

# ST. JOSEPH SCHOOL

3406 Hwy 107 South      Plaquemine, LA 71362

[www.sjsplaucheville.org](http://www.sjsplaucheville.org)

318-922-3401

Diocese of Alexandria



## PARENT/STUDENT HANDBOOK 2019-2020

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### **History of St. Joseph School**

In 1899, St. Joseph School opened its doors with ninety pupils under the direction of Father J.B. Limagne and the Sisters of Divine Providence. Until 1908, the school offered only elementary grades, and in 1920 the high school was established. The school was also changed from a pay school to a parochial school. St. Joseph operated on a tuition and procedure basis. And in 1926, St. Joseph High School was established as a Louisiana High School by the State Board of Education.

The Golden Jubilee of St. Joseph School was celebrated in 1951. The official blessing and groundbreaking for the school gym was begun at this time. In 1967, the Brothers of the Holy Eucharist, a local diocesan Community, brought their apostolate to help staff the school and they continue to serve the school today. In 1993, The Marianites of Holy Cross joined the teaching staff in the high school department. In 2005 Kenneth DeCook became the principal of St. Joseph School. In 2014 Bryan Runyan was named St. Joseph Principal along with Gerard Jeansonne, Assistant Principal and Tony Palermo, Assistant Principal and Head Football Coach.

On October 1, 2016, Mr. Billy Albritton became principal of St. Joseph School. In July 2017 we happily welcomed the Sisters of the Secular Institute of the Two Hearts to teach religion at the elementary and high school levels. In addition to being one of the oldest Catholic Schools in the area, St. Joseph is the only Catholic High School within the civil parish of Avoyelles.

### **St. Joseph School Philosophy**

St. Joseph School believes that its primary concern is the Catholic education of its students. In its service to the young men and women of this area, it attempts to provide an atmosphere which stresses Catholic values while challenging students to become self-disciplined, responsible, self-motivated, and well-adjusted individuals. The curriculum is designed to meet the spiritual, intellectual, emotional, physical, and social needs of students. The academic program attempts to develop thinking skills, reasoning skills, and decision-making skills necessary for students to grow into mature adults capable of making a positive contribution to society. By establishing an atmosphere where Christian values are practiced, taught and developed, there is a desire to model a Christian community for students to continue living throughout their lives.

### **St. Joseph Mission Statement**

The mission of St. Joseph School is to form young people by encouraging them to develop a responsible relationship with God, a sound mind and body, and a desire to attain academic excellence in an atmosphere that stresses Catholic values out of which would develop morally competent, Christ-centered individuals.

### **Our Purpose**

St. Joseph School is a co-educational school owned by Mater Dolorosa Church. The school has the approval of the Louisiana State Board of Education. Although the high school department is primarily college preparatory, the curriculum also attempts to meet the needs of all students. St. Joseph School aims to provide its young people with a vibrant Christian community in attaining emotional, physical, and mental habits, nurtures desirable social relationships with others by implanting an appreciation for

worthwhile activities, pride in accomplishment, and a sense of obedience and loyalty to the laws of community and toward an adulthood based on personal responsibility, creativity, initiative, and enduring values.

### **Educational Goals**

We believe our philosophical goals are attained, in general, through an active discipline of each student.

In particular, we at St. Joseph's School

...work to develop in students a sense of personal dignity along with a responsible relationship with God and fellow human beings:

...show our boys and girls how to respond best to the grace of God and the efforts of their teachers:

...challenged student's good spirits, which include temperament and character, by the daily example of the dedication of the teachers:

...enrich students' minds and hearts, through the formative assimilation of academics:

...Assist students in their own initiatives liturgical functions, and athletic activities.

### **Non- Discriminatory Policy**

St. Joseph School admits students of any race, color, national or ethnic origin to all the rights privileges, programs, and activities generally accorded or made available to students at St. Joseph School. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admission policies, scholarship or loan programs, athletic or other school-administered programs.

### **The St. Joseph School Parent-Student Handbook**

This handbook exists to foster the efficient operation of St. Joseph School. The school administration is given flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. The contents of this handbook are subject to change at any time when it is determined that changes are necessary and in the students' best interests by the school administration. If changes are made to the handbook, parents/guardians will be notified in a timely manner.

The contents of this handbook are considered accepted by parents/guardians and students upon receipt of the signed Parent-Student Handbook Contract. All outlined in the handbook is considered essential as parents/guardians and the school work together to help students reach their full potential and grow strong Catholic leaders. Violations of the spirit, intent or letter of the policies, rules and regulations found in the handbook will be just cause for administrative action.

### **The St. Joseph School Parent Cooperation Statement**

An ongoing positive working relationship between parents/guardians and St. Joseph School is critical to the success of both the school and its students. As part of that working relationship, parents are encouraged to play an active role in their child(ren)'s educational process, support the orderly administration and operation of the school, support and participate in school activities and provide instruction and serve as positive examples of strong Catholic leaders both at home and in the community. St. Joseph School possesses the philosophy that the school assists its parents/guardians in assuring that their responsibility of providing for the secular and religious education of their children is achieved. St. Joseph School encourages the constructive exchange of ideas, feedback and suggestions intended to foster the continued growth and improvement of the school; however, St. Joseph School is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals.

## **General Information of Personnel Duties**

### **The Administrator (Principal)**

The Administrator is responsible for all phases of the school's operation delegating responsibility to the Assistant Principal.

### **The Classroom Teacher**

Classroom teachers are specialists in the fields in which they teach. Each has either a major or a minor in these subject areas. They are intent on helping students get the most from their classes. They are also responsible for helping to carry out the administrative policies established by the Diocesan School Office and any additional policies that have been set by the Administration.

### **The Class Sponsor**

The homeroom is the basic administrative unit of the high school. Upon entering high school, each student is assigned to a homeroom of approximately thirty students. Routine matters are taken care of during this period. Reports from Student Council representatives are usually given during homeroom period.

### **The School Bookkeeper**

The school bookkeeper has custody of all activity funds. Various student organizations use the school banking facilities, and invoices and statements are paid through this account. All items purchased are charged to the school ONLY after a Purchase Order has been issued by the school bookkeeper and approved by the principal.

## Special Services

### Speech Therapy

Avoyelles Parish provides speech therapy on campus for students who qualify. Parents interested in having their child screened for speech services through Avoyelles Parish School Board should contact their child's grade level teacher.

### Title I Services

Avoyelles Parish provides Title I intervention services on campus for at-risk students. These services are provided to at-risk students by a certified employed teacher and paraprofessional from the Avoyelles Parish School Board. In order to receive services student must be considered at-risk or teacher recommended. Upon selection, parent will be notified in writing for a signature of acceptance of services.

Services can be applied two ways.

1. Inclusion/ Co-teaching in the classroom.
2. Small group instruction in Title I room.

**At-Risk-** is defined as students receiving free or reduced lunch and those that have education difficulties.

### 504 Accommodations

Section 504 ensures that the child with a disability has equal access to an education. The child may receive accommodations and modifications.

Parents should complete 504 form when registering child(ren). St. Joseph School can accommodate and modify some needs. Specific accommodations and modifications for each individual child will be reviewed by the 504 coordinator and administration. St. Joseph School reserves the right to change policy as needed for the betterment of the educational experience of the school.

### School Nutrition Program

The Diocesan Food and Nutrition Office is the agent responsible for the overall supervision of the school lunch program. St. Joseph School does not have ownership, does not make policies nor does it have decision-making authority over the school lunch program. It is Diocesan of Alexandria policy that all students must participate in the School Nutrition Program. The School Nutrition program provides both nutritious meals and nutrition education to students.

Participation in the breakfast program is optional and is payable on a daily basis. Students participating in the breakfast program must be in line by 7:45am. A student is required to pay for his lunch, whether or not he eats. Applications for free and reduced prices for the lunch program are sent to each family during registration and the first week of school. Please review the application carefully. If you feel you are eligible for free or reduced prices, we encourage you to take advantage of this program. All applications are held in strict confidence and are reviewed by the Food and Nutrition Office. Because of the large number of students and the limited amount of space in the dining hall, guests cannot be accommodated during the lunch period.

Children who receive free or reduced-price meal benefits are treated the same as children who pay for meals. No child will be discriminated against in the food service program. Parents may write the Secretary of Agriculture, Washington, D.C. 20250, with any questions. Parents not in agreement with the decision of their lunch cost status have a right to appeal by contacting the School Food Services at the Central Office. Refunds are made only for withdrawal or transfer. To receive a refund, parents must complete the Lunch Refund form provided by the manager. (Handbook of policies for Catholic Schools for Diocese of Alexandria)

### **Library**

The library is opened on Thursdays and Fridays, which is announced at the beginning of each school year. The librarian supervises its use and enjoyment. It is also available to patrons and other adults who may wish to use its facilities. The books on the open shelves, when not designated for another use may be checked out for two weeks usually with the privilege of renewal. A nominal charge is assessed for books kept beyond the elate clue. These charges must be paid promptly, or the student's right to use the library may be forfeited. The library is to be used for studying, research and reference. It contains books – fiction, and nonfiction, magazines, newsprl pers, rind r1 file for pamphlets and clippings. The reference books are to be used only in the library and are not to be checked out at any time. The following procedures will serve as guides for the student's use of the Library:

1. Teachers are encouraged to make arrangements with the librarian to send certain groups to the library for special projects or other class work.
2. Every book must be checked out correctly. Value of and cost of books today make loss or theft a very serious personal responsibility.
3. Fines will be levied against students who fail to return books in a timely manner, or who lose or damage books.

## FACTS Tuition Management

St. Joseph School has partnered with FACTS Tuition Management Company for the billing and collection of tuition and fees. All families registering their children at SJS will be required to set up an account with FACTS. All tuition fees are paid online through your FACTS account. FACTS customer service representatives handle all questions regarding individual family accounts and are available 24 hours a day for your convenience at 1- 866-441-4637.

### Fees

Please note that the following fees, payable in July during registration, are non-refundable. Registration for all students takes place in July. The following non-refundable fees are due in July:

- Registration Fee ▪ Fair Start Up Fee ▪ Diocesan Student Assessment Fee
- Student Insurance Fee ▪ Class Fee ▪ Testing Fee ▪ Book Fee ▪ Facts Fee

### Tuition

St. Joseph School tuition is payable on a twelve-month policy (a school year being AUGUST 1 through JULY 31). Tuition is paid through FACTS Mgt. on line. Tuition accounts delinquent for 30 days, are given written notice and delivered by U.S. mail to the last known address, stating that the account is due and payable in full, within 14 days. Failure to satisfy the account in full is grounds for the immediate dismissal of students affected by delinquent accounts. **YOU WILL GET CHARGE A \$25 LATE FEE FOR TUITION PAID AFTER THE 20<sup>TH</sup> OF EACH MONTH.** Further accounts delinquent more than twice in one year are grounds for demanding full payment in advanced at registration for each school year thereafter. A student will not receive a mid-period report or report card if a balance is due at the time of reports going home. **If a student withdrawal from St. Joseph School, you are responsible for that month's tuition and one-month advance tuition. If a student is not returning to St. Joseph School after school year is finished, your tuition will stop in July.**

Upon paying registration fees, parents recognize and understand that St. Joseph School is reserving a place for their child, which will not be made available to another child. Parents also acknowledge that the school is incurring expenses associated with proper staffing and materials for the anticipated attendance of their child. In exchange for this consideration, parents agree to be responsible for full tuition for the school year.

### NSF Charges

A fee of \$25.00 will be assessed by FACTS each time a tuition/fee deduction is attempted and there are insufficient funds to cover the payment.

## **General Office/School Procedures**

St. Joseph Business Office Hours are 7:15 a.m. to 3:15 p.m. School Bell Schedule:

<b>First Morning Bell</b>	<b>8:00 a.m.</b>
<b>Tardy Bell:</b>	<b>8:10 a.m.</b>
<b>Dismissal Bell</b>	<b>2:45 p.m.</b>

### **Change of Family Demographic Information**

It is vital that the school be able to reach you in the event of an emergency. Please update your information if you have any change in address, phone numbers, email address, emergency contacts and/or medical information. Updates are made periodically during the school year. All student records should be reviewed and updated a minimum of once a year.

### **Child Custody**

Where applicable, St. Joseph School must have a copy of the current legal custody agreement. It is the responsibility of the parents to update that information and to inform school administration. Procedures for picking up or checking out student(s) and communication will be based on this agreement. If there is no legal custody paperwork between parents, a letter advising of current custody arrangements signed by both parents, with each signature notarized, must be submitted to the school. It is the responsibility of the parents to share that information.

### **Student Transportation Changes**

Students should know their arrangements for pick-up after school prior to their drop-off in the morning. In cases of EXTREME EMERGENCY, or UNEXPECTED CIRCUMSTANCES, where changes must be communicated to students, the front office should be called PRIOR TO 12 NOON and all pertinent information delivered with student grade level and homeroom.

## Communication

### RenWeb:

RenWeb provides a secure portal and is the tool by which you will be able to monitor your child's grades, behavior, the school calendar, homework assignments! A RenWeb parent app is available for iPhones and iPads which many of our parents feel indispensable.

### Weekly Teacher Newsletters

Teachers in PreK through Kindergarten send home a weekly newsletter that contains this information. It is the responsibility of parents and students to review this information and not that homework is subject to change based on the needs of the class.

### St. Joseph School Website – [www.sjsplaucheville.org](http://www.sjsplaucheville.org)

The school website – [www.sjsplaucheville.org](http://www.sjsplaucheville.org) – contains a copy of this Parent-Student Handbook and all information referenced within. The website may be used as a quick reference for information on all areas of school life including, but not limited to, information about the school's Eucharistic spirituality, Academics/ Curriculum, Student Life, Athletic and Extra-curricular activities, and ways in which interested persons can support the school and get involved with school life.

### The St. Joseph School – Plaucheville, La. FaceBook Page is a communication tool

providing reminders about school activities, functions, and events as well as helpful hints and answers to questions that arise. The FaceBook page provides an opportunity to showcase innovative classroom activities and special events. It also provides a forum for honoring and recognizing honors, awards and accomplishments of individual SJS students, classes, athletic teams and organizations.

### Direct Parent Communication with Teachers

Communication between parents and teachers is integral for the success of the student. Teachers should always be the first point of contact regarding concerns about your child(ren) since they are your child's advocate and present to help your child succeed. They are also your best resource and support. If additional attention to a matter is necessary, your teacher will know the appropriate staff member or department to whom your matter should be directed.

Parents are always welcomed and encouraged to correspond with teachers via voicemail or email during regular school hours. Since your children are our faculty members' primary focus and top priority, they may need a little time to respond to you. Please allow teachers 24 -36 hours to respond to your communications. We recommend email for brief communication requesting information or clarification. In keeping with our Eucharistic spirituality, we cannot stress enough the importance of "presence" and "exquisite respect" in all modes of communication.

- Confidentiality: Confidential information entrusted to a teacher by a student will be kept confidential as long as it does not endanger the life, health or safety of others. Student and family records/information, including finance records, are confidential.
- Parent-Teacher Conferences: Conferences for all grade levels may be scheduled at the request of parents, teachers or administrators.

## MEDICAL

### Student Medical Alert Conditions

Parents are responsible for providing signed documentation from the students' physician, as part of the student's record, for any student who has a "Medical Alert Condition." (i.e. severe allergies, asthma, seizures, etc.) Any procedures or medical responses expected from the staff must be explained to the school prior to the first day of school.

### Health Records

The Louisiana State Department of Health requires that all students have a current record of immunizations on file in the school office. Students may not begin school in August if immunization records are up-to-date and/or are not on file.

### Medication Policy

1. As a general rule, medications are not to be given at school; however, we do realize that some students may have health conditions that require medication during school hours.
2. All prescription medications will remain in the school office.
3. Prescription medication is to be administered by the school nurse or school personnel authorized by the principal.
4. All prescription medicine must be in the original bottle received from the pharmacy.
5. Prescription medication containers must clearly show the name of the student, prescription number, physician's name and dosage prescribed. The container must also show the name of the medication, strength and directions for administration.
6. Pills must be in the form in which they are prescribed.
7. All medication must be brought to the school office and picked up by the parent or legal guardian. All medication not picked up by the parent by the last day of school will be destroyed.
8. Students will not be allowed to have any medication in their possession on the school campus. Students are not allowed to have any drugs, including prescribed or over the counter, in their possession on the school grounds, nor give or administer the same to another.

### New Medication

The student must take the first dose of any new prescription medication at home in case there is an adverse reaction to the medication. In case of a reaction, the student must remain in the supervision of the parent for 24 hours prior to returning to school. In the interest of your child's care, please alert the front office about any new medicine. The school must have a complete record on file of all medicine administered to the child for emergency first responders.

### Lice

A student determined to have lice, or nits (eggs), cannot remain at school and must, upon returning to school, be cleared by the school authorized personnel. Upon discovery of lice in a particular grade level, a courtesy letter will be sent home by the school with recommendations for addressing the condition.

**GUIDELINES**  
**Registration Procedures**

**Admission**

A child who will be four years of age on or before September 30<sup>th</sup> of the current school year may enter Pre- K. No Pre-K student is allowed to bring bottles or pacifiers to school. All children entering Pre-K must be potty trained. A child who will be five years of age on or before September 30<sup>th</sup> of the current school year may enter kindergarten. The following data is required before registration will be accepted:

1. Certificate of Baptism and First Communion (Catholic students only)
2. Official State Birth Certificate (not hospital record of birth).
3. Student Health Form verified by the doctor or the Health Unit that all Immunizations are complete.
4. Transcript (if applicable)
5. Interview with parent and student for grades 5-12<sup>th</sup>
6. All New students will be put on probationary period of no less than One(1) semester. This may be extended.

New students requesting admittance must present all the above prior to admittance. (However, these students may be tested to determine strengths and weaknesses in mathematics, reading, and related areas. Students may then be placed in their appropriate grade level.)

**New High School Students**

Transcript of subjects, grades and recommendations are needed to determine if a student is eligible. NO student is accepted at St. Joseph School who has been expelled from any other school.

**Attendance Regulations**

1. **Permission to Leave and /or Enter School**

Permission to leave school and/or enter school is obtained from the Principal. Whenever possible, a parent should personally sign the student in or out. If parents are out of town, the adult in charge of the student may give permission. Parents are urged to moderate their requests for students to leave or arrive late to school. Partial attendance should be limited to medical and other important reasons. Requests, such as haircut appointments or leaving to get articles forgotten at home, are not granted.

2. **Absence Permits**

Absences from school are for personal illness of a student, for a death in his immediate family, and for authorized school activities. Only the principal or assistant principal can excuse absence. Parents must sign child In and Out of school. NO EXCEPTIONS. NO MORE SIGNING OUT OVER THE PHONE. No student, regardless of their age, will be allowed sign themselves out. If someone other than the parents

are signing a child out, they must have a picture ID to show proof even if they are on the emergency list. Personal trips or help needed at home are considered truancy, and no make-up schoolwork is assigned.

Work missed during an excused absence may be made up. However, a student can never completely make up a day missed from school. A student should make every effort to maintain a perfect record of attendance. Absences are limited to 7.5 per semester per class for High School students and 17 per school year for elementary students. Any student missing more than this amount, other than for reason of Doctors excuse or a death in the family, fails for the semester or year. **We will not except a faxed Doctor's excuse. Student has 3 days to bring in their Doctor's excuse.**

A parent of an absent student should inform the office of the absence by 8:30 on the morning of the absence by calling 318-922-3401. When the student returns to school, he should have a note explaining the absence. Students returning to school after an extended illness should be physically capable of remaining in school for the entire day and should have recovered completely from the illness. **If your HS child misses' mass, it will count as an absence for 1st hour. High School Students attendance goes by the class hour your child misses.**

**\*If student is running fever they may not return to school until they have been fever free for 24 hrs.\***

### 3. Tardy Permits

A student is marked tardy if he is not in his assigned place when the bell rings. Between class periods there is an interval for moving to the next class. A student is tardy to the next class or study period if he is not in the assigned place at the end of this interval. A student late for class will be sent to the school office to document the unexcused tardy. **High School student receive a detention on their 3rd unexcused tardy.** Tardiness will be excused for doctor visit, serious illness, or death in the family. A valid excuse must be presented to the school secretary at the time of sign-in for tardy to be excused. After 10 minutes of tardiness in a High School class period, a student will be considered absent for that period.

### Truancy

Truancy is absence from class or school for any portion of a period or day without proper permission from home and school. If student's absences continue excessively without notification to administration of why or without doctor's excuses the Avoyelles Parish School Board Truancy office will be notified

### Dismissal Procedures

St. Joseph dismisses at 2:45 P.M. For the safety of our students:

1. No bus riding students will be allowed other transportation home without prior knowledge given in writing to teacher/administration.
2. No car riding students be allowed other transportation home without prior knowledge given in writing to teacher/administration.
3. Parents of car riders wishing to gather their child(ren) in the car line should wait in line that starts by covered area for the school truck.
4. Parent who chooses to park in the church parking lot must exit their vehicle and walk to get their child(ren). Students will not be allowed to walk to church parking lot unattended.
5. If children are to be picked up by someone other than the person who normally picks them up, parents must notify the teacher IN ADVANCE, IN WRITING. The designated person will be required to present photo identification to front office personnel in order to pick up the children.

## Safety Procedures

### Student Safety

All visitors, including parents, are to enter through the main entrance on Hwy 107 South and report to the front office. The Diocese of Alexandria requires current Safe Environment Certification (Virtus) for all adult volunteers.

### School Safety Plan

St. Joseph has a comprehensive safety plan for day-to-day activities and emergencies. Emergency plans cover fire, inclement weather (including tornados), emergency school closings, bomb threats and strangers on campus. Safety drills are conducted and lockdown procedures reviewed on a regular basis to ensure that all present on campus know what to do in any given situation.

### Emergency Closing

In extreme cases it may be necessary to close the school prior to normal dismissal. In most cases this is due to inclement weather. The decision to close is always a well-informed one. As soon as the decision is made to dismiss, you will receive a message via the voice mail System and an email stating times and instructions for dismissal. Please make sure your contact information is current at all times so that we may contact you in this type of situation. During emergency closures such as this, we ask that you listen to your voice mail prior to calling the school to ask why a message was left. All information will be provided through voicemail and email. We also encourage you to monitor local media outlets for reports. Our focus is on our students' safety and ease of dismissal so numerous phone calls distract us from our students.

## Transportation

### Bus Transportation

St. Joseph students are offered school bus transportation from the Avoyelles Parish School System. It is the responsibility of each parent to register his/her child with the APSB and provide the child's assigned bus number to SJS. If a child registers for bus service after the start of school, the front office should be notified of transportation changes as well as the child's bus number.

1. Students not registered for bus service, may not ride the bus.
2. If a student is a bus rider, he/she must ride the bus to which he/she was assigned.
3. In the event of an emergency change in transportation, the school office must be contacted no later than noon.
4. A guest bus rider must have written parent permission, bus driver permission approval to be a guest rider.
5. If a student misses his/her bus, the student will remain in the front office until a person on the child's transportation contact list is able to pick him/her up.
6. PreK and Kindergarten bus riders will be escorted to the bus and board five minutes before all other students. PreK and Kindergarten bus riders must sit in the front seats of the bus. PreK and Kindergarten bus riders must wear a tag with their bus number on it as long as deemed prudent by school personnel.

### Car Riders

The safety of your children is our top priority. To ensure the safety of your child and all St. Pius students, please adhere closely to the following rules concerning student drop-off and pick-up. Basic Car Rider Morning Drop-Off Rules:

1. All students, regardless of where they are dropped off, should be fully dressed for school, have their school bag packed and ready to grab, have all tech equipment off, be finished eating breakfast and ready to exit the vehicle. If any of the above are not done by the time you enter a parking lot, plan on parking until your child is totally ready for school.
2. Student drop off begins at 7:15a.m. at which time teachers will be at their assigned duty stations. No child should ever be allowed to leave your car if there is not a duty teacher present!
3. All instructions communicated to parents and all road/parking lot signage should be observed and directions communicated and ALL ROAD SIGNAGE OBSERVED for the safety of students and parents.
4. At 8:00 a.m., duty teachers leave their duty stations. PARENTS DROPPING OFF THEIR CHILDREN AFTER 8:00 a.m. MUST report to the front of school and accompany their children into the front office and check them in.
5. A student is considered TARDY at 8:10 a.m.

### Student Driving/Parking

Any Student with a VALID DRIVERS LICENSE must register their vehicle with the office to receive permit to park. Parking Permits will be \$10.00. THOSE STUDENTS NEEDING ENROLLMENT VERIFICATION FORMS MUST NOTIFY THE SCHOOL OFFICE FIVE (5) DAYS IN ADVANCE.

## Academics

In order to maintain full accreditation by the Department of Education of the State of Louisiana, the school requires students to meet minimum requirements for graduation.

### Grading System and Explanation (High School Enrollment)

<u>Grade</u>	<u>Scale</u>	<u>Quality Points</u>
A	94-100	4
B	86-93	3
C	76-85	2
D	70-75	1
F	Below-70	0

### Grading System (High School Dual

<u>Grade</u>	<u>Scale</u>	<u>Quality Points</u>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	Below 60	0

### Grading System (Elementary)

<u>Grade</u>	<u>Scale</u>	<u>Quality Points</u>
A	94-100	4
B	86-93	3
C	76-85	2
D	70-75	1
F	Below-70	0

### Report Cards

Report cards provide a permanent record of the student's achievement. It is a device available to the students and parents for keeping a progressive record. Report cards are issued every nine weeks; however, only the final average of the course is recorded on the cumulative record of the student. If a student should have an error on his report card, he should contact the teacher immediately for appropriate changes, especially if a class is omitted. If the student should have an "I" on his report card, the teacher should be consulted for the deficiency that indicates his work is incomplete. If an "I" is not removed from the student's report card, it automatically becomes an "F" on the next 9-week report.

### Mid-Period (Progress) Reports

Mid-period reports are for the purpose of reporting a student's progress to his parents. This report is supplementary to the regular report card issued at the end of each nine weeks. The mid-period report is issued to all students at the end of approximately four and one-half weeks after the regular reporting period.

### **Make-Up Examination**

Students are allowed to make up work missed due to an excused absence. Work must be made up promptly (within 5 days) and work assigned before the excused absence is due upon the student's return to classes. It is the responsibility of the student to make arrangements for missed work upon his return and if arrangements for missed work are not made within three days the student will be given a failing grade on the work missed.

### **Final Examinations**

Both mid-term and final examinations are obligatory for all students unless exempt by having a 4.0 per semester. If the student should fail to take an exam and subsequently fail to take a make-up exam, the course grade is "F".

### **Grading Policy (High School)**

1. A minimum of six tests or grades is given per nine-week period.
2. Averaging grades for a nine-week period, the semester, and the session is as follows:
  - a. A quality point average of not less than "1" is required as the passing mark.
  - b. When a student's average is above "1", a fraction of less than one-half is discarded and a fraction of one-half or more is counted as the equivalent of one.
3. Procedure for determining the nine-week grade.
  - a. The nine-week grade is the responsibility of the teacher and shall be based on the student's work.
4. Procedure for determining the semester grade.
  - a. Determine whether a student is eligible for a passing grade for the semester. The semester grade is determined from the average of the first nine-weeks (doubled), the second nine weeks (doubled) and the examination (divide by 5).
  - b. Average the quality points earned for the two nine-week periods (doubled) with the quality points earned on the semester examination.
5. Procedure for determining the session grade.
  - a. The final grade will be established by the average of the first and second nine weeks (doubled), first semester examination, third and fourth nine weeks (doubled) and second semester examination (divide by 10).
6. All students are required to take final exams except for students with "A" on the 3rd and 4th Nine (9) weeks
7. A student must have a minimum of 10 quality points to pass for the year and a student MUST pass the second semester and must pass the 4th Nine (9) weeks or final to receive full credit.

### **Grading Policy (Elementary)**

1. Procedure for determining the nine-week grade:

- a. A minimum of six tests or grades is given per nine-week period.
  - b. The nine-week grade is the responsibility of the teacher and is based on the student's work.
2. Procedure for determining the semester grade:
- a. The first semester grade is determined by averaging the quality points earned for the first nine-week period and the second nine-week period.
  - b. The second semester grade is determined by averaging the quality points earned for the third nine-week period and the fourth nine-week period.
  - c. A quality point average of not less than 1.0 is required as the passing mark. When a student's average is above 1.0, a fraction of less than 0.5 is discarded; and a fraction of 0.5 or more is counted as the equivalent of 1.0. An average of less than 1 is an "F" (example: 0.5 = F).
3. Procedure for determining the session grade (grade for the year):
- a. To be eligible for a passing grade for the session, a student must have passed the second semester and make a passing grade on the 4th Nine (9) weeks or final test.
  - b. The session grade is determined by averaging the quality points earned for the four nine-week periods. (see #2-c)
  - c. Session grades are determined by averaging the letter grades given for the marking periods. cl. The final grade is recorded in the student cumulative records.

### **Dropping and/or Adding a Course (High School)**

If a student finds it necessary to change from one course to another, this must be done before the completion of the first week of the school year. No course may be dropped or added after that time except in case of extreme necessity and upon approval from the principal.

If for disciplinary reasons, a student must be dropped from a course, he will be disciplined and will lose that credit.

A student having a legitimate reason for dropping a course receives no grade on the permanent record before or immediately after the first quarter of the semester. Students are not allowed to drop or add a course in the second and fourth quarter.

### **Academic Probation (High School)**

Students who are notified at the end of the school year that they are on academic probation have summer school to remove the probation or are not allowed to return.

### **Books**

Students are assigned a book at the beginning of the school year and are responsible for the up keep and condition of the book for the entire school year. Students who do not turn in their books at the end of the school year will be required to replace the book with the same ISBN number.

## **Homework**

### **Student Planners:**

Students grade 1st thru 8 may be required to have a student planner. Students are responsible for bringing the planner home each day and returning it to school each day. This is intended to help better communication between parents, students and teachers.

### **Effective study habits:**

Plan: Assign a definite time, of at least two hours each clay for study at home: utilize study periods and library facilities in school. Keep a list of assignments in a notebook and take home all necessary books, papers and other materials.

Place: Have a definite place at home to study away from distractions with all necessary books, papers, and materials available. Do not attempt to study while conversing or viewing the television.

Procedure: Be certain you understand the assignment when the teacher gives it. Read the entire assignment over rapidly to grasp the basic content, relationships, and details. Close the book and mentally outline the material and ideas contained in the lesson. Review the entire assignment.

## **Honor Roll**

At the end of each quarter a Principal's list is posted. This list includes students who make all "A's". Including conduct. Also, a "B" honor roll is posted. This list includes students with grades no lower than a "B", including conduct.

## **Transcripts**

Transcripts needed for transfer, military use, scholarship consideration, college applications or prospective employer information may be requested from the office. Transcripts are sent only when all debts are finalized. A student must request a transcript in writing. This request must be signed by parent/guardian or the student if he is 18 years or older. (State Privacy Act).

## **Senior Pictures:**

All Sr. must take their pictures with Provine when they come to take Sr. portraits. This picture will be sent in to the Newspaper.

### **Valedictorian and Salutatorian (High School)**

Candidates for valedictorian and salutatorian must have carried a minimum of 24 credits including 4th year English. To qualify for either honor, the student must complete the last two years of work while enrolled at St. Joseph School.

Cumulative grade point average is used to determine the class rank. Any ties will be considered co-valedictorian or salutatorian.

### **Retention of Elementary Students**

A student is retained in his present grade when he:

1. Fails one or more major subjects
2. Fails three minor subjects
3. Misses more than 17 days in the school year, regardless of grades. Exceptions, such as illnesses, must be verified in writing by a physician and approved by the school.

\* A student may attend an accredited summer school to make up the necessary deficiencies in order to be promoted.

**MAJORS:** Religion, Language Arts, English, Mathematics, Social Studies, Science and Reading

**MINORS:** Health, PE, Spelling, Music, Foreign Language and Art, Math Enrichment, Reading Enrichment. Final decision for retaining a student will be made by the Pupil Progression Committee.

### **Promotion Requirements**

A student's standing as a sophomore, junior, or senior depends upon the credits accumulated and upon passing each year's English course. A student must meet at least the minimum requirements to be promoted:

- Promotion to 10th grade - 6.0 credits
- Promotion to 11th grade - 11.5 credits
- Promotion to 12th grade - 17.5 credits

A total of **24 credits** are required for graduation with a St. Joseph School diploma. A student may be provisionally promoted and placed on probation for the first nine-weeks.

### **Present Graduation Requirements for Students graduating**

Honors courses for the high school are announced at the beginning of each school year. An average of no less than a "C" is required in each previous prerequisite course.

### **Correspondence Courses**

Correspondence courses are accepted only with permission of the Administration.

### **Withdrawal**

When it becomes necessary for a student to withdraw from school, he should report with a parent to the Principal's office requesting permission for him to withdraw. The student is issued a withdrawal form to be filled in by each of the student's teachers. After this form is completed, the student reports back to the office for the signatures of the principal and the bookkeeper. The principal confers with every student who plans to withdraw.

## Non-Academic Activities

Students are encouraged to participate in extracurricular activities such as Athletics and Clubs. A student is prohibited from participating in extracurricular activities if he is: frequently absent from school, having academic difficulty, a discipline problem, or not in attendance of school at least one hour prior to release time.

### Spiritual - Campus Ministry

1. Personal Guidance - A spiritual director is available to all students. Religion instructors are available for guidance or may refer students to other spiritual directors.
2. Weekly Eucharistic Celebration - There will be a weekly mass beginning at 8: 10 am.
3. Opportunities for confession - The sacrament of Reconciliation is arranged monthly. Students may also request confession opportunities as desired.
4. Christian Services - Some areas for attention include retirement homes, children's homes, and service agencies.
5. Squire (Knights of the Holy Eucharist) - Boys grades 4th - 1 z" are encouraged to join. To be followers of Christ. Due to service church, school, and community.
6. Daily Adoration- Students have the opportunity to visit the Blessed Sacrament and pray for personal, family, and school needs.

### Athletics

Basketball, Softball, Baseball and Cross Country, are available for both boys and girls. Eligibility is based upon the rules and regulations from the different associations concerned with athletics. Specifics are provided at the time of recruitment.

### High School Athletic Eligibility

To be eligible to participate in athletic competition through the LHSAA a student must have a cumulative **2.0 grade point average** in the semester prior to the activity. If a student does not have at least a 2.0 grade point average that student is not eligible for any activity during that semester.

To be eligible to participate in athletic competition St. Joseph School students must earn a cumulative grade point average-of 2.0 or higher and must not fail more than one course during any one semester. Students failing to meet this requirement are placed on academic probation and may not participate in this activity. At the next progress report if the student has the necessary 2.0 grade point average his eligibility will be restored. If the progress report shows the student does not meet requirements the student remains

on academic probation until the next report card. If the student report card shows the student still does not meet requirements the student is then removed from the activity for the school year.

Elementary students (8th grade and lower) may participate in High School athletics if asked and only if they are already participating in the Elementary division of that activity. Elementary students participating in High School athletic activities must show priority to elementary activity. In order for an athlete (high school and elementary) to play in a game on the day he or she was absent they must provide a doctor's excuse or return to school on same day an hour before dismissal.

#### Cheerleaders (High School)

Cheerleaders are selected on a tryout basis. Cheerleaders are placed to fill vacancies. Tryouts are held in April. Eight cheerleaders and two alternates are allowed. Cheerleaders and alternates are required to attend a summer camp. All Cheerleaders must attend all games unless they have a valid doctor excuse.

#### Cheerleaders (Elementary)

Cheerleaders are selected from grades 5th through 8th.

### **CLUBS**

#### Senior Beta Club

The Beta Club promotes achievement, character, leadership, and service. To become a member a student must have a scholastic average of B (minimum of 3.0 - excluding PE) as well as a conduct average minimum of 3.0.

#### Junior Beta Club

To become member student must have a scholastic average minimum of 3.2 and a conduct average must be a "B". Once a student has established membership, he may maintain a 3.0 to remain in the club.

#### 4-H Club

This club stresses the importance of using head, heart, hands, and helpfulness. It offers opportunities for students to use their talents in a practical and profitable manner. Various projects may be undertaken in the areas of livestock, home improvements, sewing, needlework, childcare, etc.

#### Student Council (High School)

The student council is composed of officers elected by the student body; one representative from each official club, and the president of each class. The success of the school is a shared responsibility of the faculty and students. The student council coordinates student involvement.

Terminations from all Clubs including Athletics

Before students drop a club including athletics, they must first speak with the principal stating their reason to discontinue participation.

## Office/School Procedures/Polices

### Announcements

Announcements concerning student activities must be written and signed by the president of the organization and approved in the office. All announcements for the Daily Memo must be in the main school office by 8:30AM and 8:15AM on Mass days.

### Accident Insurance

The Diocese mandates at a minimum cost Accident insurance. This program provides accident coverage for all students during programmed school hours, while traveling to and from school, and while attending or participating in school sponsored activities, both on and off school premises. The coverage is on a full excess basis, that is, benefits are payable after coordination with any other group hospitalization which the family may have and \$100 deductible has been met. If no insurance is in place, this insurance becomes the primary coverage and pays in full all usual and reasonable charges once the \$100 deductible has been met.

### Assemblies

The school assemblies are for the education and entertainment of the students. Their conduct during assemblies is as important to the program as the parts played by those on the stage. Their actions determine their enjoyment and frequency of assemblies thereafter.

### Cell Phones and Other Electronic Devices

This section includes, but is not limited to cell phones, camcorders, video cassette recorders, radios, I-pods, Smart watches, other electronic devise, and etc. These objects are not allowed without permission from the administration. Students must have their cell phone OFF (including alarm) during school hours. Cell phones should only be in book bags or left in vehicle at any time during school hours.

1. First offense - phone is removed from student possession and charged a \$20.00 fee.
2. Second offense - phone is removed from student possession and charged a \$30.00 fee.
3. Third offense - phone is removed from student possession, charged a \$40.00 and parent must meet with the Principal to pick up the phone. Student is then banned from having a cell phone in his possession on school campus during school hours. Further offenses will result in a suspension.
4. **If a student refuses to surrender their cell phone, it will be a three-day suspension.**

### Internet Acceptable Use Policy

The purpose of the Internet is to provide information about various topics to the students and staff. All persons using the Internet agree to do so in an appropriate manner. Internet use is privilege, which may be lost by persons abusing this privilege. All Internet users agree to:

1. Respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user.
2. Respect the legal protection provided by copyright and license to program and data.
3. Respect the integrity of the computing systems; for examples, users shall not intentionally develop programs that harass other users or infiltrate a computer or computer systems and/or damage or alter the software components of a computer or computing system.
4. Respect the values of the Catholic Church within all transmissions of material on the Internet; this includes but is not limited to, pictures, sounds, videos, and text. Objectionable material, including pornography and offensive language as determined by staff members, shall not be viewed or transmitted at any time.
5. Respect the rights of others on the Internet. You are expected to follow the generally accepted rules of Network etiquette. These include, but are not limited to the following:
  - a. Be polite. Do not get abusive in your messages to others.
  - b. Use appropriate language. Do not swear; use vulgarities or any other inappropriate language as determined by any staff member.
  - c. Do not reveal personal addresses or phone numbers of self or others, nor misrepresent yourself.
  - d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the Network in such a way that you would disrupt the use of the network by others.
  - f. Do not join any list servers, unless specifically directed to do so by an instructor.
6. The user violating this acceptable use policy will face disciplinary action. Depending on the nature and the severity of the violation, possible disciplinary actions include:
  - a. Users may be banned from further use of the Internet.
  - b. Users may be required to make full financial restitution for any unauthorized expenses or damages incurred.
  - c. Users may face additional disciplinary action consistent with the student handbook.
  - d. The situation may be referred to the appropriate authorities.
  - e. Nothing herein shall be construed as providing that the school must find a violation in order to ban a user from further use of the Network and school reserves the right to ban a user from the Network for any reason whatsoever or for no reason.

### **SOCIAL MEDIA / CYBERBULLYING / HARASSMENT POLICY**

Purpose: As parents, grandparents, guardians, and life-instructors of our children, we have a duty to teach them the right way to communicate, whether they're speaking, writing, posting, or tweeting. The purpose of this policy is to serve as the parameters of such etiquette.

Terminology of this policy: The term "stakeholder" in this policy is defined as students, parents, guardians, grandparents, teachers, school employees, volunteers or any other person(s) affiliated with St. Joseph School or Mater Dolorosa Church.

### **Social Media**

Stakeholders are hereby informed of the consequences of posting negative, derogatory, inflammatory, and/or unsubstantiated content about St. Joseph School, its employees or its students. Both principal and pastor are happy to meet with any interested party to discuss these matters.

Stakeholders are also expected to behave in a manner that is appropriate for a Catholic education environment when posting or commenting on social networks. **Stakeholders are not to make or imply disparaging or derogatory remarks or comments about the school, the administration, policies, students, or the Church.** If a problem or concern exists, you may contact the school and follow expected protocol for making an appointment with the appropriate personnel. Violations of this policy may result in disciplinary action up to and including termination of an employee or expulsion of a student.

### **Cyberbullying / Harassment**

Any form of harassment using electronic devices, commonly known as cyberbullying, by anyone affiliated with St. Joseph School or Mater Dolorosa Church is prohibited and will not be tolerated. Cyberbullying is the use of information and communication technology such as email, cell phones, pagers, text messages, instant messaging, personal websites, weblogs, and other social networking platforms to support deliberate, repeated and/or hostile behavior by any individual or group, which may be perceived as intending to harm or threaten others, or which causes emotional distress to an individual. Such harassment may cause substantial disruption or interference with the operation of a school or an individual student's ability to receive an education. Harassment includes, but is not limited to:

1. Posting slurs or rumors or other disparaging remarks about an individual.
2. Sending email or other messages that may be perceived as hurtful or threatening.
3. Posting/sending/sharing pictures that are indecent/embarrassing of an individual.

**Furthermore, video or audio recording teachers, staff, or students without prior written authorization from the administration is not allowed and may result in the termination of attendance, suspension, or expulsion.**

In whatever form, harassment is insulting and demeaning to the recipient and will not be tolerated in the workplace. Stakeholders alike must comply and take appropriate measures to ensure that such conduct does not occur. Violations of this policy may result in disciplinary action up to and including termination of an employee or expulsion of a student.

### **DISCIPLINE**

Helping students to develop self-discipline and to conduct themselves in an acceptable manner is a major behavioral objective of St. Joseph School. While discipline does not appear as a subject, it underlies the whole educational structure for it is the training that develops self-control, character formation, orderliness, and efficiency. Discipline is the key to good conduct and proper consideration for other people.

The goal of any disciplinary policy is to improve self-discipline. Alternatives emphasize strategies in modifying student behavior and avoiding suspension and/or expulsion from school.

The following offenses require disciplinary attention. The minimum punishment for these infractions is a BEFORE school detention and depending upon the severity of the infraction the disciplinary actions can be as severe as expulsion.

1. Smoking/Chewing Tobacco/Vaping or Possession of any kind
2. Assaulting School Personnel (including substitutes)
3. Threatening School Personnel and/or Students: (this includes all Administration and Staff in any form)
4. Stealing
5. Possession/Shooting Fireworks or Stink Bombs
6. Sexual and/or Racial Harassment
7. Profanity
8. Refusing to Follow a Direct Order
9. Fighting – Participation or Instigation
10. Vandalism of School or Student Property
11. Cutting Class/Leaving Campus/Leaving Class without permission
12. Tardiness to school or class – 7 or more
13. Cheating (in addition, no credit (F) will be issued)
14. Speeding or Careless Driving Around Campus
15. Violation of Dress Code Policy
16. Failure to Follow Classroom Teacher Rules
17. Bullying/Cyberbullying
18. Possession/Distribution of pornography/child pornography
19. Any other issue that may not be foreseen.

### Detention

A student may receive a detention for violation of school policy depending upon the severity of the violation. The principal will assign the detention hours the student must serve. A copy of the detention is issued to the student and the original is mailed to the parent/guardian. Students are not allowed to skip detention. A student must have a valid doctors excuse showing the date, and time of appointment to be excused from a scheduled detention. A student has one opportunity to reschedule a detention date. Skipping a scheduled detention will result in doubling the hours to serve for the first offense and suspension thereafter. A student on his 3<sup>rd</sup> detention serves the detention and a three-day suspension. A

student on his or her 4<sup>th</sup> detention will serve the detention and a three-day suspension. On a student's 5<sup>th</sup> detention he/she will have to attend an expulsion hearing along with parents.

The following are a severe breach of school and state policy:

1. Weapons If a student is found to be in possession of a weapon including but not limited to firearms, knives, explosive devices or any item that can be used to threaten or injure as determined by the administration, that student will be subject to indefinite suspension and be subject to expulsion. This policy covers possession of weapons on or in the vicinity of the school or at any school sponsored activity, whether those weapons are on the student's person, in a vehicle, or otherwise in the student's possession.
2. Alcohol and Drugs Items below specify the policies of St. Joseph School and pertain at all time to all students while enrolled:
  - a. Alcohol – A student will be suspended if he consumes, sells, distributes, or possesses an alcoholic beverage on school property, at a school function, or if he appears there in possession of, or after consuming any such beverage. A violation of this offense or serious alcohol abuse makes the offender subject to expulsion.
  - b. Unlawful Use of Drugs or Hallucinogens- On recommendation of the school administration, a student who is apprehended by any school official, or arrested by an officer, may be expelled for the unlawful use of, unlawful possession of, or sale of marijuana, barbiturates, heroin, or any derivative thereof, sedatives, or any stimulatory hallucinatory drug or compound, or for the offense of being an accessory thereto, either on or off school property.
3. Disciplinary Probation Students who are notified before the start of the school term that they are on probation follow a different set of guidelines for expulsion. For them, one suspension, or any serious inappropriate behavior, may result in expulsion.
4. Expulsion A student who receives three (3) suspensions is referred to the Administrative Council for an expulsion hearing. His parents/guardians and other concerned or interested or affected or involved parties are required to attend. Those concerned are then notified of the Administrator's decision. Any serious infraction may result in an immediate expulsion.

## **Policy on Student Dignity**

### Statement on Student

Dignity St. Joseph School expects all students to conduct themselves with dignity and with respect for fellow students, faculty, and others. Harassing anyone, including sexual or racial harassment, will not be tolerated.

### Sexual harassment includes:

1. Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature.
2. Creating an intimidating, hostile or offensive classroom environment, through such conduct.

### Racial harassment includes:

1. Making negative references to a person's cultural or racial background.
  2. Creating a hostile or offensive classroom environment through such conduct.
- Other harassment of any nature includes any conduct, which may reasonably be offensive to others in an educational organization. (Making threats, name-calling, feigning physical attack, lewd or obscene gestures, circulating derisive notes are some examples of harassment).

### **Student Dignity Complaint Procedure**

Any student who believes he/she has been subjected to harassment should report it immediately to his/her teacher/principal/vice principal. Whomever the student feels most comfortable with. Each report will be given serious consideration and investigated promptly. Appropriate action will be taken.

1. Action taken on behalf of the complainant could result in penalties ranging from oral reprimand, detention, suspension, counseling, or expulsion.
2. Retaliation against complainants is absolutely forbidden. The penalties for retaliation could result in expulsion.

### **Concern/ Complaint Procedure**

If a parent has a concern that arises out of a classroom situation or a disciplinary action, the following procedure and timeline should be followed.

- Step 1. The parent is asked to make an appointment with the teacher involved to discuss the concern and resolve it, if possible. This step should take place in a timely fashion in relation to the date of the incident.
- Step 2. The parent is to contact the school principal within five school days of the meeting with the teacher if they wish to appeal the teacher's decision.
- Step 3. If the parent does not agree with the principal's decision then they can appeal to the pastor of Mater Dolorosa Church. This appeal is to be in writing and done so five school days of meeting with the principal.

**Uniform Dress Code**

**Girls: Grade Pre-K -8**

**TOPS: Pre-K -6<sup>th</sup>** – Polos in Navy or Gray monogrammed

**7<sup>th</sup> – 8<sup>th</sup> Grades** – White oxford or Polos in Navy & Gray monogrammed

**SJS Sweatshirts Only to be worn during the months of October through April 1<sup>st</sup>**

**NO OTHER SWEATSHIRTS ARE ALLOWED**

**BOTTOMS:**

**PRE K – 4 GRADES:** PLAID JUMPER (KNEE LENGTH) no more than 3 inches above the knee.  
Navy or Khaki shorts & pants (No jeggings, skinny or rivets pants allowed)

**5<sup>th</sup> – 8<sup>th</sup> GRADES:** PLAID SKIRT

Navy or Khaki pants OR SHORTS (No jeggings, skinny or rivets pants allowed)

**1<sup>st</sup> -8<sup>th</sup> GRADES** – must wear navy or brown belt with pants or short

**SOCKS:**

Solid white, navy or black only

NO SKORTS ALLOWED OR BLUE SKIRTS ALLOWED FOR ELEMENTARY

**SHOES:**

Tennis shoes, Casual dress brown, navy or black *NO BOOTS ALLOWED NO LIGHT UP SHOES*

**MASS UNIFORMS:**

**PRE-K – 4** WEAR PLAID JUMPERS

**5<sup>TH</sup> – 6<sup>TH</sup>** WEAR PLAID SKIRTS WITH POLO SHIRTS

**7<sup>TH</sup> – 8<sup>TH</sup>** WEAR PLAID SKIRT WITH WHITE OXFORD SHIRT AND DRESS SHOES  
ONLY

\*ALL ACCESSORIES MUST BE NAVY OR WHITE

\*NO MAKE-UP

\*OUTLANDISH STYLES OR HAIR COLOR ARE NOT ACCEPTABLE

**BOYS: GRADES PRE-K – 8**

**TOPS: PreK-6<sup>th</sup> grades--** Polo shirts Gray or navy monogrammed  
**7<sup>th</sup> – 8<sup>th</sup> Grades--** Blue oxford shirt monogrammed & Polo shirts gray or navy monogrammed

**BOTTOMS: Grades PreK-8<sup>th</sup>-** Navy or khaki pants/shorts (no cargo, athletic, SKINNY, JEGGINGS, OR RIVET SCHOOL PANTS)

**1<sup>ST</sup> – 8<sup>TH</sup> GRADES MUST WEAR A BROWN OR NAVY BELT**

**SJS Sweatshirts Only to be worn during the months of October thru April 1<sup>st</sup>**  
**Coat or jackets to be worn outdoors only! NO BLUE JEAN OR CAMOUFLAGE JACKETS**

**SOCKS:**

Solid white, navy or black only

**SHOES:**

Tennis shoes, Casual dress brown, navy or black  
**NO BOOTS ALLOWED NO LIGHT UP SHOES**

**TIE: NAVY TIE ONLY**

**MASS UNIFORMS:**

**PRE-K – 6<sup>TH</sup> GRADES** PANTS WITH POLO SHIRT AND BELT  
**7<sup>TH</sup> – 8<sup>TH</sup> GRADES** WEAR BLUE OXFORD SHIRT WITH PANTS AND BELT AND NAVY TIE  
MUST BE WORN ALL DAY

- HAIR MUST BE OVER THE EARS AND ABOVE THE EYEBROWS
- NO EARRINGS

**7<sup>TH</sup> – 8<sup>TH</sup>** Dress shoes only for mass

**HIGH SCHOOL STUDENTS**

**GIRLS: 9<sup>TH</sup> – 12<sup>TH</sup> GRADES**

**TOPS:** WHITE OXFORD SHIRT WITH MONOGRAM  
NAVY/GRAY POLO SHIRT

**SJS SWEATSHIRT ONLY AND TO BE WORN DURING THE MONTHS OF**  
**October THRU APRIL 1<sup>ST</sup>**

**NO OTHER SWEATSHIRTS ARE ALLOWED**

**BOTTOMS:** NAVY OR KHAKI SHORTS –KNEE LENGTH/BERMUDA  
NO ATHLETIC OR CARGO SHORTS ALLOWED

NAVY OR KHAKI PANTS – NO SKINNY, JEGGINGS, OR RIVETS ON SCHOOL PANTS

NAVY SKIRTS ONLY – LENGTH OF SKIRT no more than 3 inches above the knee

BROWN OR BLUE BELTS MUST BE WORN WITH SHORTS/PANTS AND SHIRTS MUST BE TUCKED IN.

MASS UNIFORM: WHITE OXFORD SHIRT W/ MONOGRAM AND NAVY SKIRT

SHOES: CASUAL DRESS SHOES: BROWN, BLACK, NAVY ONLY

SOCKS: SOLID NAVY, WHITE, OR BLACK ONLY

NO TENNIS SHOES OR BOOTS ALLOWED

**BOYS: 9<sup>TH</sup> – 12<sup>TH</sup> GRADES**

TOPS: BLUE OXFORD SHIRTS MONOGRAMMED OR NAVY & GRAY POLO SHIRTS WITH MONOGRAM

**SJS SWEATSHIRT ONLY AND TO BE WORN DURING THE MONTHS OF OCTOBER THROUGH APRIL 1<sup>ST</sup> NO OTHER SWEATSHIRTS ARE ALLOWED**

BOTTOMS: NAVY OR KHAKI SHORTS KNEE LENGTH (NO ATHLETIC OR CARGOS ALLOWED)

NAVY OR KHAKI PANTS

BROWN OR NAVY BELT MUST BE WORN WITH SHORTS/PANTS AND SHIRTS MUST BE TUCKED IN

SHOES: CASUAL DRESS SHOES

SOCKS: WHITE, NAVY, OR BLACK

MASS UNIFORM: Oxford BLUE SHIRT, PANTS AND NAVY TIE ONLY WITH BELT, TIE MUST BE WORN ALL DAY

NO TENNIS SHOES OR BOOTS ALLOWED

\*HAIR MUST BE ABOVE EARS AND ABOVE EYEBROWS

**\*\*\*\*\*BOYS AND GIRLS\*\*\*\*\***

\*NO CROCS, SANDALS, SLIDERS, SLIPPERS, BOOTS OR SLIP ON SHOES

\*ONLY WHITE, NAVY OR GRAY UNDERSHIRTS

\*NO CAPS ALLOWED

\* TATTOOS MUST BE COVERED AT ALL TIMES, IF NOT STUDENT WILL BE SENT HOME AND WILL BE COUNTED AS AN UNEXCUSED ABSENCE

\*BOYS: NO PIERCING OF ANY KIND

\*GIRLS: NO FACIAL PIERCINGS. ONLY EARINGS

\*NO FADED OR TORN PANTS OR SKIRTS ALLOWED

\*ONLY NAVY OR WHITE HAIR ACCESSORIES.

\*5TH-12TH GRADE WILL HAVE TO WEAR ID BADGES AT ALL TIMES ON THEIR SHIRT COLLAR ONLY!!

**IF A STUDENT DOES NOT FOLLOW THE DRESS CODE, PARENTS WILL HAVE TO PICK THEM UP OR BRING THE APPROPRIATE ATTIRE.**

**Student Permit/Driver's License Enrollment Form**

**In order to get your permit and/or driver's license, you need a proof of enrollment form from school. You must give the office 5 days' notice to get this form to the student.**

**STATE AND FEDERAL LAWS**

Asbestos - St. Joseph School is in compliance with state and federal regulations. No friable materials were noted. The report noted that the only non-friable items were the chalkboards and vinyl floors. Non-friable asbestos presents no hazard. As required by law, a copy of the report is available for your reading.