

ST. JOSEPH CATHOLIC SCHOOL

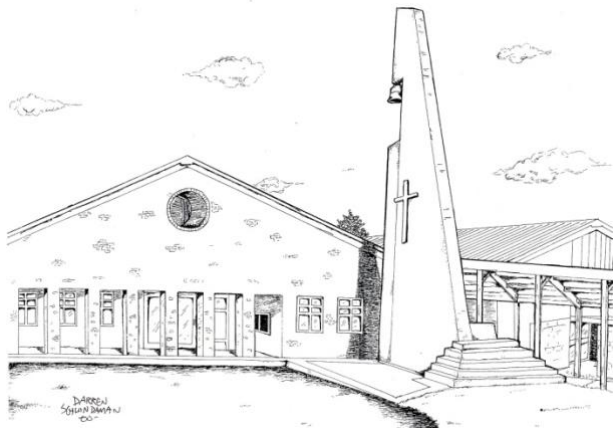
AD DEUM PER SCIENTIAM



To God through Knowledge

Parent/Student Handbook 2018-2019

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AD DEUM PER SCIENTIAM

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### *To God through Knowledge*

St. Joseph Catholic School is an inter-parochial middle/high school that serves students in grades 7-12 within the tri-county Jackson metro area of the Diocese of Jackson.

Great things are happening at St. Joe. From our strong academic success to our championship athletic teams, from our community outreach efforts to our school fundraising efforts, St. Joseph Catholic School is on a roll. Of course, many of you already know this because you have experienced first-hand what makes our school so special. As we look forward to the start of the 2018-2019 school year, the St. Joe community will no doubt build on the momentum we have established the past few years. We will continue to make our school the best high school in the greater Jackson area and the state.

The best part about it all is more than obvious. We accomplish everything like we have throughout our 149-year history – completely grounded in the teachings of our Catholic faith.

It is my sincere hope that St. Joseph Catholic school enables your child to thrive in a Christ centered environment with regular communication between the school and parents. This handbook serves as a reminder of the school policies and procedures that help maintain above average standards. I ask that you read through it, discuss it with your student, and then print and sign the last page to return to school.

Working together, I have no doubt this will be a fabulous school year promoting respect, integrity, responsibility, kindness and generosity among all who enter this campus. Our mission is to prepare young people to be *fit for the world without unfitting them for Heaven*.

God bless,  
Dena R. Kinsey  
Principal

**The St. Joseph Catholic School Handbook can be amended at any time  
with notice given to the parents and/or students.**

## ***MISSION STATEMENT***

St. Joseph Catholic School offers a college preparatory curriculum to a diverse community of learners in grades 7-12, committed to academic excellence and the values taught by Jesus Christ. Founded in 1870 in Jackson, Mississippi, St. Joseph Catholic School strives to equip young people for the world while preparing them for Heaven.

## ***VISION STATEMENT***

Believing that parents are the primary educators of their children, we consider it a privilege to collaborate with them in this challenge. True to our Catholic traditions, we seek to nurture both the personal and social dimensions of faith as we encourage our students to deepen their relationships with God and to become more responsive to the needs of others. The goal of St. Joseph Catholic School is to graduate students who aspire to excellence and who are:

- ethical and skilled decision-makers and problem solvers, motivated to leadership, service and civic responsibility
- independent thinkers informed and enriched by a core curriculum featuring programs appropriate for our diverse student population
- appreciators of the visual and performing arts and the spirit of competition
- life-long learners adaptable to new information and technologies
- individuals who strive to develop the spiritual, intellectual, civic, emotional and physical dimensions of their lives

## ***PHILOSOPHY OF EDUCATION***

The U.S. Bishops' Pastoral, *To Teach as Jesus Did*, states that the educational ministry of the Church has a three-fold purpose: to teach doctrine, to build community, and to serve others. As a Catholic school we are committed to teach the Gospel values of truth, justice, charity and freedom. As a Catholic school, we are committed to building an educational community of faith and love through our shared Catholic Eucharistic experiences and religious activities. As a Catholic school, we are committed to reach out into the community and serve others. As members of the St. Joseph Catholic School community, we (administrators, teachers, parents and students) hold ourselves to the highest standards of behavior and strive to conduct our lives consistent with Catholic values. It is anticipated that parents, faculty and students will grow in their commitment of service to God and to one another.

In addition:

- Students are expected to behave in an appropriate manner as outlined in the school handbook.
- Students are expected to master the core objectives outlined for each subject and to develop their full academic potential.
- Parents are expected to be active members of the school community and to be supportive of school policies so as to become integral partners in their child's education.
- St. Joseph Catholic School will hire faculty and staff of the highest quality and require participation in continued training and professional development.
- St. Joseph Catholic School will continue to foster a school community rooted in the values of Catholic Education where all can live and learn together.

## ***CATHOLIC TRADITION***

As dedicated educators in the Catholic tradition, we realize as did the founding faculty that our main mission is to "fit young people for the earth without unfitting them for heaven." In the tradition of the foundress of the Sisters of Mercy who sought always to fulfill the will of the Lord, we sing the *Suscipe of Mother Catherine McAuley* at our school liturgies. In this prayer we ask to become more active participants in God's providential plan. In the tradition of Blessed Edmund Rice, founder of the Congregation of Christian Brothers, we are encouraged to "Have patience, the good seed will grow in the children later on," and that, indeed, "Providence is our inheritance."

### ***A BRIEF HISTORY***

St. Joseph Catholic School dates back to 1870 when Father Henry A. Picherit built a temporary school consisting of two classrooms. The original enrollment was fifty-six students. In the fall of 1870, five Sisters of Mercy came from Vicksburg to staff the small school which was called St. Joseph Academy. Sister Mary Vincent Browne was the first principal. The enrollment increased with the years and several rooms were added to the structure.

A new school was built in 1914 under the direction of Father Charles A. Oliver. In 1932 the Sisters of Mercy turned the school property over to the Diocese of Natchez. There was a great need, at that time, for a new building so plans were made for a brick structure. Bishop Richard O. Gerow dedicated the new school in 1933.

In the summer of 1965, the school was moved from its location on Amite Street to Boling Street. A central Junior High School was created in 1989 at a site on Holly Drive, near St. Richard Church and grammar school. This newly constructed facility housed the 7th and 8th grades.

From 1996-1998, the two campuses were temporarily located at the Holly Street location during the construction of a new campus. In the fall of 1998, the middle and high school moved to sixty-five acres in Madison, Mississippi. Currently the campus consists of eight buildings: Administration, three classroom buildings, Cafeteria, Gymnasium, Fine Arts Building, and Field House.

### ***ACCREDITATION***

St. Joseph Catholic School is accredited by AdvancEd (formerly Southern Association of Colleges and Schools).

### ***MEMBERSHIP***

St. Joseph Catholic School is a member of the National Catholic Education Association, the Mississippi High School Activities Association, the Jackson Area Association of Independent Schools, the College Board and the National Association for College Admission Counseling.

### ***PARENTS ROLE IN EDUCATION***

We, at St. Joseph Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of [Your School Name] Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Joseph Catholic School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student

and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming. **See Diocesan Policy 5102.1**

### ***PARENTS AS PARTNERS***

As partners in the educational process at St. Joseph Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend weekly Mass or church service and teach the Christianity by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

# **ST. JOSEPH CATHOLIC SCHOOL POLICIES**

## **ADMISSIONS**

All applications must be completed and submitted to the school by the legal guardian. Only the legal parent/guardian has the authority to register a student.

Prospective students for grades 7-11 must provide St. Joseph Catholic School with academic transcripts, most recent grade appraisals, most recent standardized test scores and a letter of recommendation from the current school. Students demonstrating ability to perform successfully at St. Joseph will be admitted. New Catholic families have preference for admission. Students currently enrolled in good standing in one of the local Jackson Catholic elementary schools are automatically enrolled at St. Joe upon successful completion at the Catholic elementary school.

St. Joseph has varied resources to assist students with disabilities. Unfortunately, it is impossible for all students/applicants with a documented disability to be accommodated by St. Joseph. On a case-by-case basis, St. Joseph will assess the physical, emotional and educational needs of the student/applicant. St. Joseph reserves the right to refuse an application – student or employee – if it concludes that it does not have the necessary resources to implement the requested accommodation.

Diocesan Policy 5106 states that students requesting admission from a Home-School program or from a non-accredited school must take and pass subject area tests for admission to receive Carnegie units for completed courses.

Students who are new to St. Joseph are considered on academic/behavior probation for one semester, during which time the counselors and administration determine whether the students are meeting the standards of St. Joseph Catholic School. Students who do not meet these standards may be asked to leave.

## **CUSTODY AND/OR GUARDIANSHIP**

For legal purposes, the custodial parent has the responsibility to provide the administrator with all official court orders that affect the well-being of the student when he/she is in the care of St. Joseph. All subpoenas, court orders, etc. received by St. Joseph in child custody issues must be reviewed by the diocesan attorney. Any legal fees incurred by the school in these custody matters will be billed to the parent(s). In the absence of a court order, both parents will have access to the student.

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.

## **NON-DISCRIMINATORY POLICY**

St. Joseph Catholic School complies with Diocesan Policy #1610: The Catholic schools and learning centers of the Diocese are required to comply with all applicable federal and state anti-discrimination laws. They hire employees and admit students of any race, color, national and ethnic origin, sex, age, religion or disability to all the rights, privileges, programs and activities generally accorded or made available to all individuals at the school/center.

The educational institutions of our Diocese do not discriminate on the basis of race, color, national and ethnic origin, age, religion, or disabilities in the administration of their educational policies, admission

policies, personnel policies, scholarship and loan programs, or athletic and other school/center administered programs. Catholic schools and learning centers do, however, reserve the right to give preference to Catholic students in their admission policies and to Catholic teachers in their hiring decisions.

The school/center also reserves the right to refuse an application – student or employee – if it concludes it does not have the necessary resources to implement the requested accommodation. The schools/centers of the diocese have varied resources to assist individuals with disabilities. Unfortunately, it is impossible for all students or employees with a documented disability to be accommodated by the school/center. On a case-by-case basis, each educational institution will assess the physical, emotional and educational needs of the student or employee who requests an accommodation.

### **EMERGENCY CLOSING OF SCHOOL**

In the event that the school is closed due to inclement weather or other emergency situation, the parent will receive an automated phone voice or text message through the school messaging system. The message will provide information to the parent regarding the status of school closing.

### **ASBESTOS**

In accordance with the Asbestos Hazard Emergency Response Act, parents and students are advised that the architect and construction contractor report that to the best of their knowledge, no asbestos containing material was designed or specified for use in the construction of any facility of St. Joseph Catholic School. In further accordance with AHERA 40 CFR 763.93 (g), certificate that verifies the absence of asbestos containing materials is available for inspection in the principal's office.

### **TUITION AND FEES**

The School Advisory Council has approved a program of pre-paid tuition and tuition financing. All tuition and fees are due by July 15th for the coming school year. An additional tuition charge of \$400.00 per student will be assessed for payment received after July 15<sup>th</sup>. No student will be allowed to attend the first day of school unless the family has paid tuition and fees in full or secured a tuition loan. All school fees are non-refundable. Post-dated checks are not accepted.

The Registration Fee is required when submitting registration forms. Forms will not be processed until this non-refundable fee is received.

#### **The school offers two payment options:**

1. Payment in full, directly to the school, on or before July 15th.
2. A monthly draft option negotiated through a tuition loan through Trustmark Bank completed by July 15<sup>th</sup>.

### **STATEMENT ON FEES ASSOCIATED WITH LEGAL PROCEEDINGS**

Be advised that 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.

### **BANK FINANCING INFORMATION**

The school has negotiated with Trustmark National Bank to provide bank financing for families who wish to make monthly tuition payments. Trustmark has committed to an interest rate of ½% above the prime interest rate at the time of the loan agreement with the school. Financing is available for all or part of the

tuition and fees excluding the registration fee. There will be a loan processing fee of \$100.00 payable to the school for this service which can be added to the loan.

The school guarantees all tuition loans. The parents of any student who is accepted by the school can finance a tuition loan with the bank. Parents who have defaulted on a previous loan will not be eligible for the school guaranteed loan.

There is no credit check. The loan does appear on your credit record but does not generally affect qualifying for other credit due to the number of payments as 12 months or less. Defaulting on the loan will appear on your credit report. The bank will send past-due notices and make collection on this loan as it does with any commercial loan.

### **NON-PAYMENT OF LOANS**

When a payment is 30 days late, a meeting with the principal and business manager will be scheduled as soon as possible. Any student whose family is not current with their tuition loan payments or owes any balance directly to the school will not be allowed to take exams.

DEFAULT occurs at such time as the loan is sixty (60) days past due. A student will not be allowed to continue his/her classes. In the event of default, the school is required to pay the principal, accrued interest and any fees. The parent/guardian must repay the total amount paid by the school within ten (10) working days in order for the student(s) to continue in classes at St. Joseph.

### **PARISH VERIFICATION FORM**

All Catholic families who desire the parish subsidized tuition rate are required to provide the school with a *Parish Verification Form*. Catholic parishes in the metro-Jackson area contribute annual parish subsidies which are a major source of income for St. Joseph Catholic School. Please request this form from your parish office, fill out the required information, sign the form and leave it with your parish office who will send it directly to the school once approved by the Pastor. Catholic families without a Parish Verification Form will be billed at the non-subsidized rate.

### **TUITION REFUND POLICY**

The parents/guardians must come to the school office to request and fill out a withdrawal form. The registration and fees are all non-refundable. Tuition refunds will be made only after the school's withdrawal form has been completed. Please allow at least fifteen (15) days for processing of any refund.

#### **Tuition will be refunded as follows:**

|                                                                     |                            |
|---------------------------------------------------------------------|----------------------------|
| Prior to the opening date of school                                 | Full tuition less \$100.00 |
| On or before September 15                                           | 80% of tuition             |
| On or before end of Quarter 1                                       | 70% of tuition             |
| On or before December 15                                            | 50% of tuition             |
| No refunds will be made after the conclusion of the first semester. |                            |

### **TUITION ASSISTANCE APPLICATION PROCESS**

The amount of tuition assistance available for distribution by the school is limited. The school has engaged the services of a third party to analyze family financial information whenever there is a request for tuition assistance. In order to be considered and possibly receive tuition assistance, please complete the following steps:

1. School registration forms and registration fee should be submitted to the school by the designated date.



2. Tuition Aid Analysis Application will be required. Information regarding how to access the application will be provided during registration.

### **VISITORS**

All visitors, including parents, must register with the front guard upon entering campus. They must then sign in at the front office to obtain a Visitor's Pass that is to be worn for the duration of their visit on campus. **Parents are not allowed to go directly to a classroom, cafeteria, gym or any other area on campus without obtaining a VISITOR'S PASS from the front office first.** This includes mornings before school.

### **CONFERENCES**

Whenever there is a concern, the parents should call or email the teacher first. In the event that a phone call or email is not returned within 48 hours or that the concern has not been dealt with to the parent's satisfaction, the parent should contact the appropriate grade level director – Terri Cooper, Middle School Director (grades 7-8) or Linda King, High School Director (grades 9-12).

Parents requesting a conference with only one teacher should contact that teacher and make arrangements accordingly. When the parents desire an all-teacher conference, the appropriate school level director (named above) will schedule the conference in consultation with the guidance counselor.

### **PARENT VOLUNTEERS**

Volunteers who work directly with students on a regular basis are required to be certified by the Diocesan Office of the Protection of Children.

### **STUDENT/PARENT INFORMATION**

If any information for a student or parent changes during the school year, parent(s) should notify the main office. This includes, but is not limited to the following: address, home phone, email address, cell phone, work place, work phone, emergency contacts.

### **STUDENT RECORDS**

The 1975 Buckley Amendment and the Family Educational Rights and Privacy Act and the St. Joseph Catholic School philosophy give parents and/or students the right of access to their records. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. A request for records should be made to the Guidance Counselor at least twenty-four (24) hours in advance. Other relatives have no right of access to a student record unless that right of access is granted in writing by the custodial parent and on file in the school office. In the absence of a court order to the contrary, a non-custodial parent has access to academic records and other school-related information regarding the child.

### **CURRICULUM**

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. The U.S. Bishop's curriculum framework for adolescents was used in the development of Diocesan religious education curriculum. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Joseph Catholic School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines that are consistent with the Mississippi Frameworks, College and Career Readiness skills, and national content area standards, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas. We also incorporate **STREAM (Science, Technology, Religion, Engineering, Arts, and Mathematics)** which uses project based learning across the content areas.

### **ELECTRONIC EQUIPMENT, TECHNOLOGY AND INFORMATION SOURCES**

*All students are issued an Apple device, MacBook for high school / iPad for middle school, for use on school related work. The St. Joseph Acceptable Use Policy must be signed by both students and parents prior to issuing the MacBook or iPad to the student.*

All students currently enrolled at St. Joseph who wish to have access to computer facilities or services, must adhere to the following:

- a. have parental permission on file via the Acceptable Use Policy signature page
- b. have completed the library research orientation to computer services
- c. agree to the Acceptable Use Policy for computers via their signature

Computer users agree to the following:

- a. respect the integrity of the system
- b. use computers and the facilities in an appropriate, ethical and lawful manner
- c. abide by the proprietary rights of software, upholding the copyright laws of 1976
- d. act within the framework of Catholic tradition, demonstrating honesty, integrity and respect for the rights and privacy of others
- e. limit the use of computers and the facilities to academic and research purposes only in relation to specified school activity
- f. respect the governing policies of alternate organizations when accessing remote sites via St. Joseph computers

Examples of misuse, in and out of school, include, but are not limited to the following:

- a. inappropriate use of personal web sites
- b. sabotage
- c. vandalism
- d. harassment
- e. defamation of others
- f. threats to another student or faculty/staff member
- g. inappropriate sites
- h. software infringement
- i. recreational game playing
- j. text messaging

Damage to computers will be subject to repair costs determined by Apple Computers, Inc.

### **HOMEWORK**

It is the policy of the school that homework will be assigned in each academic discipline regularly. Not all homework will be “graded” but should be meaningful. Homework can include, but is not limited to, the following:

Analysis  
Comparison

Reading  
Written work

Outlining  
Memorization

Reviewing notes  
Questions to answer

Internet research  
Studying for a test/quiz

Problems to solve

Assignments may be monitored by the parents using Parent Portals.

### **STUDENT SCHEDULES**

Schedule requests are completed in the Spring. Student scheduling takes place in the summer. Parents may request a schedule change within the first two weeks of school. All changes are subject to administrative approval. After the first two weeks of school, changes to the schedule will include a fee of \$50.

### **REPORTS AND GRADES**

The school year is divided into two semesters; each semester is further divided into two quarters. Report cards are issued every quarter. Grades are available on Parent Portals and are updated weekly. Parents are encouraged to check this often. Families without access to a computer may request a quarterly progress report through the Guidance department. Report cards are [posted to the PlusPortals](#) during the beginning of the following quarter.

Grades are determined by the teacher on the basis of the student's performance in the classroom and on assignments, quizzes, tests, projects, presentations, etc. These factors contribute to the student's report card grade for each quarter. The semester exam is 15% of the semester grade. Final averages in a year's course are obtained by averaging the grades of each semester.

#### **Grading Policy**

In cases where a student's performance on an assessment (test or performance task which counts as a significant portion of the grade) 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. [Diocesan Policy #6301R]

In cases where a student fails to submit assignments (homework or other assignment), 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. [Diocesan Policy #6301R]

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 be questioned. [Diocesan Policy #6301R]

If a student receives a grade <50 the teacher will notify the appropriate grade level director. The teacher and director in consultation with the guidance counselor and parent will determine course of action – re-teaching or other intervention. The first time a student fails to submit an assignment a zero (0) will be given. If this occurs a second time, a zero (0) will be given and the teacher will notify the parent and the appropriate grade level director. The teacher and director in consultation with the guidance counselor and parent will determine the course of action.

Students are expected to take semester exams at their scheduled time. Students absent without a doctor's note or prior administrative approval may receive a failing grade for the exams missed. Exam exemptions

for a senior are tied to grades as well as the student's attendance record (absences, tardies and early dismissals) and discipline record.

### Grading Scale

| <u>Grades 9-12</u> | <u>GPA</u> | <u>GPA-Honors Courses</u> | <u>GPA-AP Courses</u> |
|--------------------|------------|---------------------------|-----------------------|
| 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 = Below 70       | 0          | 0                         | 0                     |

To calculate G.P.A., add the final grades for all courses attempted remembering to adjust for Honors and AP courses. Then divide by the number of courses attempted.

**Grades 7-8:** A= 90-100    B= 80-89    C= 75-79    D = 70-74    F = Below 70

### HONOR ROLL

Honor Roll is based on quarter grades. Principal's Honor Roll is all A's. The A/B Honor Roll is an "A" or "B" in all classes.

### TRANSCRIPTS

St. Joseph Catholic School transcripts include all semester and final grades, cumulative averages, attendance records and standardized test scores for grades nine (9) through twelve (12). High school credits earned in eighth grade will appear on the transcript.

It is the responsibility of the student-athlete to review NCAA requirements ([www.NCAA.org](http://www.NCAA.org)), to register with the NCAA Clearinghouse and to request that a transcript be sent to the NCAA Clearinghouse for evaluation. It is also the responsibility of the student-athlete to verify receipt of transcript with the NCAA Clearinghouse.

### PROMOTION AND RETENTION

As an accredited educational institution of the State and one promoting the highest excellence in learning, every student is expected to master course outcomes outlined in the Diocesan Curriculum.

**Grades 7-8:** Students must pass all 5 core courses: Religion, Math, Science, English, and Social Studies. In addition, St. Joseph requires any returning student who receives a final grade of a "D" in English or Mathematics to receive remediation during the summer. This is to improve and strengthen skills in these basic courses.

**Grades 9-12:** Students who fail any course are required to attend an accredited summer school, as no student may graduate from St. Joseph with an un-remediated "F" on the transcript. A student is allowed to remediate two units in summer school. Theology must be remediated at St. Joseph. Students with failures in more than two credits in one school year will be asked to withdraw from St. Joseph.

Final grades in all courses taken at St. Joseph, distance learning, summer school, etc. will be recorded on the transcript.

**Academic Probation/Withdrawal:** Students who do not meet the expectations of St. Joseph Catholic School are subject to administrative review and may be placed on academic probation or asked to withdraw.

- Students receiving three or more “D’s” in a semester are subject to administrative review.
- Students who fail two classes in an academic semester become subject to academic review and will be placed on academic probation.
- Students who fail three or more courses in any academic semester or year may be asked to withdraw.

**Dual Enrollment**

Dual enrollment opportunities in selected courses are available to seniors that qualify; however, those classes are not for credit at St. Joseph. Students must meet the college’s eligibility requirements to receive college credit. Tuition and fees charged by the college are the responsibility of the student.

**Online Courses**

All core subject courses must be taken at St. Joseph. Students may enroll in distance learning high school courses if approved by administration. The courses must be taken from accredited educational institutions. Tuition and fees charged by other schools are the responsibility of the student. Students must have guidance approval before enrolling in a distance learning course. All distance learning courses must be completed during the summer prior to the next school year beginning.

**GRADUATION REQUIREMENTS**

Any senior deficient in credits will not receive an academic diploma until all necessary credit requirements are fulfilled. *St. Joseph Catholic School also requires participation in the senior retreat, completion of service hours and attendance at the graduation rehearsal. Receipt of the diploma presumes that all academic requirements have been met and that the student has satisfactorily completed the graduation ceremony.*

**For graduating classes of 2019, 2020, and 2021**

|                                                                                                                           |                                |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 4 units of Religion                                                                                                       | 4 units of English             |
| 4 units of Mathematics                                                                                                    | 4 units of Science             |
| 4 units of Social Studies - Mississippi Studies, World Geography, World History, U.S. History, U.S. Government, Economics |                                |
| 2 units of Foreign Language                                                                                               | 1 unit of Fine Arts            |
| 1 unit of Technology                                                                                                      | ½ unit of Comprehensive Health |
| ½ unit of Physical Education                                                                                              | 3 units of Electives           |

**For graduating classes beginning with 2022**

|                                                                                                        |                      |
|--------------------------------------------------------------------------------------------------------|----------------------|
| 4 units of Religion                                                                                    | 4 units of English   |
| 4 units of Mathematics                                                                                 | 4 units of Science   |
| 4 units of Social Studies - U.S. History I, World History, U.S. History II, U.S. Government, Economics |                      |
| 2 units of Foreign Language                                                                            | 1 unit of Fine Arts  |
| 1 unit of Technology                                                                                   | 4 units of Electives |

Minimum graduation requirement = 28 credits + 120 High School Service Hours (“Service Requirements”)

## VALEDICTORIAN/SALUTATORIAN

The honors of Valedictorian and Salutatorian are bestowed on the seniors with the highest cumulative numerical averages. The Valedictorian and Salutatorian must have been in attendance at St. Joseph for three of their four years of High School.

## SERVICE

Service is a value firmly positioned in the mission of Saint Joseph Catholic School.

As an extension of the Catholic Church, we are committed to our work and actions that reflect Gospel values and service to the community for a greater good. Students participate in a wide variety of service activities throughout our community. Students learn that faith is not just a personal response to God's love but is also a communal response to love one another as Jesus taught us.

The primary goal of the Saint Joseph Catholic School Gospel Service Program is to foster a love of Christ by developing a student's God-given talents in service to others. It is our hope that students' gifts of time and energy will make a positive difference in our community and inspire a lifelong commitment to help those in need.

Students in Grades 9-12 must complete 30 service hours in accordance with the guidelines. Students in Grades 7-8 must complete 20 hours of service in accordance with the guidelines. Students must complete their Gospel Service requirements in order to fulfill a grade requirement in their religion classes and to proceed to the next grade level.

Service requirements must be completed with a non-profit organization, charity. Additionally, students may earn hours through their parish or church activities. Students cannot fulfill their service requirements through working for family members, friends, neighbors, private businesses or political campaigns.

If you are unsure whether an activity counts as service, contact the service coordinator before you participate in that activity.

Service opportunities must be completed outside of school hours unless students are participating in a school-sponsored service day or event. Thus, students may not check out of school to complete their service hours. One-half of the required hours are due by December 1 with the remainder due by May 1.

Service Hours are reflected as  $\frac{1}{2}$  the semester exam grade. It is always the student's responsibility to ensure that hours are reported correctly and verified by the site service hour coordinator.

## SERVICE REQUIREMENTS

|                            |                             |                             |
|----------------------------|-----------------------------|-----------------------------|
| Grade 7: Twenty (20) hours | Grade 9: Thirty (30) hours  | Grade 11: Thirty (30) hours |
| Grade 8: Twenty (20) hours | Grade 10: Thirty (30) hours | Grade 12: Thirty (30) hours |

## ATTENDANCE

Mississippi state law states: children ages 6 to 17 must be in school. If the student has five unexcused absences, the school is required to report it to a state attendance officer. Students are expected to be present and on time all days when school is in session. This includes days when Masses, assemblies, programs and other special events are scheduled. A student who is not in school is classified as "ABSENT" (with the parent's knowledge), "TRUANT" (without the parent's knowledge) or "FIELD TRIP" (a school activity).

Recognizing that being in school each day is an integral part of academic success. The school reserves the right to deny credit to any student with ten or more absences in a semester course or twenty or more absences in a year course. Consideration will be given to cases of illness or other extenuating circumstance. In such cases, statements from a physician or other professional deemed appropriate by the principal will be required.

Students who are Legislative Pages must have the appropriate form signed by the principal or the days will count as unexcused absences.

Seniors are permitted three (3) college days during their senior year. Exceptions may be made if requested in advance. In order for the absence to be counted as a college visit, upon return to school the student must present to the school a signed college visitation form. A college day absence will not count against exam exemptions.

### **ABSENCE**

**Students must attend 63% of the instructional day in order to be considered present for the school day.**

Parents should notify the office before 8:30 a.m. on the day a student will be absent. If a call or email is not received, the school will contact the parents. Email [frontdesk@stjoebruins.com](mailto:frontdesk@stjoebruins.com) to report absences.

In the case of an extended illness (3 or more days) or contagious disease, parents should inform the front office and request the student's assignments. Doctor excuses received more than 2 days after the absence may not be accepted.

In the case of a planned absence, the parent must request this absence from the school, in writing, at least one (1) week prior to the absence. Planned absences must be approved by the principal in order to be "excused". Failure to do so could result in an unexcused absence with negative academic consequences. Please make every effort to schedule all planned absences around exams. Students may receive a grade of zero for missing a final exam without a doctor's excuse.

Please note that **Senior Skip Day** is not an excused absence nor is it an activity recognized by St. Joe.

**Perfect Attendance:** A student has perfect attendance if he/she has no reported absences or tardies for every subject, on every school day, for the entire year and will receive the Perfect Attendance Award at the Spring awards ceremony. School related absences including field trips, college visits and Legislative Pages will not be counted against perfect attendance.

**ASSIGNMENTS DUE TO VACATIONS/PLANNED ABSENCES:** The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments nor will tests be re-scheduled for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception for assignments given in advance of an absence.

### **LATE ARRIVAL**

A student is tardy to school if he/she is not in the first period of the day when the tardy bell sounds at 7:55 a.m. Any student tardy to school must report to the main office to sign in and receive an admit pass

to class. Tardiness to school is serious and will result in consequences. Parents are expected to take responsibility for the prompt arrival of their children at school each day. Extenuating circumstances will be considered for an excused tardy.

A student arriving to school after the first period of the day has begun:

- Reports to the front office for an admit slip
- A doctor's note excuses the tardy; otherwise it is unexcused.
- The admit slip is required to enter the classroom after the bell has rung.

**Consequences escalate as shown below:**

- 3rd tardy – warning email sent to student/parents
- 4th tardy – detention issued
- 5th tardy – Saturday detention issued
- 6th tardy – Two additional Saturday detentions assigned
- 7th tardy – parent conference: student placed on probationary contract; student may be asked to withdraw from Saint Joseph if tardiness persists. The tardy count resets to **ZERO (0)** at the beginning of each quarter. In essence, each student is afforded three unexcused tardies without penalty.

### **TARDY TO CLASS**

Any student not in class when the bell rings is tardy. A student may be excused only if he/she presents a note from a teacher or administrator upon entering class. He/She will not be allowed to return to his/her previous destination to obtain this note. Unexcused tardies will result in a detention issued by the teacher.

### **EARLY DISMISSAL/STUDENT CHECKOUTS**

Early dismissals are extremely disruptive to the school day. The school must have prior notification of the need for an early dismissal. Please email notification to [frontdesk@stjoebruins.com](mailto:frontdesk@stjoebruins.com). This note must include the specific reason for the early dismissal request and whether or not the student will be driving or will be picked up and by whom. No dismissals are allowed after 2:45 each day.

**NOTE:** The person picking up the student must be listed on the student's Daily Dismissal Release Form. The student is given an early dismissal slip. At the appointed time, the student will be called from class, reports to the office to sign out and gives the dismissal slip to the security guard at the front gate upon leaving. The student must sign out to leave campus. If the student is driving, he/she signs out. If the student is picked up by someone else, that person must sign the student out.

### **ILLNESS**

When a student feels ill during the school day, he/she should report to the office to contact the parent or guardian to decide whether the student is, or is not, to leave school. Office personnel must verify permission with the parent/guardian before the student can be dismissed.

### **MAKE UP WORK DURING ABSENCE**

It is the student's responsibility to make up work that is missed. Assignments are listed on Parent Portals but are subject to change. A student needing to make up work after an absence must contact each of his/her teachers upon returning to school, even if that class is not meeting that day, to make arrangements for making up the work. Student will have the number of days absent plus one day to turn in missed work.



Any student leaving school early for any reason (i.e. sports, field trip, doctor's appointment) is required to turn in his/her assignments that are due to that teacher that day before leaving school. All work missed during the absence must be made up. If a student is absent due to a school sponsored activity on a day in which a test or any assignment is made, this work is due at the next regularly scheduled class meeting. If work is not made up, the student may receive a failing grade.

A student who receives a suspension must take the responsibility for making up all daily work, quizzes, tests, projects and exams within four days of returning to school. The student will be permitted to make up assessments and assignments using a time frame within the number of days absent plus one day.

Students absent from a semester exam without a doctor's note or administrative approval may receive a failing grade for the exams missed.

### **ELIGIBILITY FOR ALL ACTIVITIES**

The Mississippi High School Activities Association (MHSAA) determines eligibility as follows:

- To participate in any sport, including but not limited to, cheerleading and dance team; or any activity, including but not limited to, band, choir and forensics, students must have a cumulative grade point average of 2.0 for the semester prior to their participation in the activity. A student's grades in all courses will be used to calculate the grade point average. Any student who does not have a 2.0 average for the first semester will be ineligible for the second semester.
- A middle school student must have a 2.0 grade point average for the prior semester using the five (5) core courses of English, Literature, Mathematics, Science and Social Studies.
- To be a candidate for any activity or office, a student must be considered eligible at that time. The student may not be on probation or ineligible. The student must also have a good conduct record.
- Repeated disciplinary referrals may result in a student's being ineligible for extracurricular activities.
- If a tuition bank loan becomes 30 days in arrears, a student will not be able to participate in ANY extra-curricular activities or practices, field trips, etc. until all loans and fees are current.

**NOTE: Students must attend 63% (4.4 hours) of the instructional day in order to be considered present and, therefore, participate in after school activities.**

### **CODE OF BEHAVIOR**

One of the hallmarks of Catholic education is the development of self-discipline. Our school environment is a culture of Catholic values, respect and dignity of the person. Based on the understanding that all students equally deserve the opportunity to learn, students are expected to exercise the necessary judgment and self-control to promote the learning and well-being of those in the school community. St. Joseph Catholic School students are expected to ...

- emulate Christ in their sensitivity to others in their words and deeds.
- display an appearance of neatness and modesty at all times.
- be honest in their academic and interpersonal relationships.
- self-motivated and self-disciplined.
- accept responsibility for their own behavior.

### **Cafeteria Guidelines**

- Students are expected to move quietly from their classes to the Cafeteria.
- Students are not to use the 400 or 500 buildings as short cuts unless the weather prohibits going outside.
- Students are expected to enter the Cafeteria at the beginning of lunch through the Cafeteria door closer to the Administration Building.

- Students are expected to form an orderly line by the food counter.
- Students are expected to clear off their tables and put trash in the trash cans.
- Students are to remain in the Cafeteria until the supervising staff dismisses them.
- Teachers will be assigned to Cafeteria supervision duty.
- Students are not allowed to leave Cafeteria without a pass.

### **Classroom Guidelines**

Teachers issue classroom guidelines at the beginning of the year. Students are expected to know and follow those guidelines.

### **General Rules of Behavior**

1. Language unbecoming a Christian girl or boy – profane, obscene, or foul -- will not be tolerated before, during, or after school. This includes in the buildings, on playing fields or other location on school grounds, on a bus.
2. No one may use the St. Joseph name or logo without authorization from the principal.
3. Candy, gum, and/or any kind of food/drink is not permitted outside the cafeteria or deck (when approved) -- classrooms, hallways, walkways, etc. at any time. The only exception is water.  
**NOTE:** Due to the damage and/or littering of the campus a monetary fine may be imposed by teachers for this offense.
4. Students should refrain from disruptive behavior that interrupts the learning environment.
5. Disrespect including bullying, meanness toward another, or sexual harassment, on the part of employees, parents or students at any level will not be permitted. By definition, sexual harassment is any unwelcome sexual advance, request for sexual favors and any other verbal or physical conduct of a sexual nature. Sexual harassment should be reported immediately to the administration.
6. No public displays of affection while on school property and/or off-campus school activities. This includes, but is not limited to, holding hands, kissing, and hugging.
7. Electronic equipment, technology and information sources not being used for educational purposes will be confiscated. Parents may retrieve the confiscated items (other than cell phone – see below) from the administration after five (5) school days.
8. Cell phones: Middle School students must keep cell phones in their locker. High School students may not have cell phones visible or used during instructional time unless at the discretion of the individual teacher. All students must adhere to the cell phone rule of that particular classroom teacher. Any student caught using a cell phone for social media during school or against the stated rules of the classroom teacher will have their phone confiscated and will be subject to the following penalties:
  - 1<sup>st</sup> Offense: Phone held in office overnight. \$20 fine for the return of the cell phone to the student the following day after confiscation or until fine is paid.
  - 2<sup>nd</sup> Offense: Phone held for 3 days with a \$40 fine.
  - 3<sup>rd</sup> Offense: Phone held for 7 days with a \$60 fine.
9. Students and/or parents are not permitted to record a faculty or staff member without first obtaining written permission from the administration AND from the specific teacher(s).
10. Invitations to non-school sponsored activities may not be distributed at school unless the entire grade, entire sports team, etc., is invited. Any invitations that are to be distributed must be given to the class moderator or coach to be submitted for administrative approval.
11. Students are responsible for their guests' behavior and appearance when on campus or at school events.
12. To leave a classroom, a student must have a designated hall pass visible at all times.
13. To go to the parking lot, a student must go to the main office, sign out and receive a pass, then return to the office to sign back in and return the pass. The authority of the security guards on this campus must be respected.

14. Items in and on the teacher's desk are the property of the teacher. As such, students do not have access to these items.
15. Backpacks are not allowed for 7<sup>th</sup> and 8<sup>th</sup> graders during the school day.

## **DISCIPLINE**

Student actions that violate the Code of Behavior will be met with consequences. Consequences include but are not limited to: detention, suspension, probation, and expulsion. The school retains the right to assign consequences and refuse re-enrollment at St. Joseph during a subsequent term. Examples of infractions and corresponding consequences are included. However, the seriousness of the infraction may dictate a different consequence, and administration reserves the right to make that determination.

**Detention** - *St. Joseph Catholic School has three types of detentions:*

1. **Teacher Detention:** Teachers at their discretion may require that a student serve a classroom detention.
2. **Tuesday Detention:** 7:00-7:45 a.m. in the library.  
**Note:** There is no substitution for the date assigned. Failure to serve this detention will result in a Saturday detention. Three or more Tuesday detentions will result in an automatic Saturday detention in addition to the original detentions.
3. **Saturday Detention:** An accumulation of detentions or other serious offenses could result in a Saturday detention, from 8:00-10:00 a.m. Saturday detention will be held once or twice a month. Any student assigned to a Saturday detention will be charged a \$20.00 cash fee.  
**Note:** There is no substitution for the date assigned. Failure to attend the Saturday detention will result in an in-school suspension the following week which includes a \$65 fine to cover the cost of a substitute teacher to monitor the student.

The following infractions are examples of behavior that warrant detention:

- Cheating (first occurrence)
- Disrespectful behavior
- Disruptive behavior
- Excessive tardiness
- Gum or food violation
- Inappropriate language
- Uniform violation

**Suspension** - Suspension may be assigned due to cumulative detentions or as a result of specific action. When a student is suspended, it can be an In-School or Out-of-School suspension. In-School suspensions include a \$65 fee to cover the cost of a substitute teacher to monitor the student. The student is required to make up all homework, quizzes or tests missed. When a student is given an 'out-of-school' suspension, it has been determined that his/her presence at school is disruptive or distracting to the learning environment. It is the responsibility of the parents/guardians to impose non-school related work or service during the school day to prevent the student's perception that it is a 'holiday from school'.

The following infractions are examples of behavior that warrant suspension:

- Cheating (repeat offense)
- "Cutting" class
- Disrespect toward teachers or staff
- Entering the lake. (Due to safety concerns, the lake is totally off limits at all times.)
- Fighting and/or serious "horse-play"

- Harassment, or other meanness toward fellow students
- Smoking and/or the use of smokeless tobacco including e-cigarettes/vaping.
- Theft and/or "borrowing" the property of others
- Use of alcohol or other controlled substance
- Vandalism (plus, make restitution)
- Inappropriate use of the internet, including but not limited to the inappropriate use of personal web sites, the creation of inappropriate web sites, to attack and/or harass administrators, faculty, staff and/or students (on or off campus).

**Probation** - The administration may place any student on probation for a severe or continuous infraction of school policy. Probation lasts for the remainder of the academic year. At the end of the year, the student's record is reviewed and either the probationary status is ended or the student is dismissed from school.

**Expulsion** - Expulsion from school is the most extreme consequence and is not taken lightly. It will be applied as a last resort in cases of continued violation of the Code of Behavior or due to a serious incident. Expulsion may be any period of time up to and including one calendar year or longer.

The following are infractions are examples of behavior that warrant expulsion:

- Behavior that disparages the moral teaching of St. Joseph, affects the reputation of the school, or causes unfavorable criticism or publicity of the school by the community.
- Failure to respond to previous disciplinary action (repeat offenses).
- Repeated suspensions.
- Serious and/or continued disrespect toward any other person (including sexual harassment).
- Credible threat of violence toward a person or persons.
- The arrest by civil authorities for alleged criminal actions.
- The possession of a weapon on school property or any school sponsored activity.
- The possession or distribution of any controlled substance at school or at any school sponsored activity.
- Willful destruction of school property, faculty property or student property (retribution required).
- Serious or repeated inappropriate use of the internet, including but not limited to the inappropriate use of personal web sites, the creation of inappropriate web sites, to attack and/or harass administrators, faculty, staff and/or students (on or off campus).

### **EXPLANATION OF VIOLATIONS**

**Cheating** includes, but is not limited to the following:

- Communicating in any form or fashion with another student during a test or quiz
- Copying another student's homework
- Copying information from a source without proper reference citation
- Looking at or copying another student's test or quiz answers
- Taking a test or quiz in part or in whole to use or to give to others
- Taking papers from other students, publications or the internet, including, but not limited to any informational websites
- Using any other method to get/give quiz or test answers
- Working with others on projects that are meant to be done individually

**Note: A student found to be cheating and/or plagiarizing will receive a failing grade for that assignment. Continuance of this behavior may result in removal from St. Joseph Catholic School.**

**Diocesan Policy 5504 – Harassment/ Bullying:** Catholic educational institutions need to be havens where Gospel respect is paramount in the learning environment. They should be places where students and employees feel safe and valued. The Diocese of Jackson, therefore, has a zero-tolerance policy for harassment of any kind in its school/centers.

Harassment includes any physical, psychological or verbal action reflecting a lack of respect for another. All forms of harassment have the effect and/or purpose of creating a hostile environment for another person or group.

Bullying is another form of harassment. It occurs when an individual takes advantage of another person that he/she perceives as vulnerable since the goal of the bully is to gain control over his/her victim.

All harassment/bullying complaints or threats of extortion will be immediately investigated by the appropriate adult (i.e. classroom teacher or administrator). Individuals making threats – seriously or in-jest- either physically, verbally, in writing or online will be subject to immediate disciplinary action, up to and including expulsion or termination.

**Harassment** includes but is not limited to the following:

- Any physical, psychological (including threats of extortion) or verbal action reflecting a lack of respect for another.
- Creating a hostile environment for another and will not be tolerated at St. Joseph, where respect for the human dignity of each person is a basic value.
- Derogatory words or actions that threaten the name, reputation, and safety of an individual; Examples include, but are not limited to, text messages, blogs or web posts on social networks or otherwise, images or other types of pictures, etc.

St. Joseph students are encouraged to report any acts of bullying to an administrator or teacher. All reports will be kept confidential.

St. Joseph is **not** charged with monitoring a student's use of the internet, e-mails, text messages or similar communications. However, if a student's inappropriate use of these communication formats is brought to the school's attention, or if the school becomes aware of communications that reveal personal information of a student, make threats or cause another student or students to feel unsafe, the school will take appropriate action and notify the parents/guardians.

#### **Drug/Alcohol – Diocesan Policy and Regulations #5607 – please see Appendix**

**Note: Mississippi SB 2597**, effective July 1, 2011, is an act to prohibit adults from allowing a party to take place at a private residence or private premises if a minor at the party obtains any alcoholic beverage or beer and the adult knows or reasonably should know that the minor has obtained alcoholic beverages or beer and to provide criminal penalties for violations of this act. This is an amendment to Section 67-3-70, Mississippi Code of 1972.

#### **Threats of Violence – Diocesan Policy and Regulations #5608 and 5608.1**

According to Diocesan Policy 5608.1, 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/guardians [if the alleged perpetrator is a student]; and any other witnesses to the threatening action. If the alleged threat is made against the Administrator, the Superintendent shall conduct the investigation and take action in accordance with Diocesan policy and civil law.

As stated in **Mississippi Code § 37-11-18 (2013)**, any student who possesses any controlled substance in violation of the Uniform Controlled Substances 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 of the Mississippi Code, shall be subject to automatic expulsion for a calendar year by the principal of the school in which the student is enrolled. Such expulsion will take effect immediately. Parents and students may appeal the time frame of the expulsion to the Superintendent of Catholic Schools.

**Parental Cooperation - Diocesan Policy 5102.1** emphasizes the importance of a cooperative parent-school relationship. Therein, it states that failure of the parent to cooperate with and support school rules, procedures and values could result in the termination of student enrollment.

**Student conduct outside of School - Diocesan Policy #5402 and #5402.1** state that student conduct outside the school may be disciplined within the school. If the behavior students outside of school undermines the proper disciplinary authority of the school, safety of students or staff, or disrupts the school environment, that student's behavior will be reviewed by the administration, and consequences will be applied.

**Right to Appeal - Diocesan Regulation 5401.1R(c)** states that an appeal of a disciplinary action shall be addressed at the lowest level possible (at the school). Appeal to the next level will not be considered unless the complaint has been addressed on the previous level.

### **DRESS CODE**

Students are expected to display an appearance of neatness and modesty at all times. TC's School Uniforms is the official uniform supplier for St. Joseph. All skorts, skirts, pants, dress shirts (powder blue), navy knit shirts, white knit shirts, navy vests, navy sweaters, navy knee socks, navy tights, school tie **must be** from TC's School Uniforms. The navy or gray St. Joseph sweatshirts and St. Joseph jackets must be purchased from the Booster Club. Letterman's jacket must be purchased through the Athletic Department.

**Changes to the optional items and/or additional guidelines may be made if deemed necessary by administration.**

### **REQUIRED DAILY UNIFORM**

#### **Girls**

- Khaki skorts, skirts, shorts or pants with leather belt (brown or black)
- Navy or white knit shirt w/SJ logo
- Tennis shoes, boat shoe, etc. (must be closed toe and heel)
- Socks must be visible (**solid** navy, white, black or gray)
- Navy blue or gray St. Joseph sweatshirt or Navy St. Joseph jacket

#### **Boys**

- Khaki shorts or pants with leather belt (brown or black)
- Navy or white knit shirt w/SJ logo

- Tennis shoes, boat shoes, etc. (must be closed toe and heel)
- Socks must be visible (**solid** navy, white, black or gray)
- Navy blue or gray St. Joseph sweatshirt or navy St. Joseph jacket

### REQUIRED DRESS UNIFORM

Dress uniforms are required for designated Masses.

Any student not in dress uniform as required will be assigned a detention.

#### Girls

- Plaid skort or Plaid skirt (with navy modesty shorts)
- ¾ sleeve dress blouse with SJ Logo
- St. Joseph girl's tie
- Navy knee socks or navy tights
- **Black or navy** dress shoes (**including** loafers) or black & white oxfords (no heels higher than one inch/no pumps – must be closed toe and heel)

#### Boys

- Khaki pants with leather belt (brown or black)
- Blue dress shirt with SJ Logo
- St. Joseph men's tie
- Socks (solid navy, black or brown)
- Brown or black dress shoes

### Optional Uniform Items

#### Girls

- Navy sweater w/St. Joseph logo or navy vest w/St. Joseph logo
- Any jacket or coat issued by a St. Joseph sports team or by the Booster Club.

#### Boys

- Navy sweater w/St. Joseph logo or navy vest w/St. Joseph logo
- Any jacket or coat issued by a St. Joseph sports team or by the Booster Club.

### ADDITIONAL GUIDELINES:

- Parents should put the student's name in all uniform items.
- Every Friday will be St. Joseph shirt day (any St. Joseph shirt with uniform shorts, skort, etc)
- Socks must be worn at all times.
- No tattered or torn clothing
- No hats
- Leggings may be worn with socks (ankles must be covered): solid navy, white, black or gray. Footed solid navy, white, black or gray tights may be worn. No patterns or logos allowed.
- Girls are limited to two earrings per ear with no large necklaces or earrings such as hoops or dangles. No other piercings are allowed.
- Boots may be worn under pants but not with dress uniform.
- Undershirts or T-shirts worn under the uniform must be *solid white* (no lettering, graphics, etc.) and not extend beyond the uniform (long sleeves under a school shirt).
- Athletic uniform shirts (jerseys) may only be worn with the Principal's permission
- Only navy blue or gray St. Joseph sweatshirts, navy St. Joseph vests, navy St. Joseph sweaters, navy blazers with Logo or St. Joseph fleece, all-weather or letterman jackets or navy and gold individual sports jackets may be worn in the buildings during the school day
- After the uniform shirt, the St. Joseph sweater, sweatshirt or fleece is added for warmth. In colder weather, a solid coat may be worn between buildings but not in the classrooms.
- No visible tattoos

**Girls:**

- Skirts must be a modest length (3 inches from the floor when kneeling up straight as a guide). Skorts and shorts must be no shorter than mid-thigh (fingertip length).
- Skirts, skorts and shorts may not be rolled up.
- No excessive hair color, no hair details, no artificial designs, no artificial extensions like feathers or tinsel, etc.
- No sandals (all shoes must be closed toe and heel)

**Boys:**

- Hair length must be above the eyebrows, above the top of the shirt collar and above the ears.
- Hair should be neat, combed, out of the eyes and appropriate length (no longer/taller than 3 inches); no excessive hair styles, colors, unusual designs or tails. All men's braids must be braided flat on the head, not hanging. No designs are to be shaved into the hair.
- Dress shirts MUST be tucked in at all times.
- No facial hair is allowed.
- Boys needing to shave will be issued a detention.
- Sideburns cannot extend below the middle of the ears.

The Office will not loan forgotten dress code items. Any students in violation of the school dress code policy will be issued a detention.

**Special dress days:** These will be determined by the Administration for special occasions.

### OUT-OF-UNIFORM DRESS CODE

Students should be neatly dressed with no holes or frayed edges on clothing, even if they are purchased that way. Students must wear closed toe shoes. Tennis shoes and boots are acceptable; however, flip flops and sandals are not permitted. Pajamas or nightwear, boxer shorts, leggings as pants, sweatpants, joggers, thermal underwear and slippers/house shoes are never appropriate.

- No mini length apparel is permitted. The length of a skirt/dress must be no shorter than 3 inches above the knee. When measuring skirts, dresses, or shorts/skorts that have slits, the length will be determined by measuring from the top of the slit. Shorts may be worn but they must be no shorter than 5 inches above the knee.
- T-shirts may not advertise alcohol or tobacco products or in any other way be in poor taste. T-shirts may not have any writing that is suggestive in nature or have slogans, which have double meaning or innuendoes. The final determination lies ultimately with the appropriate grade level Director.
- The clothing itself should not be of such a nature that it is considered suggestive or immodest. Extremely tight clothing, spaghetti straps, or tank tops, sundresses, low necklines, shirts or blouses which reveal any part of the stomach, clothing made of clingy, revealing fabrics, etc., are not acceptable or appropriate. Boys may not wear extremely baggy pants. Once again, the final determination lies ultimately with the appropriate grade level Director.
- The wearing of caps or hats of any kind during the school day is not permitted in the school building even if the student is out of uniform. Earrings for boys are not permitted during the school day. Any other visible pierced body parts (i.e. noses, eyebrows, tongues, etc.) also are not permitted.
- Hair code and shaving code for boys remains the same.
- While "Out of Uniform" days are an opportunity for the students to express their individuality, the attire should not be of such a nature as to cause a distraction and consequently interfere with the learning process.



- Those students who are in violation will be given the choice of changing into a uniform provided by SJCS or calling a parent to bring an appropriate item of clothing. The student may not go back to class until they are in compliance. If a student uses an SJCS supplied uniform and does not return it, a fee will be assessed for the replacement cost of the uniform. Students may lose this privilege for remainder of semester.

### DRESS CODE FOR SEMI-FORMAL AND FORMAL DANCES

**Boys:** Normal attire would be a suit or sport coat, dress slacks, dress shirt and tie, dress shoes. If the weather is too warm, the suit jackets or sport coats would be optional. For Prom, tuxedos are appropriate, but not required. Grooming codes apply.

**Girls:** When selecting your dress for a dance, please consider that an improper selection may affect both you and your date. Please stop by the appropriate grade level Director's Office if you have questions. Dresses should be modest, and the back of the dress should not be below the waist; a shawl or wrap of some sort may accompany the dress and help in securing the modesty of the wearer. The length of a skirt/dress must be no more than 3 inches above the knee. When measuring skirts, dresses, or shorts/skortis that have slits, the length will be determined by measuring from the top of the slit. Appropriate dress shoes must be worn.

### DRESS CODE FOR INFORMAL DANCES

The dress for informal dances will be announced for each event. All dances will follow the guidelines for out-of-uniform dress. Those students who are in violation will be given the choice of calling a parent to bring an appropriate item of clothing or modifying their outfit so that it is in compliance. The final determination lies ultimately with the appropriate grade level Director.

### SPECIAL EVENTS

St. Joseph often enriches its normal programs with special events. All students must participate in these events, which include the following:

1. **Prayer Services and Masses:** Throughout the year, the entire faith community will gather to pray together either in special liturgies or prayer services. SILENCE AND REVERENT BEHAVIOR MUST BE MAINTAINED AT ALL WORSHIP SERVICES.
2. **Assemblies and Activities:** Assemblies are held for the entire student body at various locations within the school. Each class level will have a designated seating area. ACTIVITY-APPROPRIATE BEHAVIOR IS EXPECTED.
3. **Speakers Program:** Speakers are invited to St. Joseph Catholic School to talk to the students about a variety of subjects.
4. **Educational Programs:** Programs are planned for the entire school as well as targeted groups. These include events such as the Career Fair, College Fair and the Science Fair.
5. **D.E.A.R.:** Periodically, the students have a "Drop Everything and Read" time where they spend 30-60 minutes on pleasure reading.
6. **Retreats:** Each St. Joseph student will be provided a retreat each year. Attendance is required. If missed, the student must attend another retreat offered by the diocese or home parish.
7. **Pep Rallies:** Students are encouraged to display their school spirit during pep rallies. However, this display should always be in cooperation with the cheerleaders, not in competition with them.
8. **Educational Trips:** Educational trips provide the opportunity to learn outside the classroom. These trips are a privilege and students may be denied participation if they fail to meet academic or behavioral requirements. Students will be provided with an official permission form. Only school-provided written permission forms are accepted for these trips. No other forms of written approval or telephone calls will be accepted.

**Bus Policies:**

- Follow directions the first time that they are given. The driver is in charge of the bus.
- Stay in your assigned seat. Keep head, hands and feet inside the bus.
- No food, drink or tobacco allowed on the bus.
- No cursing or fighting.
- No loud talking.

### **STUDENT ORGANIZATIONS AND ACTIVITIES**

St. Joseph Catholic School encourages students to become involved in enriching activities beyond their academic involvements. For this purpose, numerous organizations and social and athletic activities exist. Students interested in forming other types of enriching activities should make their requests to the administration or the St. Joseph Student Council.

- A. Academic Competition Team:** Students are selected to compete against other schools in academic competitions.
- B. Dances:** All dances, high school and middle school, have a specified dress code. All students (and their guests) who choose to attend a dance will be subject to breathalyzer tests, personal searches of purses and/or pockets prior to entering the dance and vehicle searches. Inappropriate dancing could result in a student being asked to leave the dance and/or the dance being ended early. Limousines are only allowed for the Prom and are never allowed for middle school dances.
- High School Dances:** St. Joseph Catholic School students are allowed to bring one (1) guest to a dance. Under no circumstances are middle school/junior high students allowed at a high school dance. In order for a student to bring a non-St. Joseph guest/date, he/she must submit the appropriate permission slip to the grade level director by the date specified on the provided form. All students and their guests must sign in and out of the dance. Students must arrive within one hour of the start of the dance and may not leave more than an hour before the end of the dance. Once inside the dance, students may not go out and reenter.
  - Middle School Dances:** Middle school dances are for St. Joseph Catholic School 7<sup>th</sup> and 8<sup>th</sup> graders only. No outside guests/dates are permitted. Students must sign in and out of the dance. Once inside the dance, students may not leave.
- C. Homecoming:** The Homecoming Court consists of two (2) maids from each of the freshman, sophomore and junior classes, and four (4) maids from the senior class. Maids must meet the school's eligibility policy, have been enrolled in the school the previous year and have a good conduct record. Each class elects its own maids. Maids may not serve more than once during grades 9-11. The students in grades 9-12 elect the Homecoming Queen from the senior maids. Campaigning of any kind will disqualify a student from the Homecoming Court.
- D. Mu Alpha Theta:** This society exists to honor high school students who maintained a 3.5 average in Mathematics, an overall 3.0 average and a good conduct record. Membership is awarded after the first five semesters of college preparatory mathematics. Members must continue to take college preparatory mathematics courses to maintain membership. Also, any member not maintaining the stated averages will be put on probation for the following semester. Failure to achieve those averages will cause the student's withdrawal from the Society. Any serious infraction within the St. Joseph conduct system will also result in the student's dismissal from the organization.
- E. National English Honor Society:** This society was founded to recognize high school students who have excelled in Honors and/or Advanced Placement English. A student is eligible for membership after a minimum of five semesters of high school. In addition, a student must have a 4.0 average in Honors or Advanced Placement English courses and an overall core grade point average of at least a 3.75. The student must also have a satisfactory disciplinary record.
- F. Other School Sponsored Clubs:** As various clubs are formed, students are encouraged to participate in the ones that appeal to them and are expected to follow the rules set forth by that sponsoring faculty member.

- G. Retreat Team:** Retreat Team members are students who are committed to a good Christian life and desire to share their faith with other students. These students have the opportunity to grow and improve their leadership skills, communication skills, teamwork, creativity, and spiritual life. Their talents are used to lead retreat groups and to foster continual spiritual life in the St. Joseph community. Retreat Team members are 10<sup>th</sup>-12<sup>th</sup> grade students that are selected through an application process by the Campus Ministry program.
- H. St. Joseph Athletic Program:** St. Joseph is proud of the variety of its athletic and sports programs. Varsity level provides football, soccer, basketball, golf, softball, tennis, baseball, track, cross country, volleyball, swimming, bowling, cheerleading and Spirit Steppers. Middle school level provides football, basketball, baseball, soccer, swimming and cheerleading. All sports are sanctioned by the Mississippi High School Activities Association. The school's Eligibility Policy applies to these activities.

The St. Joseph sports program is open to all students. Coaches, in consultation with the principal and athletic department, have the final say as to the size and make up of their teams. Students must have a yearly physical, a signed Diocesan Participation form, a signed Athletic/Insurance form, a signed parent involvement form and a signed bus consent form before they are eligible to participate in any sports. Coaches will meet with parents before each sport to explain their programs and their expectations for the teams.

- I. St. Joseph Cheerleaders:** The cheerleaders are under the authority of the MHSAA. Selection of cheerleaders is determined by a committee of qualified cheerleader judges hired to maintain objective selection of the team (often UCA certified).
- J. St. Joseph Theatre:** Those students who are members of the theatre classes will participate in theatre activities throughout the year. All students who are interested in performing in the spring musical are invited to audition. Participation is by audition only. Students who are interested in positions other than performing must interview for backstage jobs at the time of the auditions. Membership in the school chapter of the International Thespian Society will be through chapter appointment after specific theater work experience has been achieved by the student.
- K. School Publications:** Each year, the students use their literary talents and journalistic skills in one of the following student publications. All school publications must be reviewed by the administration prior to printing.
- a. The Shield:** The school annual is published by the students, under the guidance of a faculty sponsor. The book is distributed in late August to all subscribers. Emphasis is placed on quality and creativity in photography, layout copy, and other areas of production skills.
  - b. The Josephian:** This is a literary publication which includes the best of materials submitted by the English Department from students' work during the year. *The Josephian* also collects creative prose, poetry and artwork submitted by independent student and faculty sources.
  - c. The Bear Facts:** The school newspaper is published by the newspaper staff. Other students may participate in the paper by consulting with the sponsor.
- L. Spirit Steppers:** This is the dance team for the school. It is open to girls in grades 9-12. Selection of dance team members is determined by qualified judges hired to maintain objective selection of the team (often UDA certified).
- M. Student Government:** Student Government was established to foster leadership opportunities among the students by coordinating various activities at school.
- a.** Membership in this organization consists of the student body officers and the class officers of grades 7-12.

- b. Student Body Officer Election Qualifications: Candidates must have a minimum cumulative G.P.A. of 3.0, be registered for the next school year, have recommendations from four (4) of his/her current teachers and have been in attendance at St. Joseph for at least one (1) full academic year prior to running. Students must be a rising senior and have served on St. Joseph Student Council for one year prior to election.
- c. Class Officer Election Qualifications: Candidates must have a minimum cumulative G.P.A. of 3.0, be registered for the next school year, have recommendations from four (4) of his/her current teachers and have been in attendance at St. Joseph for at least three (3) consecutive quarters prior to running.
- d. Elections Procedures: Students in grades 8-11 vote for student body officers. Each grade level votes for its class officers.
- e. Executive Committee: The Executive Committee of student government directs the activities of the Student Council. It consists of the student body officers and the class presidents.
- f. Mandatory meetings are held weekly. Any officer missing two (2) meetings without notifying the faculty advisor will be removed from office.
- g. Extraordinary meetings of the full Student Council or Executive Committee are called by the Faculty Moderator. All meetings are open to interested students.
- h. Removal from Office: A Class Officer or Student Body Officer will be placed on probation for failing any class for a quarter. He/She will be removed from office for semester failure in a core subject (Religion, English, Mathematics, Science, Social Studies, or Foreign Language), failure to participate in Student Council activities, failure to fulfill the duties of his/her office or for a serious violation that is grounds for suspension or expulsion.

**N. The National Honor Society:** The William Henry Elder Chapter of the National Honor Society is open to high school students who have completed at least five semesters of high school and who exemplify the organization's characteristics of scholarship, character, leadership and service. The criteria for membership are:

- a. Scholarship: The student must have a cumulative Grade Point Average of at least a 3.75.
- b. Leadership: The student must have held at least one elected/appointed leadership position, either in or out of school.
- c. Service: The student must have completed 15 of the school's required service hours to be considered for membership. To graduate with the NHS Stole, a member must have earned the St. Joseph Service Cord.
- d. Character: The student must have a satisfactory disciplinary record at school and in the community.
- e. A faculty committee will evaluate candidates for membership. No student has a right to membership in the National Honor Society. The decision of the faculty committee regarding admission is final.
- f. To continue membership, a student must maintain the standards of the organization. Any member not maintaining the 3.75 average will be put on probation for the following semester. Failure to achieve the 3.75 average will cause the student's withdrawal from the Society. Any serious infraction within the St. Joseph conduct system may also result in the student's probation or dismissal from the Society. All members are required to participate in the service project of the National Honor Society.

## STUDENT SERVICES

- A. Cafeteria:** St. Joseph provides students with a lunch period in the school cafeteria. Lunch menus and prices are posted there. Seniors may eat lunch on the Senior Deck or in the cafeteria. All other students are to eat in the cafeteria. Students are not allowed to eat in classrooms, hallways, by the bell tower or outside of buildings. Students are not allowed to have restaurant food delivered to school.
- B. First Aid Assistance:** Every accident or injury sustained in the school, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported in writing to the office. The first aid station is located in the school office.
- C. Guidance Program:** The Guidance Department is concerned with the successful progress of every student, both academically and personally. It works to develop proper study skills, to create a schedule of studies which will lead to a fruitful preparation for life or higher studies and promote that personal understanding which leads to self-confidence, wholesome self-esteem, and social growth. Students may initiate a conference by seeing the counselor and making an appointment. Counselors may also call the student in for a conference at their discretion.
- D. Library and Resource Center:** Students may use the library and resource center between 7:30 a.m. and 4:00 p.m. The following are available for student use: fiction/non-fiction books, magazines, related research material, including computer-related tools. Also, a limited number of audio books are available. Library materials are borrowed for two weeks and may be rechecked as needed. **Overdue fines must be paid before books can be re-checked, other books borrowed or semester exams taken.**
- E. Medications:** **Students may not carry medication with them during the school day** with the exception of asthma inhalers and Epi-pens. According to Diocesan Policy #5602, medication may only be administered by school personnel under the following conditions:
- a. Written instructions from the prescribing physician are provided.
  - b. A written statement from the physician identifies the conditions in which the medication is to be administered and reflects a willingness to accept direct communication from the school staff.
  - c. A written statement from the parent authorizes school personnel to administer the medication and releases the school and its employees from any liability in administering the medication.
  - d. The administering of non-prescription medication requires that the parent completes a Medication Consent Form.
  - e. All medication must be in the original container with the following information on it: student's full name, name of medication, dosage, time to be administered and physician's name.
- F. Messages for Students:** Students will not be disturbed during school hours to receive phone calls. Phone messages may be left with the school secretary and must be phoned in at least thirty (30) minutes before the end of the last class. In the case of an emergency (serious illness, death of a family member, etc.), we ask that a member of the family come to the school. We will locate the student and bring him/her to the office. Deliveries of flowers, balloons, candy, etc. for students will not be accepted at school.

- G. Personal Lockers:** Each high school student is assigned a locker. Combination locks are available to be checked out from the school. It is the student's responsibility to keep the locker locked at all times. Students are not to exchange these locks or lockers or use any locker not assigned to them. The locks and lockers are the property of St. Joseph, and will be inspected by school authorities throughout the year. In case of damage to the locker, the student assigned to that locker will pay for repair costs and/or cleaning fees. This includes graffiti, stickers, etc. If a lock is damaged or lost, the student must pay a \$10.00 replacement fee. All lockers are to be cleaned out at the end of each semester. Middle School students are provided 2 lockers to hold not only their books but also their book bags; therefore, book bags are not to be carried in the Middle School.
- H. Academic Support Program:** Application for services must be submitted to St. Joseph Catholic School. The student must have current testing results to be considered for the resource program. A screening committee will review the recommendations included in the assessment report and determine what accommodations and/or instructional assistance can be provided. An annual review will be conducted for all students to determine continuation of services.
- I. St. Anthony Elementary School:** Students with siblings who attend and/or parents who work at St. Anthony School must obtain written release form to use the walkway behind St. Joseph. Students who drive must use the city roads to travel between campuses. Failure to do so could result in the forfeiture of St. Joseph Catholic School parking permit.
- J. School Hours:** The school office is open from 7:30 a.m. until 3:30 p.m. No student should arrive at school before 7:00 a.m. All students arriving to school anytime between 7:00 and 7:45 a.m. will need to report directly to the cafeteria. Students will be dismissed from cafeteria at the 7:45 bell. Any student still on campus thirty (30) minutes after dismissal and not involved in a school activity must report to After School Supervision. There is a charge for this service and details may be obtained from the office.
- K. School Messenger System:** St. Joseph has a notification system in place to alert parents of important news from the school. Please read texts and listen to messages coming from St. Joseph. Please do not assume that a call from St. Joseph means that the school is closed. The administration will consider the safety of students when making the decision to close school. Consideration will be given to the decision of neighboring schools and districts, but there may be times when our decision will be different. Decisions will be made as soon as possible and you will be notified.
- L. Student Parking Lot:** Parking is available in designated areas. The Security Guard is the authority in the parking lot.
- A Parking Fee of \$25.00 is charged for a parking permit and entitles the driver to a reserved parking space. Seniors have priority parking privileges. The permit must be visible at all times. A valid driver's license, copy of car insurance, and a parking permit application must be submitted to the Parking Coordinator before a student may obtain a parking space.
  - The speed limit in the parking lot is **10 mph**. Drivers must be conscious of other people in the parking lot.
  - After arriving on campus for classes, students must go to assigned locations. They may not remain in their cars or in the parking lot for any reason. Once on campus, students must have a school dismissal before leaving the campus during school hours. The school does not assume responsibility for students leaving campus without permission.
  - Students are NOT permitted to return to their vehicles during school hours without permission from the administration. To go to the parking lot, a student must go the main office, sign out and obtain a pass, then return to the office to sign in and return the pass. Students are not permitted to loiter in the parking lot after school.
  - Speeding or parking violations could result in any of the following: a warning, a detention, a \$25 fine, loss of parking privileges for a month, or for the remainder of the school year.

- M. **Student Textbooks:** The State of Mississippi provides most textbooks used at St. Joseph. Students are issued these books at the beginning of the academic year. Students are responsible to return these texts at the end of the year and to pay for those which are damaged or lost. Periodic book checks are conducted by classroom instructors.
- N. **Telephones:** See cell phone policy. Students may not make calls during class time unless it is an emergency and with permission from the teacher.
- O. **Visitors to School:** St. Joseph welcomes all visitors during school hours who have legitimate business. Guests and visitors must register at the main office. PARENTS DESIRING TO SEE A TEACHER, COUNSELOR OR ADMINISTRATOR MUST MAKE AN APPOINTMENT. Students and staff are to report visitors to the office. Students wishing to bring a guest to school must obtain prior approval from the administration and secure a pass for their visitor at least two days in advance. **Visits should be limited to students considering attending St. Joseph.** All visitors must be dressed appropriately.

### GENERAL INFORMATION

- A. **Advisory Council:** The St. Joseph Advisory Council serves to promote quality education at St. Joseph Catholic School. Unlike other types of School Boards which are regulatory, The St. Joseph School Advisory Council is advisory and derives its authority in areas specifically designated by the Bishop of the Diocese of Jackson. Regular meetings are held monthly and extraordinary meetings are held at the discretion of the Council President. Regular meetings are open to all parents, teachers and interested parties. Specific procedures to place an item on the agenda are available in the Council Constitution and are available by contacting the President of the Advisory Council.
- B. **Alumni Program:** The school community is proud of its alumni who have brought distinction to every facet of the educational program. We see ourselves as the grateful inheritors of a proud tradition of excellence, which challenges every one of us today. Class Reunions are coordinated through the St. Joseph Development Office. Dates, times and places will be included in Focus, the school's alumni newsletter and Alumni Buzz, online communication.
- C. **Book Bags/Back Packs:** Middle school students are not permitted to carry a back pack or book bag during the school day. Book bags are not to be left in the hallways of the classroom buildings. Book bags are not to be in front of any doors, inside or out. Book bags are not to be on the sidewalk beside the administration building. Book bags are not to be brought into the gym or cafeteria. They should be next to the Cafeteria, between the doors, or by the gym on the side walk between the drink machines and the end of the outer gym wall, **NOT NEAR THE DOORS.**
- D. **Booster Club:** The Booster Club is the support group for all sports and activities sanctioned by the Mississippi High School Activities Association.
- E. **FAST (Fine Arts Support Team):** This group assists the Fine Arts program. Events include the fall play, Christmas concert, spring play and Thespian Society.
- F. **ID Cards:** St. Joseph students, faculty and staff receive a picture ID. In order to attend school activities with free admission, the ID must be presented. These passes are non-transferable. Students who fail to present their ID at the entrance will be charged the regular admission fee.
- G. **Parent Association:** This is the parent/teacher organization of the school. Its officers (President, President-Elect, Vice-President, Secretary and Treasurer) are elected each spring. The association meets monthly.
- H. **Parent Involvement:** The St. Joseph community, parents, faculty, students and alumni -- seek excellence in all aspects of the educational program. To provide the necessary talent and energy to supplement that of the parent and faculty leadership, the School Advisory Council and Finance Committee encourage every family to offer voluntary service to the school community for curricular or extra-curricular activities (e.g. athletics, drama, landscape and maintenance work, home-school programs, fund-raising, etc.) At the beginning of the school year, the Parent Association publishes

a list of volunteer opportunities, which are related to the normal activities of the school and its particular plans for the year. Volunteers who work directly with students on a regular basis are required to be certified by "Protection of Children."

- I. **Procedure for Withdrawal:** Parents withdraw a student by presenting a dated letter of withdrawal and ALL the student's textbooks including the MacBook to the front office. Once all obligations to school, i.e. financial, athletic uniforms, guidance materials, library materials, etc., are cleared, the student will then be considered withdrawn from St. Joseph. The student's cumulative folder will be forwarded to the new school upon written request from that school.
- J. **School Maintenance:** Students are expected to assist in maintaining the cleanliness and order of the school and classroom facilities. They follow the example of the faculty and cooperate in keeping the area around their desk and locker neat and clean. It is an expression of respect, pride and spirit to work in a facility where everyone contributes to its good order and cleanliness.
- K. **Student care of school property:** Students are responsible for the proper use and care of all books, supplies, and furniture belonging to the school. Students who damage property or equipment will be required to pay for the damage. Students should remove their trash from the cafeteria tables and leave their area in a clean condition for the use of others.
- L. **Child Abuse Laws:** St. Joseph Catholic School abides by the Child Abuse laws of the State of Mississippi. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.
- M. **Use of School Grounds:** During school hours the campus is secured and the use of the grounds is for school sponsored or related events and activities only. For scheduling use of the school grounds after school hours or on weekends, please contact the school office.

### ***DIOCESAN POLICIES AND PROCEDURES***

There are Diocesan policies and/or regulations that directly apply to all students and parents of the Catholic Schools in the Diocese of Jackson. All policies and procedures concerning students and/or parents also apply. A full explanation of these policies/procedures is in [The Policies and Regulations for the Educational Institutions of the Catholic Diocese of Jackson](http://schools.jacksondiocese.org/education-overview/resources/) which is available online at <http://schools.jacksondiocese.org/education-overview/resources/>.

Student action that is not consistent with the philosophy/objectives of St. Joseph Catholic School is subject to the review of the Administration and may lead to withdrawal from the school. The Administration reserves the right to initiate change and modify policies as needed with the exception of any that are specified by state or federal law.

At any time during the school year, more specific information pertaining to school policy can and will be distributed.

**In absence of a written policy, the administration reserves the right to determine the appropriate response to any given situation.**



**Weekly Schedule**

| Monday      |           | Tuesday   | Wednesday | Mass Thursday |       | Friday    |
|-------------|-----------|-----------|-----------|---------------|-------|-----------|
| 7:55-9:00   | A/HR      | A/HR      | A/HR      | 7:55-8:45     | A/HR  | A/HR      |
| 9:05-10:05  | B         | F         | E         | 8:50-9:45     | D     | C         |
| 10:10-11:10 | C         | B         | F         | 9:50-10:35    | Mass  | D         |
| 11:15-11:45 | 1st lunch | 1st lunch | 1st lunch | 10:40-11:35   | E     | 1st lunch |
| 11:50-12:50 | D         | C         | B         | 11:40-12:05   | 1st L | E         |
| 11:15-12:15 | D         | C         | B         | 12:10-1:05    | F     | E         |
| 12:20-12:50 | 2nd Lunch | 2nd Lunch | 2nd Lunch | 11:40-12:35   | F     | 2nd Lunch |
| 12:55-1:55  | E         | D         | C         | 12:40-1:05    | 2nd L | F         |
| 2:00-3:00   | G         | G         | G         | 1:10-2:05     | B     | G         |
|             |           |           |           | 2:10-3:00     | G     |           |

**Pep Rally Schedule**

|           |             |
|-----------|-------------|
| A/HR      | 7:55-9:00   |
| C         | 9:05-10:05  |
| D         | 10:10-11:10 |
| 1st lunch | 11:15-11:45 |
| E         | 11:50-12:50 |
| E         | 11:15-12:15 |
| 2nd Lunch | 12:20-12:50 |
| F         | 12:55-1:55  |
| G         | 2:00-2:25   |
| Pep Rally | 2:30 - 3:00 |

**Early Release Wed Schedule**

|           |             |
|-----------|-------------|
| A/HR      | 7:55-8:55   |
| E         | 9:00-9:55   |
| F         | 10:00-10:55 |
| 1st lunch | 11:00-11:25 |
| B         | 11:30-12:25 |
| B         | 11:00-11:55 |
| 2nd Lunch | 12:00-12:25 |
| C         | 12:30-1:25  |
| G         | 1:30-2:00   |
| Dismissal | 2:00        |

## 2018-2019 Exam Schedules

| 1st Sem     | Tues., 12/18                  | Wed., 12/19                   | Thurs., 12/20                 | Fri., 12/21         |
|-------------|-------------------------------|-------------------------------|-------------------------------|---------------------|
| 2nd Sem     | Tues., 5/21                   | Wed., 5/22                    | Thurs., 5/23                  | Fri., 5/24          |
| 7:55-8:20   | Study Hall                    | Study Hall                    | Study Hall                    | Study Hall          |
| 8:20-9:40   | Exam D                        | Exam B                        | Exam C                        | Exam G              |
| 9:45-10:10  | Break                         | Break                         | Break                         | Dismissal<br>NO ASC |
| 10:15-10:40 | Study Hall                    | Study Hall                    | Study Hall                    |                     |
| 10:45-12:00 | Exam E                        | Exam F                        | Exam A                        |                     |
| 12:00       | Dismissal / ASC<br>until 2 pm | Dismissal / ASC<br>until 2 pm | Dismissal / ASC<br>until 2 pm |                     |

### Notes regarding exams:

1. Attendance at study hall before an exam is mandatory.
2. Uniforms must be worn for exams.
3. All obligations, including but not limited to tuition, fees and uniform returns, to St. Joe must be cleared before exams may be taken.
4. No early exams shall be administered. Make up exams may be taken in case of illness with a doctor's excuse for the days missed.

## 2018-2019 St. Joseph Catholic School Calendar

| AUGUST 2018 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
|             |    |    | 1  | 2  | 3  | 4  |
| 5           | 6  | 7  | 8  | 9  | 10 | 11 |
| 12          | 13 | 14 | 15 | 16 | 17 | 18 |
| 19          | 20 | 21 | 22 | 23 | 24 | 25 |
| 26          | 27 | 28 | 29 | 30 | 31 |    |

- 1 Teacher 1<sup>st</sup> day
- 15 Feast of the Assumption
- 22 Early Dismissal

| JANUARY 2019 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

- 1-4 New Year Holiday -No School
- 7 Classes Resume
- 9 Early Dismissal
- 21 Dr. M.L. King, Jr. Day  
No School
- 23 Early Dismissal
- 27-31 Catholic Schools Week

| SEPTEMBER 2018 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | Th | F  | S  |
|                |    |    |    |    |    | 1  |
| 2              | 3  | 4  | 5  | 6  | 7  | 8  |
| 9              | 10 | 11 | 12 | 13 | 14 | 15 |
| 16             | 17 | 18 | 19 | 20 | 21 | 22 |
| 23             | 24 | 25 | 26 | 27 | 28 | 29 |
| 30             |    |    |    |    |    |    |

- 3 Labor Day -No School
- 12 Early Dismissal

| FEBRUARY 2019 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 |    |    |

- 1-2 Catholic Schools Week
- 4 Diocesan PD/FF Day-  
No School
- 6 Early Dismissal
- 18 Presidents' Day  
No School
- 20 Early Dismissal

| OCTOBER 2018 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | Th | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

- 3 Early Dismissal
- 8 Columbus Day- No School
- 17 Early Dismissal
- 31 Halloween

| MARCH 2019 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

- 6 Ash Wednesday
- 6 Early Dismissal
- 11-15 Spring Break - No School
- 20 Early Dismissal

| NOVEMBER 2018 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 |    |

- 1 All Saints Day (Mass)
- 7 Early Dismissal
- 11 Veterans Day
- 19-23 Thanksgiving Holidays

| APRIL 2019 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | Th | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |

- 10 Early Dismissal
- 19 Good Friday- No School
- 21 Easter Sunday
- 22 Easter Monday  
No School
- 24 Early Dismissal

| DECEMBER 2018 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    |    |    |    |    | 1  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            | 31 |    |    |    |    |    |

- 5 Early Dismissal
- 24-31 Christmas Holidays  
No School

| MAY 2019 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | Th | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

- 8 Early Dismissal
- 12 Mother's Day
- 23 Last Day of School
- 27 Memorial Day

In the absence of policy, the administrator has the power of discretionary action. The administrator shall notify the Advisory Council of the action taken and the need for a new policy

If additions or changes are needed in any Diocesan policy, this information/request should be directed to the Superintendent of Schools. **Diocesan Policy 2504.**

# APPENDIX

**DIOCESE OF JACKSON MISSION STATEMENT**



CATHOLIC DIOCESE of JACKSON

**Diocesan Policy 5607**

|                                                                |                                                                                |                               |
|----------------------------------------------------------------|--------------------------------------------------------------------------------|-------------------------------|
| <b>POLICY DESCRIPTION:</b><br><b>Students: Substance Abuse</b> | <b>ISSUE DATE:</b><br><b>08/15/92</b>                                          | <b>SERIES:</b><br><b>5607</b> |
|                                                                | <b>AMENDED DATE:</b><br><b>02/25/99, 07/15/05</b><br><b>09/09/06, 03/28/09</b> | <b>DELETION DATE:</b>         |

The purposes of the Diocesan policy on substance abuse are:

- a) 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;
- b) To maintain a safe, healthy learning environment for all students;
- c) To reduce absenteeism and tardiness;
- d) To prevent injury to participants of school extracurricular activities;
- e) To prevent injury to those who drive vehicles on campus;
- f) 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.

Additionally, all middle/high school students will be subject to random drug/chemical/alcohol testing. The regulations contained within 5607R(d) will apply to all random testing.

The school shall require follow-up testing if: 1) at any time during his/her enrollment a student's drug/alcohol test indicates use of illegal or non-prescribed drugs, or alcohol or 2) a student admits to the use of illegal or non-prescribed 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 Code § 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.

**Diocesan Regulation 5607R (a)**

**DIOCESAN REGULATION: 5607R(a)**

**DESCRIPTION:**

**Students: 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 completed.
- (3) Non-school related use, possession, transportation, or sale of illegal or nonprescribed 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.

### **Diocesan Regulation 5607R (b)**

|                                      |  |
|--------------------------------------|--|
| <b>DIOCESAN REGULATION: 5607R(b)</b> |  |
|--------------------------------------|--|

**DESCRIPTION:**

**Students: Reasonable Suspicion Testing**

Reasonable Suspicion Testing

(a) 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.

(b) 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.

(c) In all but extenuating 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 has 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.

(d) 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.

**Diocesan Regulation 5607R (c)**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>DIOCESAN REGULATION: 5607R(c)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>DESCRIPTION:</b><br><b>Students: Follow-up Testing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <p>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.</p> <p>All follow-up testing procedures adopted by the school must meet the prior approval of the Superintendent of Schools.</p> |  |

**Diocesan Regulation 5607R (d)**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>DIOCESAN REGULATION: 5607R(d)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>DESCRIPTION:</b><br><b>Students: Random Testing &amp; Pre-Enrollment Testing</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <p><b><u>RANDOM</u></b></p> <p>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 will be subject to random testing. These procedures will be enforced uniformly with respect to all students.</p> <p>There will be random alcohol testing at every middle/high school dance in the Diocese. Parents and students will be notified of this fact before each dance. The list of students to be randomly tested will be generated prior to each event and available to the Superintendent of Schools upon request.</p> <p>The Superintendent of Schools will confirm the random selection process used by each school for random drug and/or alcohol testing. This testing may be required without specific cause for all students. The selection of students for testing will be made by a scientifically valid method such as a random number table or a computer-based random number generator that is matched with the students identifying numbers. Under the selection process used, each student shall have an equal chance of being tested each time selections are made.</p> <p>As a condition of enrollment and continued enrollment, students must consent to random drug and alcohol testing. The students selected shall be notified and tested the same day. Their parents/guardians will be informed that the testing has occurred. Students who refuse to be tested, deliberately avoid testing, or have positive test results, will be violation of the substance abuse policy and will be subject to disciplinary action up to and including immediate expulsion.</p> <p><b><u>PRE-ENROLLMENT TESTING</u></b></p> <p>Each school may also conduct pre-enrollment testing of prospective students and the passing of a drug/alcohol test may be a condition of enrollment of the student.</p> |  |



# Field Trip Form



## CATHOLIC DIOCESE OF JACKSON OFFICE OF CATHOLIC EDUCATION FIELD TRIP AUTHORIZATION AND RELEASE FORM

We, the undersigned parent(s) or legal guardian(s) of \_\_\_\_\_ do hereby  
*(Name of Child/Youth)*

authorize and voluntarily request that my child participate in the following field trip experience:

\_\_\_\_\_ on \_\_\_\_\_  
*(Activity and Location)* *(Date)*

We understand and agree that our child will be transported via \_\_\_\_\_  
*(Transportation Service)*

We will depart from \_\_\_\_\_ at \_\_\_\_\_  
*(Name of School or Church)* *(Time Leaving)*

and return at \_\_\_\_\_  
*(Time Returning)*

We understand that adequate supervision will be provided. We authorize the adult in charge to administer medical attention as needed in the event that the persons listed below cannot be reached.

In consideration of these and other things, I release, indemnify and agree to hold St. Joseph Catholic School,  
*(Name of School)*

\_\_\_\_\_ Catholic Church, the Catholic Diocese of Jackson, teachers, chaperones, priests,  
*(Name of Church)*  
bishops, administrators or any of their employees, agents or contractors (“Released Parties”) from any liability for my child’s physical or mental injuries that might occur during this field experience.

I also authorize and agree to my child’s release, indemnity and agreement to hold harmless the Released Parties from all claims arising out of, occurring or accruing during the trip. I agree on behalf of my child that this release, indemnity and hold harmless agreement shall be binding upon me as a parent, guardian, next friend of my child, and upon my child’s estate, heirs, personal representatives and assigns.

\_\_\_\_\_  
*Signature of Mother/Legal Guardian*

\_\_\_\_\_  
*Signature of Father/Legal Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

In case of emergency call:

1. \_\_\_\_\_ at \_\_\_\_\_  
*Name/Relationship* *Phone Number*

2. \_\_\_\_\_ at \_\_\_\_\_  
*Name/Relationship* *Phone Number*

My child, \_\_\_\_\_, has the following medical concerns: \_\_\_\_\_

## Mississippi School Immunization Requirements

### MISSISSIPPI SCHOOL IMMUNIZATION REQUIREMENTS

In order to enroll in any public or private kindergarten, elementary, or secondary school in Mississippi, a student must provide the school with a:

Certificate of Immunization Compliance (Form 121) which **MUST** be signed by the District Health Officer, a physician, or a nurse.

or a

Certificate of Medical Exemption (Form 122 not computer generated). This form **MUST** be signed by the District Health Officer (refer to the Medical Exemption section for specific information.)

The list of immunizations required is specified by the State Health Officer and is promulgated at least annually as directed by state statute. All vaccines are to be given at the appropriate age and intervals according to ACIP recommendations. The required vaccines are listed below.

#### Mississippi School Entry Immunization Requirements

| Vaccine/antigen                                    | No. of doses   |
|----------------------------------------------------|----------------|
| Diphtheria, Tetanus, Pertussis (DTaP) <sup>b</sup> | 5 <sup>c</sup> |
| Polio (IPV)                                        | 4 <sup>d</sup> |
| Hepatitis B                                        | 3              |
| Measles, Mumps, Rubella (MMR)                      | 2 <sup>e</sup> |
| Varicella (chickenpox)                             | 2 <sup>f</sup> |

- All children entering a Mississippi school (any grade) for the first time will be required to have the above listed immunizations. This includes Pre-K 4 year olds – 12th grade.
- Children entering a Mississippi school after their 7th birthday who do not meet the above DTaP requirements, will need at least 3 total doses of diphtheria/tetanus containing vaccine (Td). Tdap should be used as 1 of the 3 diphtheria/tetanus containing vaccines (preferably as the 1st of the 3 doses) for children age 10 years and older. Refer to the Advisory Committee on Immunizations Practices (ACIP) catch up schedule at <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html>
- If the 4th dose is received on or after the 4th birthday, a 5th dose is not required.
- The final dose in the series should be administered at 4 years of age, regardless of number of previous doses. A 4th dose is not necessary if the 3rd dose was administered at age 4 years or older and at least 6 months following the previous dose.
- MMR vaccine may only be waived if there is a documented physician's diagnosis of previous infection with measles, mumps and rubella disease or a serological confirmation of immunity to measles, mumps and rubella.
- Varicella vaccine will be waived for evidence of past infection, including past history of chickenpox or a serological confirmation of immunity to chickenpox.

#### Mississippi 7th Grade School Immunization Requirements

| Vaccine/antigen        | No. of doses   |
|------------------------|----------------|
| Tdap (7th grade entry) | 1 <sup>a</sup> |

- Effective 2012-2013 school year all students entering, advancing or transferring into 7th grade will need proof of an adolescent whooping cough (pertussis) booster, aka Tdap vaccine, before entry into school in the fall. Tdap vaccine given on or after the 7th birthday meets the school requirement.

Revised 1/12/2018

## Telecommunications Use Agreement

### TELECOMMUNICATIONS USE AGREEMENT

#### *Telecommunications Use Agreement*

*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Joseph Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

**Medication Administration Authorization Form**

**St. Joseph Catholic School**

308 New Mannsdale Road, Madison, Mississippi 39110

**MEDICATION ADMINISTRATION AUTHORIZATION FORM**

Medications should be administered to students by their parents/guardians at home whenever possible. In the event this is not possible, consent must be given and the following form completed.

**For Prescription Medications**, written authorization from parent/guardian and licensed health care provider are required.

**For Over the Counter Medications**, written authorization from parent/guardian is required. Authorization from a licensed health care provider may be required for repeated usage or at the discretion of the school administrator.

**Parent/Guardian Authorization**

1. I request that the above medication be given to my child during school hours as ordered by his/her licensed health care provider.
2. I will immediately notify the school of any change in the medication or licensed health care provider order, dosage change, frequency, or duration of administration.
3. I will provide the prescription medication in the original container from the pharmacy with label affixed: student's name, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the prescription and/or medication expires.
4. I will provide over the counter medication in the original manufacturer's bottle and include: student's name affixed to the bottle, name of the medication, reason(s) for the medication, dosage, time, frequency, method of administration and date that the medication expires.
5. I will pick up any unused portion of medication within 30 days of discontinued date or by the last day of school.
6. I give permission for designated school personnel to administer the medication.
7. I give permission for designated school personnel to administer the medication on a field trip or school activity as ordered.
8. I release all school personnel harmless for any and all liability for damages or injury resulting directly or indirectly from the presence of medication in the school or its use by my child.

\_\_\_\_\_  
(Parent/Guardian Signature) (Date) (Phone)

**Licensed Health Care Provider Completes This Section (Please Print):**

Student's Name: \_\_\_\_\_

School: \_\_\_\_\_

Birthdate \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Allergies: \_\_\_\_\_

Name of Medication: \_\_\_\_\_ Dosage to be given: \_\_\_\_\_

Time/frequency to be administered: \_\_\_\_\_

Method of Administration (i.e. oral, inhale) \_\_\_\_\_

Other recommendations/Side Effects/Special Considerations: \_\_\_\_\_

Diagnosis/Medical reason for medicine: \_\_\_\_\_

X  
\_\_\_\_\_  
(Licensed Health Care Provider Signature) (Date) (Phone)