements in order to participate in graduation exercises. High school students are expected to take seven credits annually. In limited cases a student may be approved for a maximum of one study hall per semester.

A student may drop a course only following consultation, approval, and written permission of the parent, teacher, and principal. The deadline for dropping a half unit course must occur prior to the start of the second quarter of such course, and, prior to the start of the third quarter for any full unit course. Course load and the overall number of study halls shall be a determining factor in the consideration of class drops. Excessive absences will also be considered. A child, freely selecting a course, will not be allowed to drop that course after the 1st week of the course.

Students who fail courses must make up the course(s) failed in summer school, or in another manner as decided upon by the administration, in order to earn credit for the course. Students who fail a subject and attend the extended school program in the summer at St. Joseph earn a passing grade of 70 upon satisfactory completion of the course. When students retake a course, the grade earned in the retake replaces the former grade in that course.

A middle school student who fails two or more subjects (exclusive of PE/Health) is retained in the same grade level. The student may attend summer school. The principal makes the final decision regarding the promotion of any middle school student.

Any course offered outside of St. Joseph Catholic School such as correspondence, virtual, etc. must be approved by the principal. Courses available at St. Joseph are not typically approved for offsite enrollment.

Any student not meeting a minimum academic standard is ineligible for any co-curricular school offerings, including athletic participation. For all grades seven through twelve, at the conclusion of each semester, student eligibility shall be based on: 1.) Being promoted to the next grade, if applicable, and 2.) Maintaining a combined 2.0 average (computed numerically or by Grade Point Average) or higher in all attempted course work. After the 1st & 3rd quarters, a

probationary period may be necessary for the principal to establish in order to assist an academically/behaviorally struggling student to reach an acceptable level of success in any class.

Grading is a means of reporting pupil progress and must be based on specific data gained from a variety of evaluative techniques: direct observation, pupil tests, pupil self-evaluations, interviews, and other methods. Grades should reflect student performance, specifically what student know and are able to do. All assessment of pupils is to be rooted in a philosophy which recognizes each student's individual worth and dignity.

In cases where a student's performance on an assessment (test/performance task) indicates a grade less than 50, consideration should be given to re-teaching, retesting, and that the retest grade be recorded. If after re-teaching a student continues to perform at a level less than 50, then an instructional intervention should be implemented to determine if the current placement is appropriate.

In cases where a student fails to submit work (homework or other assignment), the student should be given an Incomplete (I) until such time as the work is submitted. After five school days of the original assignment, the grade may be reflected as a zero/no credit. If allowed to be made up, late assignments will count no more than 75% of the original grade. If a student continues not to complete and submit assignments, a parent conference should be held to discuss and identify if the problem is organizational or disciplinary. School and parents should work together to develop a plan to correct the problem. If after working together the student is unable or unwilling to complete and/or submit assignments, then the appropriateness of the current placement should be reviewed.

In either of the above cases, the inability to perform (after re-teaching) and/or inability or unwillingness to complete and submit assignments, the school should make a concerted effort to assist the student in making adequate progress. However, if the concerted effort does not bring the acceptable result, the continued placement at the Catholic school must be questioned.

St. Joseph honors the scholarship, service, leadership, and character development of students in grades 10-12 through induction and continued membership in the National Honor Society. Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, and character.

* Scholarship Pillar: At a minimum, students must have a cumulative GPA of ninety (90).

* Service Pillar: This involves voluntary contributions made by a student to the school or community, done without compensation.

* Leadership Pillar: Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

*Character Pillar: The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

MARRIAGE AND LIFE ISSUES

Marriage

St. Joseph Catholic School does not admit married students nor shall we allow students who marry to remain enrolled in the school.

Pregnancy

Our school teaches the truth which the Catholic Church proclaims regarding the sanctity of human life and the virtues of purity and chastity. Students, male and female, involved in a pregnancy shall be provided counseling and assistance to assist them in this situation.

Abortion

Any student at St. Joseph who undergoes an abortion or actively assists in the procurement of an abortion is subject to immediate expulsion.

Education in “Life Issues”

A major portion of the St. Joseph mission is to remain authentically Catholic in nature and academically correct in our instruction. To this end, the accurate and morally responsible teaching of human life and reproductive issues is an integral focus of our curriculum. We are sensitive to the fact that we supplement you in your role as the primary teacher in your family. Life issues are studied in each grade and are a part of curricula material in Science, Theology, Health, Psychology, and other Social Studies classes. While we always present and teach in age appropriate settings and often in gender segregated settings, we ask for your input with teachers in each classroom application.

SPIRITUAL LIFE

An integral part of the overall philosophy and focus of St. Joseph Catholic School includes fostering the spiritual dimension of the students and staff. The spiritual life of our students is developed through the religious education classes, school-wide liturgies, weekly Masses, retreats and special programs. Class retreats are scheduled annually and are mandatory. Should a student miss his/her class retreat, the principal and religion teacher will determine a remediation plan.

Of the many ways in which a person learns, perhaps the most meaningful, is learning through action. The Sacred Scriptures remind the faithful to serve one another. High school students must complete 25 service hours each year, and middle school students must complete 10 hours each year. Service commitments must be completed in order to receive credit in religion classes. These hours must be documented by a supervisor and approved by the religion teacher.

STUDENT CODE OF CONDUCT

It is expected that all St. Joseph Catholic School students will conduct themselves in a manner consistent with the accepted norms of Christian values. Respect and love of others should be a dominant theme guiding all student interactions. Students should address faculty and staff

politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Students are reminded that the same courtesy should be extended to fellow students. Students are to conduct themselves at all times as Christian men and women.

Each student will be judged on his/her own merit. Every effort will be made to treat each student as an individual. We seek to work and teach as Jesus did, with love, compassion and understanding. However, we strive to have each individual understand that there are consequences for one's actions.

In a school setting, good discipline creates and fosters favorable conditions necessary for learning and individual growth, within a safe, comfortable and secure environment. In the determination of honors bestowed upon students through the institution, an individual's conduct and disciplinary record shall always be of major consideration.

All students are EXPECTED to:

1. Represent St. Joseph Catholic School with PRIDE and DIGNITY on and off campus at all times.
2. Treat others as you would want to be treated.
3. Accept people for who and what they are, not what you want them to be.
4. Preserve the campus—keep it clean.
5. Be actively involved in their education by:
PUNCTUALITY—PREPAREDNESS—PARTICIPATION.
6. Follow the school's uniform policy.
7. Make choices for success.

YOU ARE RESPONSIBLE FOR YOUR ACTIONS

Each student is expected to behave appropriately at all times, to respect the rights of others and to adhere to all classroom and school rules and regulations. Since every teacher has authority in their classroom, students must comply with all class rules as set forth by the teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher believes that a student's discipline problems have become disruptive, the student will be sent to the Principal.

GENERAL REGULATIONS

1. All students are to conduct themselves as morally strong and spiritually driven Catholic-Christians. **Any habitual misconduct may result in dismissal.**
2. Students are to always have respectful manners especially during important times such as Mass, prayer services, prayer and the recitation of the Pledge of Allegiance.
3. Students are to be in uniform and present a well-groomed appearance at all times. Personal grooming and application of SJS students' make-up may only be done at home or in the school restrooms; it is prohibited in the classroom.

4. No glass containers are allowed on campus. Only clear, resealable drinking containers holding only water are allowed.
5. It is the responsibility of all members of the school community to develop a safe, community-oriented environment, therefore:
 - A. Inappropriate language that can be construed as abuse, harassment or a threat is prohibited.
 - B. Bullying or physical violence of any form will not be tolerated at any time on campus or at any school sponsored activity, at home or away.
 - C. Vandalism, theft or any activity that may cause harm or damage to others, the school, or property is strictly prohibited.
 - D. Weapons, or any instruments deemed in the sole judgment of the administration to be dangerous or threatening in nature, are prohibited. Any student in any school who possesses any controlled substance in violation of the Uniformed Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17 Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the Superintendent or Principal of the school in which the student is enrolled. The Superintendent of the school shall be authorized to modify the period of time for expulsion on a case-by-case basis. Such expulsion shall take effect immediately subject to the right of Christian due process, which includes the student's right to appeal to the Superintendent of Schools.
6. It is the responsibility of all members of the school community to exhibit an active concern and care for the cleanliness and attractiveness of the school campus; therefore:
 - A. Consumption of food and drink is confined to the cafeteria, unless otherwise authorized by school administration.
 - B. The chewing of gum is not allowed on campus during school hours.
 - C. All trash is to be disposed of properly.
 - D. Students are to keep their assigned lockers in good order.
7. During the school day, students may not possess or use cellular telephones or other electronic devices or accessories. OLOL students shall turn them into the office and retrieve them upon departure each day. SJS students may store them in their vehicle or assigned locker through the duration of the school day. If discovered, such items will be confiscated and turned in to the office. Prior to the start of the school day and after school, electronics may only be utilized in the front foyer or outside the school. Certain electronic devices may be utilized with the expressed permission of the teacher and under the teacher's direct supervision. All confiscated items must be retrieved by the student's parent/guardian, after the established holding period. The first offense carries a \$25 fine and the device may be retrieved at the end of the day that it was confiscated. The second offense carries a \$50 fine and the device may be retrieved at the end of the day that it was confiscated. A third offense will result in a \$100 fine and the device will be held for the remainder of the school year.
8. Any public display of affection is not allowed.
9. Students cannot have visitors on campus during the school day without the prior approval of the administration. Approved visitors must wear an office-issued visitor badge.
10. Any student in the company of a student violating a school regulation may be judged to be in violation as well and therefore, subject to the appropriate penalty.

11. It is strictly prohibited for any student to display inappropriate behavior or to conduct themselves or react in a disrespectful manner toward any member of the administration, faculty, staff or visitors.
12. Students and their family members are responsible for the good name of St. Joseph Catholic School. Anyone who brings discredit to himself/herself and/or SJCS through any unlawful or unethical activity, including social media use, in or outside school is subject to immediate disciplinary action including possible dismissal from school.
13. Students with deficiencies in the realm of academics and/or conduct shall be placed on a “No Go List” which limits privileges for fieldtrips, special events, and other school travel.
14. Certain student behavior may be considered counter to the teachings of the Catholic Church. The consequences for these behaviors are covered by the *Policies and Regulations: Catholic Diocese of Jackson*. A copy of this manual is available for review in the Principal’s Office.

ATTENDANCE

The cornerstone of any academic community is consistent daily attendance. Therefore, students are expected to be in school, on time, every day school is in session. All school days are clearly noted on the official school calendar.

Any student not in school 100% of the day, or leaving school prior to the close of the school day will not be allowed to participate in any extracurricular activities that day without administrative authorization. This includes but is not limited to competitions and practices, rehearsals, performances, and cheerleading.

Regular attendance and promptness aid a student’s academic achievement. Five or more unexcused absences in an academic year shall be reported to the Truancy Office. After the tenth unexcused absence, a second report to the Truancy Office is made. If seventeen years or older, a student is subject to be dropped from the school roll after twelve unexcused absences.

ABSENCES

When a student is absent, parents/guardians must call the school office as early as possible. Upon returning to school from an absence, students must present a parent/guardian note to the office prior to being admitted to class. A single absence due to illness extending beyond three days requires a physician’s excuse upon return to school. Cumulative absences totaling five due to illness necessitates that all future sick absences require a physician’s excuse upon return to school.

The excuse notes shall contain the following:

- Full name of the student
- Grade
- Date of absence
- Reason for absence
- Telephone Number
- Parent/Guardian signature

Excused status will be granted for the following reasons only:

- Illness / Injury
- Death in the family
- Court appearance

Pre-arranged college visitation for juniors
Pre-arranged college visitation for seniors (not during the 4th quarter)
Serious vehicle issue; 1st occurrence only

Unexcused absences include but are not limited to the following:

Oversleeping
Absences for employment
Babysitting
Absences for matters of convenience to the student or family
Vacations

Unexcused absences may result in the forfeiture of the opportunity to make up all missed work, e.g. class work, homework, tests, quizzes, etc., and forfeiture in participating in extra-curricular activities.

Ten unexcused absences may result in loss of credit for a semester course while fifteen may result in dismissal from school. Twenty unexcused absences may result in loss of credit for a full year course while thirty may result in dismissal from school.

The school, not the parent, determines whether or not the absence will be excused.

When applicable, students who are absent shall obtain assignments through the school's web-reporting system or via direct contact with their teachers through email.

If a student was notified prior to his/her absence of an impending test or assignment, it is the student's responsibility to have the completed work and/or be ready for the test upon return. Exceptions may be made with the approval of the teacher involved.

In cases of a planned absence, the parent or guardian must complete, submit, and gain administrative approval through a Request for Prior Approval of Absences Form that is available in the Administrative Office or on line. The submission of this school form does not guarantee excused status.

TARDINESS

Tardiness is defined as arrival to school or class after the appropriate start time. It is the responsibility of each student, with the support of parents/guardians, to be on time to school and to each class.

The SJS School Day is defined as:		The OLOL School Day is defined as:	
Locker Bell	7:45 A.M.	Prayer & First Class Bell	7:45 A.M.
Prayer & First Period Bell	7:50 A.M.	Other Classes Follow	
Classes Follow		Normal Dismissal	2:50 P.M.
SJS Day Continued:		OLOL Day Continued:	
Normal Dismissal	3:00 P.M.	Wednesday Dismissal	2:10 P.M.
Wednesday Dismissal	2:00 P.M.		

A student who is tardy must report directly to the office. All tardies will be considered unexcused unless excused by the principal or his designee. An unexcused tardy can result in that student receiving a zero for all the work missed during the tardy period including homework for

that class. Excessive tardiness prompts a Disciplinary Referral. Teachers will report all class tardies and report to the office by the end of the day.

Additionally, the following consequences will be administered per semester:

At SJS:

Tardy #1-----warning

Tardy #2-5-----detention during morning break

Tardy #6-----one-day in-school suspension and a Disciplinary Referral.

Due to staffing concerns associated with in-school suspension, there shall be a \$25 per day charge for each day of this type suspension.

At OLOL:

Tardies are handled by the individual teacher and administration.

VACATIONS

Vacations or family trips are not recognized as a valid excuse for absences. Please refrain from taking vacations during school time. Students are discouraged from taking extra time off before or after the scheduled school breaks. Absences for this reason will not be excused.

ILLNESS DURING THE DAY

If a student becomes ill during the school day, he/she should report to the office. **A Student will not be allowed to stay in the sick room more than 15 minutes without parent/guardian contact. After the allotted time period,** the office staff will contact the parent and arrange for the student to be released.

EARLY DISMISSAL

Students are expected to be present in school for the entire day. An early dismissal from school is considered an exception made for serious reason. Parents/Guardians must submit a written request if a student needs to leave before the scheduled dismissal. Due to safety and liability concerns, telephone requests for dismissal shall not be honored. The SJS parent &/or student or OLOL parents must present this written request to the office upon arrival at school in the morning. All students must be signed out by a parent/guardian in the office prior to leaving campus. Failure to do so will result in truancy.

Students must attend **100%** of the instructional day in order to participate in extra-curricular activities and considered present, **unless otherwise approved by administration.**

MEDICATION

All medication must be administered in the office, under supervision. Students who need prescribed medications must have a form on file that lists the name of the medication, the dosage, the side effects, the times to be taken, and the doctor's name and number. These medications will be kept in the office available to the student before and after school, at lunches and during class changes. Special cases will need special permission. No medication is ever given by school officials without parent consent and/or doctor-prescribed directions. A bottle of Tylenol/Advil, or other over-the-counter pain reliever, can be placed in the office for student use. The bottle should be labeled with the student's name and the parent must write a note allowing the student to take medication on an as-needed basis. No student is allowed to give another student his/her medication.

OUTSIDE FOOD AND DELIVERIES

Food from restaurants or other outside sources is not allowed to be brought into the school building. The administration may allow exceptions for special rewards, class projects, and certain celebrations.

Food may be eaten only in the cafetorium, the patio area, and rooms specially designated by the administration for special events. Student lockers are not appropriate for long-term food storage.

The office staff is pleased to assist in the reception and the notification of special needs from parent to student; however, the delivery of food, gifts, and flowers are reserved for special occasions as determined by the administration and, if approved, will be delivered at the end of the day.

TEXTBOOKS

Some of our textbooks are funded by the State of Mississippi; others are property of the school. Those owned by the school and state are rented to the students. At the end of the school year, the books are to be returned to the teacher who issued them. Allowing for reasonable use, no fines will be assessed. However, if a book has been damaged or lost, a fine will be charged accordingly. Rental textbooks may be used in advanced math classes, when available. This rental fee in the amount of \$30 is due by the 15th of September.

THREATS

Diocesan Regulation 5608

Upon notification of a credible threat of violence to a student, parent or employee by anyone connected to the school/center or others who are not part of the school/center community, the administrator shall immediately investigate the alleged threat. The investigation shall involve the person alleging the threat, the alleged perpetrator of the threat, parents, legal guardians or custodians (if the alleged perpetrator is a student), and any other witnesses to the threatening

action. If the alleged threat is made against the principal, the superintendent shall conduct the investigation. Upon the determination that there is a reasonable basis to believe that the threat did actually occur, the following actions shall take place:

1. If the person making the threat is a student in the school, the student is to be suspended, according to the policies of the school and Diocese, until there is reasonable basis to believe that there is no danger to anyone's safety. If such threats occur a second time, the student shall be expelled according to the policies of the school and Diocese.
2. If the person making the threat is an adult, this person is to be informed of the legal consequences of his/her actions and appropriate local law enforcement officials shall be informed. The administrator and superintendent are authorized to take other action as appropriate under the circumstances and as permitted by law.

Per Mississippi Code, any student who possesses any controlled substance, knife, handgun, other firearm, or any instrument considered to be dangerous and capable of causing bodily harm, or commits a violent act on educational property shall be subject to automatic expulsion.

DISCIPLINARY ACTION

Attending a Catholic school is a privilege afforded by the Catholic Church. If a student is unwilling to abide by school rules and their conduct is a detriment to the learning process, the parents/guardians will be contacted to arrange a conference. If marked improvement is not seen after the conference, parents/guardians may be required to transfer the student to another school. Uncooperative parent conduct may also result in a student being asked to leave St. Joseph Catholic School. This is in accordance with Diocesan policy. If at any point a parent/guardian disrespectful or hostile towards a staff member, student or another parent, such parent will be removed from the premises and may be unable to attend future events and/or their student not be allowed to return to SJCS.

In cases of students' misconduct, every administrator, faculty and staff member employed for an educational purpose has the right and responsibility to deal with the situation as it presents itself, in an expedient professional manner. In most instances a quick reminder will suffice. In certain instances immediate parent/guardian notification may be warranted. The administration reserves the right to contact the proper authorities as deemed appropriate. By law there are certain circumstances, which must be reported to the authorities. The administration also reserves the right to apply any or a combination of the following actions or any other disciplinary actions deemed appropriate. **All disciplinary policies apply to students riding on SJCS buses.**

At OLOL:

- A. Recess denied by teacher or administrator
- B. In-school suspension (no fee)
- C. Out of school suspensions
- D. Expulsion, in extreme cases

At SJS:

- A. Disciplinary Referral

A referral to the Principal is issued to the student who is a continuous disturbance, whereby his/her conduct is detrimental to the teaching/learning process and is infringing on the right of the other students to learn. It may also be issued for disrespect, damage to school property, violence, or any act deemed severe enough by the issuing faculty member.

B. Merits / Demerits

For exhibited student behavior above the expected, students may receive a Merit Slip from school personnel. Merit Slips may be utilized to counteract demerits or lead to additional benefits at school.

School personnel may give demerits when student behavior is less than exemplary, but not serious enough on face value to prompt a major Disciplinary Referral. A sixth demerit, regardless of issuing teacher, reason, or time period shall prompt an immediate Disciplinary Referral issued by the principal.

C. Assigned Detentions

For violations against either the spirit or the letter of school rules, students will receive a Detention Notification. The Principal or his/her designee will supervise all detentions. Detentions will be served on the following days and times.

1. After school detentions-- 3:05-3:35
2. Morning detentions-----7:10-7:40
3. In-school detentions-----During student break
4. Saturday detentions-----8:30-11:30

A teacher must give at least one day's notice of any assigned detention.

Detentions have priority over all extracurricular activities and job obligations. Failure to report to and serve a detention will result in the any of following disciplinary actions:

1. 1st missed detention---**Double Detention; original plus one**
2. 2nd missed detention---**In-School Suspension, with \$25 fee**
3. 3rd missed detention--- **Out-of-School Suspension, or Saturday Work Detention if deemed fit by administration**

It is the student's responsibility to report to all assigned detentions **on time**. Request for rescheduling a detention must be received in written form from a parent/guardian, prior to the date and time of the assigned detention **and approved by the administration.**

D. Suspensions

Suspension as a disciplinary measure is used in situations where a student, by his/her attitude, speech, gesture, or behavior has indicated that he/she is not at present committed to the philosophy and goals of SJCS, thereby indicating the student's inability or unwillingness to responsibly and fully participate in the St. Joseph Community. Suspension removes the student from the community for a period of time to reflect the student's action.

A suspended student is not allowed to attend classes or any school related activities. The student must make up the assignments missed during the suspension time. The student will receive a percentage of credit as determined by the principal. If the work

is not completed the student receives an “Incomplete” for all work. When placed on suspension a student is prohibited from taking part in any school-sponsored activities and/or functions on or off campus.

FOR OLOL & SJS:

Offenses that may result in suspension **include but are not limited to:**

1. Fighting on campus: All parties are subject to suspension.
2. Leaving campus without permission.
3. Skipping school or class.
4. Profanity.
5. Stealing.
6. Cheating.
7. Vandalism.
8. Forgery.
9. Bullying/Hazing.
10. Defiance.
11. Sexual Harassment.
12. Involvement with drugs and/or alcohol on school grounds or school sponsored functions.

E. Loss of Privileges

The administration of St. Joseph Catholic School reserves the right to revoke privileges including, but not limited to attending class, senior privileges, parking privileges, school dances, co-curricular and extra-curricular activities, participation in athletic practices and competitions, graduation ceremonies, etc.

F. Expulsion

Expulsion is the final disciplinary step a school may take. Expulsion, the removal of a student from the rolls of SJCS, is a serious matter. This method is used when no other methods have been effective or when the matter is of a serious conflict with the philosophy of the school.

Reasons for student expulsion **include but are not limited to** the following reasons:

1. Open and persistent defiance of school rules
2. Willful damage to school/personal property
3. Stealing and/or possession of another student’s school articles and/or books
4. Failure to maintain minimum academic achievement
5. Words and/or actions motivated by racism or bigotry
6. Possession and/or creation of pornographic pictures, objects and/or books
7. Use, possession, and/or distribution of alcoholic beverages
8. Threat of physical harm, abuse and/or assault toward any individual
9. Use, possession, and/or distribution/sale of illegal drugs and/or drug paraphernalia and mood/mind altering substance and or any performance enhancers
10. Disorderly, lewd, obscene, immoral, and/or offensive conduct
11. Felony and/or misdemeanor offense

HARASSMENT

SJCS maintains a strict policy prohibiting all forms of harassment, including sexual. Harassment in any form, including verbal, physical, or visual toward any individual, student, faculty, or staff member is prohibited. Harassment on-line or in jest constitutes a violation of school policy. No student shall knowingly or intentionally by speech, gesture, or in writing address another person in such a way that could be interpreted as demeaning, derogatory, harmful, or hateful based upon the person's gender, race, ethnic background, religious orientation, or other personal characteristics.

AREAS OF SPECIAL CONCERNS

HONESTY IN STUDIES

SJCS students are presumed to be honorable. It is expected that they reflect Christian ideals, attitudes, and values in their lives. They are expected to:

- *Be persons of integrity and stand for that, which is right,
- *Tell the truth and ensure that the full truth is known,
- *Embrace fairness in all their actions,
- *Ensure that all work submitted is their own,
- *Respect the property of others, and
- *Ensure that others are able to benefit from the use of their own property.

In order to live out the virtue of honor we must treat all persons with great value and respect. Honor helps build a healthy strong community.

SJCS is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which students go through to learn is an honest process that reflects their abilities as based on their own efforts. Progress that is founded on unsound learning, as is the case with cheating, is not genuine progress. Cheating prepares a student for failure, not for success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school.

Actions that are considered cheating include but are not limited to the following:

1. Plagiarism—copying the work or the borrowing ideas of another without giving due credit.
2. The use of computer software or the Internet to generate materials presented as original work.
3. Unacceptable testing behavior such as copying another's work, looking at another's paper, use of unauthorized notes or other materials, sharing information with another student, exchange of verbal or nonverbal signals, using electronic devices to transfer information to others or storing information on electronic devices to use on test.
4. Copying homework or allowing homework to be copied.

When a teacher determines to his/her satisfaction that an act of academic dishonesty has taken place, the following steps shall be taken:

1. Call to parents
2. Issue a disciplinary referral, that cannot be retracted for any exemption qualification
3. Amend that one grade to the lowest allowable mark, which cannot be made up or retested
4. Multiple offenses shall be cumulative and shall result in suspension and/or expulsion

All teacher conferences must be requested ahead of time and scheduled during the teacher's non-instructional time.

Administrative conferences are requested to be scheduled ahead of time, but drop-ins will be honored, if possible.

The proper chain of command is to be used at all times. Student/parent to teacher or coach to AD(for athletics) to administrator to Pastor

COMPUTER POLICY

To foster a climate where technology enhances the classroom environment, certain guidelines must be established to protect the school, students, and infrastructure. The following guidelines have been established to ensure SJCS receives the greatest benefit from the considerable investment in technology.

1. Absolutely no program will be installed on any student or teacher computer without the approval of the Technology Coordinator.
2. The computer systems at SJCS are not intended for the entertainment of the user. No games of any type may be played on any system.
3. Any system that does not have properly operating virus protection will be removed from the network.
4. All use of the Internet must be in support of education and research and be consistent with the purposes, policies, and mission of SJCS. Only internet sites that relate directly to the research of assignments, preparation, or other activities considered reasonable for the education mission will be visited. This policy will be strictly interpreted. The following guidelines will be observed.
 - a. Use of the network to access obscene or pornographic material is prohibited.
 - b. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
 - c. Any use of the network to facilitate illegal activity is prohibited.
 - d. Any use of the network for commercial or for-profit purposes is prohibited.
 - e. Non-school related communication is prohibited.
 - f. Any use of the network for product advertisement or political activity is prohibited.
 - g. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
5. Only authorized components may be connected to school computers.

6. Computer use is a privilege. Violations of these policies may result in suspension of privileges, termination of computer use privileges, or legal action.
7. Users shall not intentionally seek information on, obtain copies of or modify files, other data, or passwords belonging to other users or misrepresent themselves of other users on the network.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
10. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited.
11. Subscriptions to list servers must be pre-approved by the Technology Coordinator.
12. Users may not create, remove, modify or attempt to modify any programs on a computer network or stand alone machine.
13. Please take care of equipment. Users will be charged for equipment that has been damaged due to abuse. Users who abuse or willfully misuse hardware or software may face disciplinary action. If you encounter any damaged equipment, please report it to a faculty member immediately.
14. All users will be held to the strictest ethics guidelines.

CONDUCT ON CAMPUS

ENTRY & EXIT OF BUILDINGS

All students must enter and exit to and from the building using only authorized doors.

ASSEMBLIES AND SCHOOL FUNCTIONS

Students are expected to attend all assemblies. If, for some very good reason, a student wishes not to attend such gatherings, he should report to the principal prior to the assembly to request.

CLASSROOM DISTRACTIONS

Any object in the possession of a student or worn by a student which is deemed a “classroom distraction” by the teacher shall be removed immediately upon the request of the teacher.

CAMPUS BOUNDARIES

SJCS maintains a closed campus. The school campus includes all athletic fields, practice fields, school building and adjacent grounds. Students are not allowed to leave the campus once they

have arrived at school. During class hours, no student is permitted to be in the parking lot, on the athletic complex or in the cafeteria. No student is to be in the gym, the weight room, a classroom or the library without teacher supervision.

All visitors must check in at the office immediately upon arrival and wear a visitor's badge for the duration of his or her SJCS stay.

DANCES

School dances, whether held on the premises or away from school, are school functions and as such will be governed by school regulations. Each St. Joseph student is entitled to bring a date to school dances. The St. Joseph student is responsible for the behavior of any guest. All guests are to adhere to school policies. Any student may be required to submit to an alcohol test. Inappropriate dancing is not allowed. Once a student enters the dance, he/she must remain for the entire dance

FIELD TRIPS

Parent permission is required for all off campus field trips taken by student groups. Students are expected to adhere to all school rules while on field trips.

LIBRARY

The St. Joseph Media Center is designated as a place for research, to sign out books, and to use materials to prepare for a class. It is meant to be a place for quiet work and research. The SJS library will be available during student break periods and student lunch periods as a place of study.

No student should be sent to the library from a class without a pass from a teacher that clearly states why the student needs to be in the library at that time. On certain occasions the library will be closed if a class or activity requests the use of the library in advance.

Students may check out books and materials for a specified period of time. If these are not returned on time, fines will be assigned. Outstanding fines can result in the loss of library privileges, detention, and loss of student privileges.

Criticisms of books or other materials deemed objectionable should be brought to the attention of the principal in writing. The principal **may** bring the objection before a committee of three staff members who shall review the materials in question and speak directly with the individual bringing forth the concern. The committee shall then offer the principal a recommendation for final disposition of the concern. The principal shall notify all parties involved in the decision regarding the decision and appeal process.

LOCKERS AND BACK PACKS

For the security of one's possessions and for good order, **it is highly recommended** that SJS lockers should be locked and combinations kept as a private matter. Students are assigned lockers and are only permitted to use their own lockers. Students are not permitted to share lockers with other students. OLOL lockers should always remain unlocked.

The care of the locker, inside and outside, is the student's responsibility. Locker decorations are allowed for special occasions. Poor housekeeping will result in detention. Prior to Christmas, Easter and the end of the school year, lockers are to be cleaned thoroughly.

Since lockers are the property of the school, the school administration can have a locker check or repair occupied lockers at any time.

A **minimum** \$25 locker damage fee will be collected from students whose lockers are damaged.

All personal items including backpacks, purses, vehicles, etc. on school property also are subject to search.

Backpacks or any belongings left in hallways will be confiscated. They are in violation of the fire code that requires hallways to be free of all materials that would interfere in case of evacuation. Any and all purses must be of a size that fully fits within the constraint dimensions of student desk under seat wire bin.

SJS students may go to their lockers before and after each class, not during. At all other times students must have a pass from a school personnel to go to a locker. OLOL students may go to their lockers as deemed necessary by their teacher.

LOST AND FOUND

OLOL & SJS maintain a lost and found area in offices. We will keep the lost object found for 30 days after which time, if not claimed, it will be donated to charity **or disposed of**.

COMMUNICATIONS

Only parents may telephone the school in order to leave messages for students. Except for extremely urgent cases, no student is called from a class. Communication between students, parents, and school staff shall be through official school devices only.

MOTOR VEHICLES/PARKING LOT

A motor vehicle must be licensed and insured; the operator is to be licensed, insured and is required to operate the vehicle in accordance with state law. Students shall purchase a St. Joseph Parking Permit annually and park only in the section specifically allotted to them. Speeders **and reckless drivers** on campus or violators of motor vehicle regulations forfeit their right to operate a vehicle on campus.

Students should not leave valuables visible in their vehicles. The school is not responsible for loss or damage to vehicles or their contents.

The published traffic pattern for the streets and areas around the school is to be followed at all times for the safety of all.

No loud or offensive music should be played from vehicles or other sources anywhere on campus when not related to an approved school event.

Upon parking their cars in the morning, students are to **promptly** leave the vehicles and not return to them until dismissal, **unless authorized**.

SCHOOL PROPERTY

Each student is responsible for keeping the campus and school building neat and orderly. Students are financially responsible for any damages they do to school property. Students are not to be in the school building or on campus without the supervision of a faculty or staff member.

WEAPONS

Absolutely no weapons or objects portrayed as a weapons are allowed on the SJCS campus.

CONDUCT OFF CAMPUS

Students must conduct themselves off campus in a manner consistent with their status as a member of SJCS community and with the philosophy, policies, goals, and commitments of SJCS as established in this handbook. Any off-campus behavior, which subjects the school to negative publicity or perception by the public, is considered a serious infraction and will be disciplined on an individual basis as determined by the administration.

COLLEGE VISITS

Juniors and seniors are allowed two days for visits to college or university campuses, provided that the necessary forms are completed. Request forms are available from the Guidance Office. Students must return written verification from the college visited in order for the day(s) not to be counted as an absence and must make up any work missed.

Pre-approval for the visit must be requested at least one week in advance for the days missed to be considered “excused”.

For seniors these visits must take place before the beginning of the fourth quarter.

Visits for juniors are limited to two during the second semester. Junior visits are for those students who currently have a 3.0 G.P.A, no disciplinary referrals, and fewer than five absences for the semester.

ALCOHOL, TOBACCO AND DRUG POLICY

The use and abuse of alcohol, tobacco products, e-cigarettes, Juuling devices and other drugs is a serious concern among adolescents. SJCS maintains and enforces policies and consequences in this regard.

- Through their Religion, Science, and Health classes as well as special programs, students are educated in these critical areas.
- St. Joseph conducts random and mandatory drug and alcohol screenings.

- Drug dogs conduct random searches of the classrooms, including student belongings, lockers, parking lots and cars.
- Random alcohol Breathalyzer tests are administered at all school-sponsored/endorsed dances.
- Use or possession of e-cigarettes or Juuling paraphernalia is strictly prohibited and punishable according to Diocesan policy. This is an offense punishable by possible expulsion.

SJCS enforces the following Diocesan Policy 5607:

The purposes of the Diocesan policy on substance abuse are:

- To provide the highest quality education by ensuring that no students are users of illegal drugs or are under the influence of drugs, chemicals or alcohol;
- To maintain a safe, healthy learning environment for all students;
- To reduce absenteeism and tardiness;
- To prevent injury to participants of school extracurricular activities;
- To prevent injury to those who drive vehicles on campus;
- To prevent injury to those who participate in work/study programs.

The use, possession, transportation, sale of illegal or non-prescribed drugs, chemicals, and/or alcohol, or the transfer of prescribed drugs is prohibited on school/parish property or at school-sponsored functions. It is also a violation to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol.

This policy applies to all students on school property, all students in school vehicles, and all students off school property attending a school function.

If a school reasonably suspects that a student is under the influence of drugs, chemicals, or alcohol either on the premises or at school-sponsored functions, it may require students to submit to a drug, chemical and/or alcohol test (see 5607R(b)). Regulations 5607R (a) through (e) apply to any drug, chemical and/or alcohol testing required by the school.

Random drug/ chemical testing the regulations contained within 5607R (d) will apply to all random testing.

The school shall require follow-up testing: 1) if at any time during his/her enrollment a student's drug test indicates any use of illegal drugs or alcohol or 2) if a student admits to the use of drugs or alcohol. For procedures regarding follow-up testing see 5607R(c).

Possession of any controlled substance on school property subjects a student to automatic expulsion as stated in Mississippi Statute §37-11-18.

Any student involved in the use and/or abuse of drugs, chemicals and /or alcohol must receive counseling and continued assessment from a licensed drug/alcohol counselor PRIOR to and after readmission to the school. The student will be placed on probation and required to sign a contract approved by the Superintendent of Schools.

All elementary and secondary schools in the Diocese shall provide programs for prevention of substance abuse in their curriculum.

5607R (a) Guidelines

The following are the Diocesan regulations concerning substance abuse:

- (1) The sale, possession, transfer, use, or purchase of illegal drugs, controlled substances, or non-prescribed drugs will be reported to appropriate law enforcement officials.
- (2) No prescription drug will be brought on school premises by any person other than the student or the parent/guardian of the student for whom the drug is prescribed. Prescription drugs may be used in the manner, combination, and quantity prescribed only with the administrator's knowledge and the required form.
- (3) Non-school related use, possession, transportation, or sale of illegal or non-prescribed drugs, chemicals, and/or alcohol resulting in investigation, arrest and/or conviction, excessive absenteeism, tardiness, inferior performance, an accident, or a failure to meet school expectations is a violation of this policy.
- (4) Any student who refuses to take or cooperate with the procedures for the administration of a drug, chemical and/or alcohol test within one hour of leaving the school with his/her parents will be subject to discipline, including immediate expulsion.
- (5) Any student who refuses to comply with testing, who tampers with a drug, chemical and/or alcohol test or who in any way fails to cooperate with an investigation into possible violations of the Diocesan Substance Abuse Policy will be subject to immediate removal from school premises.
- (6) If a student's mental or physical abilities are impaired in such manner that the school determines the student is unable to function in a safe or responsible manner, the student must have a parent or guardian pick him/her up and transport the student from the premises to the testing facility. If no relative is available within a designated time period school officials will make appropriate provisions for testing. If the student is hostile and/or leaves the premises against the better judgment of school personnel, appropriate law enforcement officials will be notified.
- (7) The school reserves the right to conduct personal searches of a student's locker, vehicle and effects located on school property or when attending a school-sponsored event when it reasonably believes its substance abuse policy has been violated. Entry upon the school's premises by students will be deemed to constitute consent by students to personal searches. A copy of these regulations, and the Mississippi Drug and Alcohol Testing law can be obtained from the Superintendent's office.

Any violation of the aforementioned regulations will subject a student to discipline, up to and including immediate expulsion.

5607R (b) Reasonable Suspicion Testing

Reasonable suspicion is defined under this policy as the belief by the school that a student is using or has used drugs, chemicals, and/or alcohol in violation of Diocesan policy. Reasonable suspicion testing may be based upon:

- (i) Observable phenomena, such as direct observation of drug, chemical, and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of any of the above;
- (ii) Abnormal conduct or erratic behavior while at school, absenteeism, tardiness, or deterioration in school performance;
- (iii) A report of drug, chemical, and/or alcohol use provided by reliable and credible sources and which has been independently corroborated;
- (iv) Evidence that an individual has tampered with a drug, chemical and/or alcohol test during his/her school enrollment with the school;
- (v) An accident or injury at school or while attending or participating in a school related function, or information that a student has caused or contributed to an accident while at school or while attending or participating in a school related function, regardless of the extent of personal injury or property damage; and
- (vi) Evidence that a student is involved in the use, possession, sale, solicitation, or transfer of drugs, chemicals, and/or alcohol while on school premises or while operating its vehicles, machinery, or equipment, or while participating in a work-study program.

If there is reasonable suspicion that a student is using or has used drugs or chemicals or consumed alcohol in violation of Diocesan policy, that student will be required to submit to a drug, chemical and/or alcohol test.

In the majority of situations, the Superintendent of Schools must approve, in advance, all reasonable suspicion drug testing. In instances when the Superintendent cannot be reached, the Principal and/or the Pastor have the authority to initiate testing. In the case of reasonable suspicion of alcohol use, the Principal has the authority to initiate breath analysis or saliva testing.

Any student whose test results indicate any use of drugs or alcohol or whose test results are confirmed positive for drugs, chemicals, and/or alcohol will be subject to disciplinary consequences, up to and including expulsion.

5607R(c) Follow-up Testing

If during the course of his/her enrollment a student's test indicates any use of illegal drugs or alcohol or if the student enters a drug, chemical and or alcohol rehabilitation program, the student will be subject to periodic testing at the parent's expense as a condition of continued enrollment in a Catholic school. Refusal to submit to follow-up testing will result in expulsion.

All follow-up testing procedures adopted by the school must meet the prior approval of the Superintendent of Schools.

5607R (d) Random Testing

The Educational Institutions of the Diocese of Jackson adopt and incorporate the procedures and guidelines set forth in the Mississippi Drug and Alcohol Testing Law. Miss. Code Ann. §§ 71-7-1 et seq. All students who participate in any extracurricular activities, any work/study programs, or who have the privilege of driving a vehicle on campus or to school functions will be subject to random testing. Further,

the school may reserve the right to conduct pre-enrollment testing of prospective students. These procedures will be enforced uniformly with respect to all students.

The Superintendent of Schools will confirm the random selection process used by each school. A list of all eligible students shall be submitted by the Principal to the Office of Catholic Schools each year.

5607R (e) Implementation of Testing Program

- (1) All information, interviews, reports, statements, memoranda, and test results, written or otherwise, received by the school through its drug and alcohol testing program are confidential communications, and will not be released except under circumstances allowed pursuant to the aforementioned drug and alcohol testing law.
- (2) Before testing, a student will be allowed to provide notice to the school of any current or recent use of prescription or nonprescription drugs.
- (3) The following include some of the types of drugs or chemicals for which the school might test: Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine, Opiates, Phencyclidine (PCP), Methadone, Methaqualone, Propoxyphene, Benzodiazepines and other drugs/chemicals that the student is suspected of using.
- (4) All initial positive drug test results will be confirmed by a gas chromatography/mass spectrometry test of the same sample originally tested. All initial alcohol tests will use breath analysis or saliva testing. Confirmatory alcohol testing will be completed by blood sample analysis.
- (5) Any student who receives a positive confirmed drug chemical and/or alcohol test result may contest the accuracy of the result or explain the results within ten days of the date of such result by filing a written statement with the Superintendent of Schools. A student, at his or her own cost, also may request that the specimen be retested at a certified laboratory.
- (6) Any student who receives a positive confirmed test result and who fails to present a satisfactory explanation for the result, or who fails to present a contrary result from a certified laboratory of the student's own choosing, will be subject to discipline, up to and including expulsion.

DRESS CODE

St. Joseph Catholic School strives to maintain a uniform appearance that shows pride in our school and in our students. To achieve this, only uniforms for St. Joseph Catholic School purchased through School Time Uniforms (Schiro's Co.: www.schiros.com) or distributed through the school will be allowed.

Please utilize this handbook passage and stated notice during parent meetings that all have been advised regarding the school's uniform policy. No additional warnings will be given. Any uniform offense will result in disciplinary action. This action will include but not be limited to the following: a conference will be set up at the time of the offense between the discipline administrator, a parent or guardian and the student. The student will not be allowed to attend class until the parent/guardian comes to school with the appropriate attire and attends this conference. If the parent/guardian does not show, the student will not be admitted to class.

Items worn or displayed that are not a part of the official uniform shall be collected by the staff and may be held until the last day of the semester.

Offenses beyond this point will be handled by the discipline administrator and noted during the parent/guardian conference.

The Principal (or his/her designee) ultimately determines the appropriateness of dress, hairstyles, and accessories.

- All clothing must be appropriately sized; no over-sized or under-sized clothing
- All clothing must be properly worn, **as intended to be worn** (for example---shirts tucked in, collars buttoned down, cuffs buttoned, shoes tied and belts worn)
- Hair is to be kept neat, clean, and combed. No extreme hairstyles, bleaching or colors are allowed. **This includes but is not limited to: mohawks, “faux hawks”, words or designs cut in hair, items braided in hair, tails, etc.** Teased-style hair is not to exceed three inches in height. The length of a boy’s hair shall not extend past his collar or into one’s eyes. Girls’ hair should be pulled back and kept out of their eyes.
- Boys must be clean-shaven. Boys shall have a doctor’s note approved by the discipline administrator for an approved period of time if there is a medical reason for not being clean-shaven. **Exception: During SJS “No Shave” month following the guidelines**
- No head coverings are allowed in the building and no scarfs shall be worn.
- No sweatbands, sunglasses or chains are permitted
- Unauthorized body painting is prohibited during the academic day or as an expression of spirit.
- The only pierced body parts that are to be accessorized are girls’ ears. No gauging will be allowed. OLOL girls will have no dangling earrings and SJS earrings shall not exceed one inch by one inch.
- Fingernails **should be kept at a manageable length** with OLOL students not having extensions or polish
- OLOL students cannot wear make-up, perfume, cologne or High-top tennis shoes
- Footwear should be close-toed **and closed-heeled** with no bright or neon colors **and fastened at all times.**

OLOL STUDENTS

The following uniform dates will be used unless a change is authorized by administration.

Spring/Summer Uniforms are worn from the first day of school until November 1st and then beginning the first Monday after Spring Break until the last day of school.

Fall/Winter Uniforms are worn from November 1 until the first Monday after Spring Break.

Fall/Winter Uniforms:

Boys: Khaki pants **with belt**, official school shirt (long or short sleeved), and official school sweatshirt or sweater.

Girls: Khaki pants, official school shirt (long or short sleeved), official school sweatshirt or sweater; or official school plaid jumper or skirt and white blouse.

On very cold weather days, girls are permitted to wear full-length leggings or tights in the following colors: black, white, grey, or navy blue.

Spring/Summer Uniforms:

Boys: Khaki pants or shorts **with belt**, official school shirt (long or short sleeved)

Girls: Khaki pants, shorts, or skorts, official school shirt (long or short sleeved); or official school plaid jumper or skirt and white blouse.

Boys and girls must wear socks and tennis shoes. Please see above restricts regarding tennis shoes and socks. Only white, non-printed under shirts are to be worn under uniform shirts.

Mass Day Uniforms:

Boys: Khaki pants **with belt**, official school white button down shirt, tie, white socks and tennis shoes.

Girls: Official school plaid jumper, official white blouse, **tucked in (Grades K5-3rd)** or Official school plaid skirt, official school white blouse, cross tie **(Grades 3rd-6th)**. White socks and tennis shoes.

SJS GIRLS UNIFORM

The Mass uniform for all female students consists of the pleated skirt, white top **tucked in** (long sleeve, short sleeve, or $\frac{3}{4}$ sleeve button up with logo), crosstie and socks. For a regular school day, the crosstie is not a necessary part of the uniform.

The girls' St. Joseph labeled uniform skirt or skort shall be a finished length that coincides with, or is less than, two inches above the top of one's knee.

The green knit shirt may be worn with all approved St. Joseph labeled uniform skirts, pants and skorts except when the Mass uniform is required. The St. Joseph labeled girls' pants and skorts may be worn with the white monogrammed shirts or official green monogrammed knit shirt.

Any under-shirt worn must be white and no imprint may be visible. No long sleeved shirts may be worn under short-sleeved shirts. No under-shirts may be longer than the outer shirt hem or sleeve.

Tights and full-length leggings are allowed.

SJS BOYS UNIFORM

For Mass, all boys must wear St. Joseph labeled khaki pants with belt, the approved white monogrammed short or long sleeved shirt and the approved tie.

Boys will have three tops and two bottoms as choices: a white monogrammed short or long sleeved dress shirt and an official knit shirt worn with St. Joseph labeled khaki pants or shorts. ALL shirttails MUST be tucked in at all times and a belt must be worn and visible.

Any undershirt worn must be white and no imprint may be visible. No long sleeved shirts may be worn under short-sleeved shirts; knit or dress shirt. No undershirt may be visible beyond the uniform shirt sleeve.

Boy's St. Joseph labeled shorts are allowed at any time during the school term; however, shorts are never a part of the dress Mass uniform.

The boys' St. Joseph labeled uniform short shall be a finished length that coincides with, or is less than, two inches above the top of one's knee.

DRESS ATTIRE FOR A TEAM OR SPECIAL EVENT

The Principal and the team's head coach will determine special attire for days of athletic events. The pants will be the prescribed uniform bottoms.

SHOES

If a medical condition requires an open shoe, the student must bring a doctor's note stating the medical condition and the length of time the student is to be without a prescribed shoe.

SOCKS

Socks must be worn. If exposed, they may be white, black, grey or navy blue and no higher than the ankle

JACKETS

Uniform fleece jackets, anoraks, St. Joseph School letterman jackets, or in some cases the official school sweatshirt are the ONLY outer garments allowed to be worn into the building during the school day, on St. Joseph school buses, or at sanctioned school functions. Blankets and the like should not be "worn" in the building

Seniors may wear college sweatshirts only on days prescribed by the Principal. College Sweatshirts are never allowed as a part of the Mass dress uniform.

OTHER TRAPPINGS

Only medallions, buttons, pins, and other forms of symbolic speech distributed as a part of the school's religious, academic, leadership, service, or athletic program may be worn by students at school or school-related functions.

UNIFORM VIOLATIONS

Any uniform infraction requires an immediate fix. If not possible, then student will be sent to the office. Habitual uniform violations may result in a penalty of a one-day, in-school suspension, which carries a cost of \$25. Subsequent violations shall mandate accelerated disciplinary actions, including being sent home to correct the concern, detention, and suspension from school.

GENERAL

CLASSROOM RULES

ST. JOSEPH CATHOLIC SCHOOL

- 1- Respect ALL as Jesus would.
- 2- Be in your seat and ready to fully participate when the class bell rings.
- 3- Pay attention and follow instructions at all times.
- 4- Raise hand and be recognized before talking.
- 5- Use technology appropriately.
- 6- Be responsible for yourself, maintain a positive attitude, follow all school rules, and always do what is right.

PARENT AND STUDENT ACKNOWLEDGEMENT STATEMENT

In developing the rules and policies for St. Joseph Catholic School, the administration has attempted to be as explicit as possible, but we are aware that during the school year new and unusual situations may arise. The principal has the authority to use his discretion in unforeseen circumstances.

The regulations and other provisions outlined in this handbook are a material condition of the contractual agreement between SJCS and each family and student enrolled in the school. The administration has anticipated as many situations as possible, but as new and unusual ones arise, the principal has the authority to use his discretion in whatever circumstances the handbook rules do not precisely apply. If a policy is revised, parents will be sent prompt notification.

AGREEMENT TO PARTICIPATE STATEMENT

I understand that it is Diocesan and School policy to prohibit the use, possession, transportation, or sale of illegal or non-prescribed drugs, chemicals, and alcoholic beverages on its premises or at school-sponsored functions. I also understand that it is a violation of Diocesan Policy to be under the influence of illegal or non-prescribed drugs, chemicals, and/or alcohol.

My signature below constitutes my consent to provide a sample of my blood, breath, urine, or other related sample for alcohol and drug testing analysis.

I understand that failure to cooperate with any testing procedure may result in discipline up to and including immediate expulsion.

I confirm that I have reviewed, or have been given the opportunity to review the Drug and Alcohol Procedures.

PARENT/GUARDIAN AUTHORIZATION FOR RELEASE OF STUDENT EDUCATION INFORMATION, CONSENT, WAIVER OF RIGHTS, AND RELEASE OF LIABILITY

In consideration of providing an exception to its no disclosure policy, the parents/guardians of said student of Greenville St. Joseph Catholic School hereby authorize St. Joseph Catholic School and the Catholic Diocese of Jackson (collectively "Church") to respond to all inquiries relating to requests by schools, school officials, counselors, physicians, psychiatrists, psychologists or other medical providers concerning grades or other educational and behavioral information.

We agree not to assert any claims or causes of action of any kind against the Church, its agents, its employees, or any individual contacted by the Church, arising out of the response of the Church to a company's investigation. We further release and forever discharge the Church,

its agents, its employees, and any individual contacted by the Church, from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever arising from the Church's response to another school's inquiries into my child's education and behavioral information. In consideration of providing a response, we agree to indemnify and defend the Church from any claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever arising out of the communication of any information relating to my child's education and behavior.

We have read this Agreement and I understand all of its terms. We enter into and sign this agreement knowingly and voluntarily with full knowledge of what it means. WE HAVE BEEN ADVISED OF OUR RIGHT TO CONSULT AN ATTORNEY OR OTHER ADVISOR BEFORE ENTERING INTO THIS AGREEMENT AND WE DO SO KNOWINGLY, VOLUNTARILY, AND WITH SUCH CONSULTATION AS WE DEEM APPROPRIATE.

PHOTO-VIDEO RELEASE STATEMENT

I hereby give permission for visual images to be taken of my child in conjunction with at normal school routines and activities. I realize that the photo may be published in a newspaper, a magazine, the school website, or other publications. Any images may be used for informational or educational purposes regarding the programs or curriculum at St. Joseph Catholic School.

ATHLETIC PARTICIPATION AGREEMENT

The St. Joseph Catholic School athletic program is a dynamic and integral part of the educational experience. Dignity and respect for each individual are basic Gospel values taught in the SJCS curriculum. Athletics are an important way of teaching young men and women to cope with life in competitive circumstances and also reflect Gospel values. Participating students, parents, and other adults, in our athletic settings are expected to model mature and responsible Christian behavior. Our Catholic model of play focuses on preparing well, playing hard, while always caring for our school and teammates. We are called to play within the rules and participate so as to never humiliate others.

We ask that we all remember our respective through interscholastic competition:

- ✓ Players Play
- ✓ Coaches Teach
- ✓ Officials Officiate
- ✓ Parents Support

At St. Joseph we pledge to:

- 1- Remain Catholic Christian during all competition
- 2- Treat ALL with respect
- 3- Never confront officials or coaches regarding game situations or playing time amounts

St. Joseph Catholic School's interscholastic play is governed by the Mississippi Association of Independent Schools. The organizational rules may be found in the *Academy Athletic Conference Handbook* and may be found by going to www.msais.org, clicking Athletics at top of the web page, and then clicking AAC on the left tab.

I hereby give my permission for my child to participate in interscholastic competition during the athletic season. Further, I authorize the school to provide emergency treatment of an injury to, or illness of my child, if qualified medical personnel consider treatment necessary. This authorization is granted only if I cannot be reached and a reasonable effort has been made to do so.

My child and I are aware that participation in athletic competition is a potentially hazardous activity. I assume risks associated with participation in this sport, including, but not limited to falls, contact with other participants, or other reasonable risk conditions associated with the sport. All such risks to my child are known and understood by me.

At a later time, other required forms for participation must be executed: Student Physical, Emergency Notification Card, Insurance Information, and Concussion Information.