

# **ST. JOSEPH CATHOLIC SCHOOL**

## **PARENT AND STUDENT HANDBOOK**

### **ACCREDITATION**

St. Joseph School receives its accreditation from:

The State of Mississippi Department of Education  
and  
The Southern Association of Colleges and Schools  
AdvancED

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

The National Catholic Educational Association  
The National Association of Secondary School Principals  
The National Collegiate Athletic Association  
Association for Supervision and Curriculum Development  
Mississippi High School Activities Association  
Delta Area Association for Improvement of Schools

**ST. JOSEPH CATHOLIC HIGH SCHOOL**  
**1501 V.F.W. ROAD / GREENVILLE, MISSISSIPPI 38701**  
**PAUL C. ARTMAN, JR., Ed.S. PRINCIPAL**  
**On the Worldwide Web at: [www.stjoeirish.org](http://www.stjoeirish.org)**

# St. Joseph Catholic School ESTABLISHED 1888

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Greenville, Mississippi 38701  
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[www.stjoeirish.org](http://www.stjoeirish.org)

Dear students and families of St. Joseph,

It is with great pleasure that we welcome you to the 2011-2012 academic year. Thank you for being an active part of a Greenville legacy since 1888. At St. Joseph we remain committed to educational excellence for the mind, body, and spirit.

The Catholic Church has repeatedly affirmed parents as the primary educators of their children:

*Parents have the original, primary, and inalienable right to educate their offspring in conformity with the family's moral and religious convictions. They are educators because they are parents. At the same time, the vast majority of parents share their educational responsibilities with other individuals and institutions, primarily the school.*

- Holy See's Teaching on Catholic Schools

We at St. Joseph Catholic School are delighted with your decision allowing us to share in the educational responsibilities of your wonderful child! Please afford us the benefit of your counsel as to how we can better attain our mutual educational goals. We look most forward to working with you.

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

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

Thank you and God bless you and yours.

Regards,  
*Paul C. Artman, Jr.*

## **Principal**

# **THE ST. JOSEPH VISION**

As reaffirmed by our collaborative planning effort 2010-2012

## **Mission**

The mission of the St. Joseph Catholic School is to provide a Catholic faith-based education offered in a safe, academically challenging, and creative environment.

## **Beliefs**

St. Joseph Catholic School in Greenville, Mississippi, is founded on a tradition of educational excellence since 1888. It is our belief and conviction that every student entrusted to our care can succeed and deserves all our support:  
All students can learn when actively engaged in the learning process and provided with a meaningful context  
Students learn best when they have appropriate opportunities for success and are challenged to increase their performance  
Each student is a valued individual with unique needs and talents

As an educational institution, St. Joseph Catholic School is committed to cultural diversity and continuous improvement of curriculum and assessment methods:  
Cultural diversity is appreciated and celebrated; it increases a student's understanding and learning experience in the community and in the world  
Diversity in assessment methods provides the students with a variety of opportunities for achievement  
Curriculum reflects a variety of learning activities for the students' unique needs, interests, strengths and weaknesses at various developmental stages

As a community of faith deeply rooted in the Gospel of Jesus Christ and the Catholic Church's tradition, St. Joseph Catholic School strongly believes that each child and adult should be provided with regular opportunities for prayer, sacraments and reading the scriptures:  
Religious education and Christian formation in the doctrines, values, traditions and teachings of the Catholic Church are an integral part of the school curriculum  
Parents are primary educators of their children, and the school assists them in the process while instilling in students an appreciation of others and a commitment to principles of peace and justice  
Teachers, parents and students all share in the responsibility to be witnesses to the Gospel. As such, religious truths and values infuse all the subjects of the curriculum

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

## OUR PROUD HISTORY SINCE 1888

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

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

### **BUILDING AN ATMOSPHERE OF CHRISTIAN LEARNING AND COOPERATION**

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

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

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

## **POLICY COMPLIANCE**

### **DIOCESAN NON-DISCRIMINATION POLICY**

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

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

### **DIOCESAN POLICY COMPLIANCE**

St. Joseph School is in compliance with the regulations and policies of the Office of Catholic Schools of the Diocese of Jackson. These regulations and policies are published in the Diocesan Handbook of Policies and include those which are subsequently determined by the Superintendent of Schools.

## **ADMISSIONS AND RECORDS**

### **ADMISSIONS POLICY**

St. Joseph School is a co-educational Catholic high school serving students in grades 7-12. Admission is open to students who wish to pursue their studies in a safe and caring learning environment and who meet admission requirements which include an entrance examination for students who are not entering from a recognized feeder school. A non-refundable testing fee of \$25.00 is required prior to the administration of the entrance exam.

In accordance with Diocesan policy, all students newly admitted in the St. Joseph School System are done so on a probationary basis. Diocesan policy also states:

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

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

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

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

## REQUIRED RECORDS

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

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

## WITHDRAWING A STUDENT

The parent of a student who leaves St. Joseph to attend another school must notify the school, sit for an exit interview, and sign a withdrawal form before the student can register at another school. The parent must also pay any balance on the student's account, and the student must return all textbooks.

## FINANCIAL POLICIES

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

### 1. Parish-Wide Tuition Policy

Because every child in our school is subsidized by the parish, the Administration, the Finance Committee of the Parish Council and the School Advisory Council find it necessary to bring to your attention the following conditions that must be met in order to receive lower rates of tuition:

- A. Be a registered and participating member of St. Joseph Catholic Church.
- B. Be a contributing member of the parish.
- C. Submit a verification form signed by the Pastor before registration.

For further clarification the following definitions have been developed:

- A. Contributing Members are those members of St. Joseph's whose contributions can be recorded through the use of the church envelope system or in some other identifiable way, such as serving on committees, assisting with the work of the parish, or sponsoring youth groups.
- B. Non-Contributing Members are those members of the parish whose contributions cannot be recorded.

Individual situations will be reviewed by the Pastor and the Principal. Failure to meet these requirements will result in the payment of higher tuition rates.

2. Classification of Tuition Rates
  - A. Catholics of St. Joseph Parish
  - B. Catholics of other parishes
  - C. Non-Catholics
  
3. Tuition Due

Tuition may be paid by the year, semester, over 12 months or over 9 months. Those who choose the monthly schedule are encouraged to use a bank draft. All other monthly payments are due by the 10<sup>th</sup> of each month. For those who do not pay on time, the school will follow procedure set by the School Advisory Council. These procedures may cause a student to eventually be dismissed from school and a request not to return to the institution. Students will not be allowed to take semester exams if tuition is delinquent.
  
4. Fees
  - A. Every family registered in the St. Joseph School System is required to pay a Building Improvement Fee which is set by the School Advisory Council.
  - B. There is also a non-refundable registration fee for each child. Part of this fee is paid as a pre-registration fee in the spring and the remainder is paid on registration day in August.
  - C. Other fees due at the final registration include: book course fees, graduation fees, senior retreat fees, technology fees, drug testing fees, athletic fees and Irish Family dues.

**Saint Joseph School System  
Student Tuition Collection Policy and Procedure**

Tuition being paid monthly is due by the 20<sup>th</sup> of the month.

1. If tuition is not received by the 10<sup>th</sup> of the following month, a letter from the Finance Committee will be sent along with a statement of the account showing the outstanding balance.
2. A late fee of \$25.00 will be assessed to each account at that time.
3. The statement of account shall be mailed to the financially responsible party.
4. Additionally the web grading reporting system will be unavailable to the parent/guardian and student until tuition and other fees are current.
5. No semester exams will be allowed to be taken until all tuition and fees are current.
6. Incomplete grades will be given on report cards.

If tuition becomes 60 calendar days delinquent in any given semester, the tuition and all late fees must be brought current and paid in full before the student will be allowed to return to the school the following semester. In the middle/high school, exams will not be given to the student and report cards will be held if all tuition and fees are not current seven (7) days prior to exams being given to the student.

A \$25.00 return check fee will be assessed each time the check returns for insufficient funds. The school reserves the right to have the account paid by cash, money order, cashiers check or credit card if returned checks occur during two billing cycles during the academic year. Additionally, the account will also be considered to be delinquent for unpaid tuition and the collection policy and procedure will be followed to bring the account current including all late fees and return check fees. Patrons falling in the delinquent category shall be required to enroll in the Tuition-Line Program.

Garnishment proceedings will be engaged when a student leaves the school with an unpaid account balance.

All expenses incurred by the school to collect the account balance shall be paid by the responsible paying party.

## ACADEMIC POLICIES

St. Joseph High School strives to maintain an atmosphere conducive to academic achievement. The staff is willing to help each student meet success. Students are expected to work to the best of their ability, to maintain standards of academic honesty, and to help maintain an atmosphere conducive to learning.

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

### CATHOLIC SCHOOLS – DIOCESE OF JACKSON GRADING SCALE

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

Effective August 1, 2010 (school term 2010-11) the grading scale as specified below will be used in the schools throughout the Diocese of Jackson.

#### **Grades 9-12 and Elementary Grades 3-8**

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

Class rank is determined by grade point average. When calculating the honor of valedictorian or salutatorian and the GPA is a tie, the numerical average shall be used. To qualify for the honor of valedictorian or salutatorian, a student must have attended St. Joseph Catholic School for at least his/her junior and senior years.

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

Parents, guardians, and students are encouraged to utilize the St. Joseph web reporting system. Utilization of this system will give an up-to-date account of a student's progress. This World Wide Web tool may be accessed from home, work, or from the school. Information on using this resource will be disseminated during the Back-to-School Night or is available in the school guidance office.

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

At the end of each quarter, report cards are either distributed at a scheduled parents' meeting or are mailed home. Parents are notified of the distribution method in the monthly newsletter.

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

Students are exempt from final exams if they:

1. Have earned an overall "A" in a class.
2. Have no disciplinary actions in their file.

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

The final grade in each full year course is determined by averaging the first and second semester grades. The final grade in a semester course is the semester grade.

The Advanced Placement (AP) program allows students to take college level courses while still in high school. In order to obtain college credit, these students must sit for and pass the AP exam administered in the spring. Students should check with their college of intention to determine if the credit will be accepted.

St. Joseph Catholic School participates in a Dual Enrollment / Dual Credit program in conjunction with Mississippi Delta Community College. This program allows eligible high school students to earn college credit and possibly high school Carnegie units for certain college courses completed. The requirements to participate are: (1) a student must have completed 14 core high school units, have a 2.5 grade point average and an unconditional recommendation from the high school Principal and/or the guidance counselor, or (2) students with less than 14 units may be considered if they have a minimum ACT score of 30 or an equivalent SAT score, a 3.0 grade point average and the unconditional recommendation.

Students in the high school will be classified according to the number of credits earned as follows: freshman 0-6; sophomore 7-11; junior 12-18; senior 19 or more. Effective with the graduating class of 2012, twenty-six (26) Carnegie Units are required for graduation. As mandated by the State Department of Education, students must meet all graduation requirements in order to participate in graduation exercises. High school students are expected to take seven credits annually. In limited cases a student may be approved for a maximum of one Study Hall per semester.

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

course. When students retake a course, the grade earned in the retake replaces the former grade in that course.

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

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

Students not meeting a minimum academic standard are ineligible for any co-curricular school offerings, including athletic participation. For all grades seven through twelve, at the conclusion of each semester, student eligibility shall be based on 1. Being promoted to the next grade, if applicable, 2. Earning a passing grade in each attempted course, 3. Maintaining a combined 2.0 average (computed numerically or by Grade Point Average) or higher in all attempted course work. Students with an “F” in any course in progress at mid-semester have a probationary period until the end of January to improve the failing grade to passing.

## **MARRIAGE AND LIFE ISSUES**

### **Marriage**

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

### **Pregnancy**

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

### **Abortion**

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

### **Education in “Life Issues”**

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

## **SPIRITUAL LIFE**

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

Of the many ways in which a human person learns, perhaps the most meaningful, is learning through action. The Sacred Scriptures are reminding the faithful to serve one another. One of the main goals of our Catholic education is to bring young people to the understanding of their responsibility to serve others as Jesus did. Students are to perform service hours in the areas of school, community, and church. These hours must be documented by a supervisor and approved by the religion teacher. Service opportunities and requirements will be given to the students by the religion teacher at the beginning of the academic year. High school students must complete 25 service hours each year, and middle school students must complete 10 hours each year. These service commitments must be completed in order to receive credit in religion classes.

## **STUDENT CODE OF CONDUCT**

It is expected that all St. Joseph High School students will conduct themselves in a manner consistent with the accepted norms of Christian values. Respect and love of others should be a pervasive theme guiding all student interactions. Students should address faculty and staff politely, courteously, and respectfully in a spirit of friendliness and in an atmosphere of cooperation essential to an educational community. Students are reminded that the same courtesy should be extended to fellow students. Students are to conduct themselves at all times as Christian men and women.

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

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

All students are EXPECTED to:

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

## **YOU ARE RESPONSIBLE FOR YOUR ACTIONS**

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

### **GENERAL REGULATIONS**

1. All students are to conduct themselves as morally strong and spiritually driven Catholic-Christians.
2. Students are to always have respectful manners especially during important times such as Mass, prayer services, prayer and the recitation of the Pledge of Allegiance.
3. Students are to be in uniform and present a well-groomed appearance at all times. Personal grooming and application of make-up may only be done at home or in the school restrooms; it is prohibited in the classroom.
4. It is the responsibility of all members of the school community to develop a safe, community-oriented environment, therefore:
  - A. Inappropriate language which can be construed as abuse, harassment or a threat is prohibited.
  - B. Bullying or physical violence of any form will not be tolerated at any time on campus or at any school sponsored activity, at home or away.
  - C. Vandalism, theft or any activity which may cause harm or damage to others, the school, or property is strictly prohibited.
  - D. Weapons, or any instruments deemed in the sole judgment of the administration to be dangerous or threatening in nature, are prohibited. Any student in any school who possesses any controlled substance in violation of the Uniformed Controlled Substance Law, a knife, handgun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17 Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the

Superintendent or Principal of the school in which the student is enrolled. The Superintendent of the school shall be authorized to modify the period of time for expulsion on a case-by-case basis. Such expulsion shall take effect immediately subject to the constitutional right of due process, which includes the student's right to appeal to the Superintendent of Schools.

5. It is the responsibility of all members of the school community to exhibit an active concern and care for the cleanliness and attractiveness of the school campus; therefore:
  - A. Consumption of food and drink is confined to the cafeteria.
  - B. The chewing of gum is not allowed on campus during school hours.
  - C. All trash is to be disposed of properly.
6. During the school day, students may not use, power on or have out radios, tape players, MP3 players, personal digital assistants (PDA), CD players, beepers, cell phones, or any other electronic devices. If in use, powered on, or visible, such items will be confiscated and turned in to the office. Certain electronic devices may be utilized with the expressed permission of the teacher and under the teacher's direct supervision. All confiscated items must be retrieved by the student's parent/guardian after the established embargo period:
  - 1<sup>st</sup> offense: 1 week
  - 2<sup>nd</sup> offense: the remainder of the school year
7. Any public display of affection is not allowed.
8. Students can not have visitors on campus during the school day without the prior approval of the administration.
9. Any student in the company of a student violating a school regulation may be judged to be in violation as well and therefore, subject to the appropriate penalty.
10. It is strictly prohibited for any student to display behavior, conduct themselves or react in a disrespectful manner toward any member of the administration, faculty, staff or visitors.
11. Students are responsible for the good name of St. Joseph Catholic School. Any student who brings discredit to himself/herself and/or SJS through any unlawful or unethical activity outside school is subject to immediate disciplinary action.
12. Certain student behaviors counter to the teachings of the Catholic Church and the consequences for these behaviors are also covered by the *Policies and Regulations: Catholic Diocese of Jackson*. A copy of this manual is available for review in the Principal's Office.

## ATTENDANCE

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

Any student not in school prior to third period, or leaving school prior to the close of the school day will not be allowed to participate in any extracurricular activities that day. This includes but is not limited to competitions and practices, rehearsals, performances, and cheerleading.

Regular attendance and promptness aid a student's academic achievement. Five or more unexcused absences in an academic year shall be reported to the Truancy Office.

## ABSENCES

When a student is absent, parents/guardians must call the school office as early as possible. Upon returning to school from an absence, students must present a parent/guardian note to the office prior to being admitted to class.

The excuse note shall contain the following:

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

Excused status will be granted for the following reasons only:

- Illness / Injury
- Death in the family
- Court appearance
- Pre-arranged college visitation for seniors (not during the 4<sup>th</sup> quarter)

Unexcused absences include but are not limited to the following:

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

Unexcused absences will result in the forfeiture of the opportunity to make up all missed work, e.g. class work, homework, tests, quizzes, etc.

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

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

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

In cases of a planned absence, the parent or guardian must complete, submit, and gain administrative approval through a Request for Prior Approval of Absences Form that is available in the Administrative Office or on line.

## TRUANCY

Truancy is defined as a student being absent from school when a parent/guardian has the expectation that the student is in attendance. Any student truant is subject to disciplinary action.

## TARDINESS

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

The School Day is defined as:

Prayer Gathering Bell	7:45 A.M.
Tardy Bell	7:50 A.M.
Classes Follow	
Normal Dismissal	3:00 P.M.
Wednesday Dismissal	2:00 P.M.

A student who is tardy must report directly to the office. All tardies will be considered unexcused unless excused by the Principal or his designee. An unexcused tardy means that the student receives a zero for all the work missed during the tardy period including homework for that class. Excessive tardiness prompts a Disciplinary Referral.

Additionally, the following consequences will be administered per semester:

Tardy #1-----warning

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

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

Due to staffing concerns associated with in-school suspension, there shall be a \$25.00 per day charge for each day of this type suspension.

## VACATIONS

Vacations or family trips are not a recognized valid excuse for absences. Please refrain from taking vacations during school time. Students are discouraged from taking extra time off before or after the scheduled vacation times, i.e. Christmas, Spring Break, Easter, etc. Absences for this reason will not be excused.

## ILLNESS DURING THE DAY

If a student becomes ill during the school day, he/she should report to the office. The office staff will contact the parent and arrange for the student to be released.

## EARLY DISMISSAL

Students are expected to be present in school for the entire day. An early dismissal from school is considered an exception made for serious reason. Parents/Guardians must submit a written request if a student needs to leave before the scheduled dismissal. Due to safety and liability concerns, telephone requests for dismissal shall not be honored. The student must present this written request to the office upon arrival at school in the morning. All students must sign out in the office prior to leaving campus.

The student must sign out or back into the office. Failure to do so will result in truancy.

## MEDICATION

Students who need prescribed medications on a daily basis will self-medicate. A form needs to be on file that lists the name of the medication, the dosage, the side effects, the times to be taken, and the doctor's name and number. These medications will be kept in the main office available to the student before and after school, at lunches and during class changes. Special cases will need special permission. No medication is ever given by school officials. A bottle of Tylenol/Advil can be placed in the office for student use. The bottle should be labeled with the student's name and the parent must write a note allowing the student to take medication on an as-needed basis. No student is allowed to give another student his/her medication.

## OUTSIDE FOOD AND DELIVERIES

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

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

The Office Staff is pleased to assist in the reception and the notification of special needs from parent to student; however, the deliver of food, gifts, and flowers are reserved for special occasions as determined by the administration.

<b>TEXTBOOKS</b>
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Some of our textbooks are funded by the State of Mississippi; others are property of the school. Those owned by the school and state are rented to the students. At the end of the school year, the books are to be returned to the teacher who issued them. Allowing for reasonable use, no fines will be assessed. However, if a book has been damaged or lost, a fine will be charged accordingly. Rental textbooks may be used in advanced math classes. This rental fee in the amount of \$30.00 is due by the 15<sup>th</sup> of September.

No student will be issued or be able to return a book without a State Book Card signed by the parent.

## **THREATS**

### Diocesan Regulation 5608

Upon notification of a credible threat of violence to a student, parent or employee by anyone connected to the school/center or others who are not part of the school/center community, the administrator shall immediately investigate the alleged threat. The investigation shall involve the person alleging the threat, the alleged perpetrator of the threat, parents, legal guardians or custodians (if the alleged perpetrator is a student); and any other witnesses to the threatening action. If the alleged threat is made against the Principal, the Superintendent shall conduct the investigation. Upon the determination that there is a reasonable basis to believe that the threat did actually occur, the following actions shall take place:

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

## **DISCIPLINARY ACTION**

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

### A. Referral

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

### B. Assigned Detentions

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

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

A teacher may detain a student for detention 15 minutes after dismissal without prior notice.

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

1. 1<sup>st</sup> missed detention----Saturday Detention
2. 2<sup>nd</sup> missed detention---In-School Suspension
3. 3<sup>rd</sup> missed detention--- Out-of-School Suspension

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

#### C. Suspensions

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

A suspended student is not allowed to attend classes or any school related activities. The student must make up the assignments missed during the suspension time. The student will receive a percentage of credit as determined by the Principal. If the work is not completed the student receives a "0" for all work. When placed on suspension a student is prohibited from taking part in any school sponsored activities and/or functions on or off campus.

#### OFFENSES WHICH MAY RESULT IN SUSPENSION

1. Fighting on campus; all parties are subject to suspension.
2. Leaving campus without permission.
3. Skipping school or class.
4. Profanity.
5. Stealing.
6. Cheating.
7. Vandalism.
8. Forgery.
9. Bullying/Hazing.
10. Defiance.
11. Sexual Harassment.

12. Involvement with drugs and/or alcohol on school grounds or school sponsored functions.

D. Loss of Privileges

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

E. Expulsion

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

Students may be expelled for the following reasons:

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

<b>HARASSMENT</b>
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St. Joseph maintains a strict policy prohibiting all forms of harassment, including sexual. Harassment in any form, including verbal, physical, or visual toward any individual, student, faculty, or staff member is not prohibited. Harassment on-line or in jest constitutes a violation of school policy. No student shall knowingly or intentionally by speech, gesture, or in writing address another person in such a way that could be interpreted as demeaning, derogatory, harmful, or hateful based upon the person's gender, race, ethnic background, religious orientation, or other personal characteristics.

## AREAS OF SPECIAL CONCERNS

### HONESTY IN STUDIES

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

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

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

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

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

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

When a teacher determines to his/her satisfaction that an act of cheating has taken place, he/she will take the following steps:

1. Call the parents
2. Issue a disciplinary referral
3. Lower the grade
4. A second offense will result in suspension

## COMPUTER POLICY

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

1. Absolutely no program will be installed on any computer without the approval of the Technology Coordinator. Teachers and students are not allowed to install personal programs of any nature on any computer at St. Joseph School. The installation of rogue programs hampers effective configuration management and increases maintenance requirements of the systems in question. It also introduces the possibility of infecting the entire system with Trojans, viruses, and worms. The school will assume no responsibility for downloaded materials used on non-school computer systems.
2. The computer systems at St. Joseph are not intended for the entertainment of the user. No games of any type may be played on any system. Internet games require the download of script components. Many of these components introduce spy ware that can significantly decrease system performance and degrade security.
3. Any system that does not have properly operating virus protection will be removed from the network. The network cable must be disconnected from the back of the computer until the Technology Coordinator can evaluate the system.
4. All use of the Internet must be in support of education and research and be consistent with the purposes, policies, and mission of St. Joseph School. Only internet web sites that relate directly to the research of assignments, preparation, or other activities considered reasonable for the education mission will be visited. This policy will be strictly interpreted. The following guidelines will be observed.
  - a. Use of the network to access obscene or pornographic material is prohibited.
  - b. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited. If there are questions pertaining to material it must be approved in advance, in writing, through the Technology Coordinator.
  - c. Any use of the network to facilitate illegal activity is prohibited.
  - d. Any use of the network for commercial or for-profit purposes is prohibited.

- e. Non-school related communication (chat, email, postings on web logs/boards) is prohibited.
  - f. Any use of the network for product advertisement or political lobbying is prohibited.
  - g. Network accounts are to be used only by the authorized owner of the account for authorized purposes.
5. No user may connect any personal system to any network component. This includes MP3 players, Palm Pilots, laptops, digital cameras, or other home systems. Users may only use floppy drives for the transfer of data. Users may not “burn” CDs except for the purpose of backing up the computer system.
6. Computer use is a privilege. Violations of these policies may result in suspension or termination of computer use privileges. Violations of policy will be dealt with as follows:
  - a. Conference with administration, faculty, and parents. Possibility of suspension of computer privileges, in-school suspension (ISS), or out-of-school suspension (OSS).
  - b. Payment for any damage and/or replacement costs.
  - c. Possible legal action as defined by Mississippi State Law.
7. Users shall not intentionally seek information on, obtain copies of or modify files, other data, or passwords belonging to other users or misrepresent themselves of other users on the network.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
9. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
10. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited.
11. Subscriptions to list servers must be pre-approved by the Technology Coordinator.
12. Users may not create, remove, modify or attempt to modify any programs on a computer network or stand alone machine (workstation). Users may not download and apply search bars or other enhancements to the Internet Explorer except as provided as part of updates from Microsoft or as approved by the Technology Coordinator.

13. **Please take care of equipment.** Users will be charged for equipment that has been damaged due to abuse. Users who abuse or willfully misuse hardware or software may face disciplinary action. If you encounter any damaged equipment, please report it to a faculty member immediately.
14. All users will be held to the strictest ethics guidelines. The following general guidelines are considered ethics violations.
  - a. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
  - b. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation; or
  - c. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

## CONDUCT ON CAMPUS

### ASSEMBLIES AND SCHOOL FUNCTIONS

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

### CLASSROOM DISTRACTIONS

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

### CAMPUS BOUNDARIES

St. Joseph School maintains a closed campus. The school campus includes all athletic fields, practice fields, school building and adjacent grounds. Students are not allowed to leave the campus once they have arrived at school. During class hours, no student is permitted to be in the parking lot, on the athletic complex or in the cafeteria. No student is to be in the gym, the weight room, a classroom or the library without teacher supervision.

All visitors must check in at the office immediately upon arrival and wear a Visitor's Badge for the duration of their St. Joseph stay.

### DANCES

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

### FIELD TRIPS

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

### LIBRARY

The St. Joseph Media Center is designated as a place for research, to sign out books, and to use materials to prepare for a class. It is meant to be a place for quiet work and research. The library will be available from 7:30-7:45 A.M., during student break periods, student lunch periods, and 3:00-3:30 p.m. as a quiet place of study.

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

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

## LOCKERS AND BACK PACKS

For the security of one's possessions and for good order, lockers should be locked and combinations kept as a private matter. Students are assigned lockers and are only permitted to use their own lockers. Students are not permitted to share lockers with other students.

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

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

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

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

Students will not be allowed to carry backpacks of any description or large purses during the school day. These are hazardous not only to the students' physical well being, but also to the safety of the teachers. The students are required to empty the content of their backpacks into their lockers in the morning, before attending their first class. Since students are given a break, they have the opportunity to change books. Backpacks or any belongings left in hallways will be confiscated. They are in violation of the fire code that requires hallways to be free of all materials that would interfere in case of evacuation. Any and all purses must be of a size that fully fits within the constraint dimensions of student desk under seat wire bin.

Students may go to their lockers:

1. Before school
2. Before and after break/homeroom
3. Before and after lunch

At all other times students must have a pass from a teacher to go to a locker.

## LOST AND FOUND

St. Joseph maintains a lost and found area in rear of the Media Center. We will keep the material found for thirty days after which time if not claimed, it will be donated to charity.

## MESSAGES

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

#### MOTOR VEHICLES/PARKING LOT

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

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

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

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

#### SCHOOL PROPERTY

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

### **CONDUCT OFF CAMPUS**

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

### **COLLEGE VISITS**

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

Pre-approval for the visit must be requested at least one week in advance for the days missed to be considered “excused”. These visits must take place before the beginning of the fourth quarter.

## ALCOHOL, TOBACCO AND DRUG POLICY

The use and abuse of alcohol, tobacco products and other drugs is a serious concern among adolescents. St. Joseph High School maintains and enforces policies and consequences in this regard.

- Through their Religion, Science, and Health classes as well as special programs, students are educated in these critical areas.
- St. Joseph conducts random and mandatory drug and alcohol screenings.
- Random searches of the classrooms, including student belongings, lockers, parking lots and cars are conducted by drug dogs.
- Random alcohol swab tests are administered at all school-sponsored/endorsed dances.

The following Diocesan Policy 5607 is enforced by St. Joseph School:

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.

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

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

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

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

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

5607R (a) Guidelines

The following are the Diocesan regulations concerning substance abuse:

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

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

#### 5607R (b) Reasonable Suspicion Testing

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

Reasonable suspicion testing may be based upon:

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

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

In the majority of situations, the Superintendent of Schools must approve, in advance, all reasonable suspicion drug testing. In instances when the Superintendent cannot be reached, the Principal and/or the Pastor 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.

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

### 5607R(c) Follow-up Testing

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

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

### 5607R (d) Random Testing

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

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

### 5607R (e) Implementation of Testing Program

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

## DRESS CODE

St. Joseph strives to maintain a uniform appearance that shows pride in our school and in our students. To achieve this, only uniforms for St. Joseph High School purchased through S. Goodman's Department Store will be allowed.

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

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

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

- all clothing must be appropriately sized; no over-sized or under-sized clothing
- all clothing must be properly worn (for example---shirts tucked in, collars buttoned down, cuffs buttoned, shoes tied)
- hair is to be kept neat, clean, and combed—no extreme hairstyles or colors are allowed—the length of a boy's hair shall not extend past his collar nor into one's eyes.
- boys must be clean shaven. Boys shall have a doctor's note approved by the discipline administrator for an approved period of time if there is a medical reason for not being clean shaven.
- no head coverings are allowed in the building--no muffler scarves shall be worn --no sweatbands, sunglasses or chains are permitted --the only pierced body parts that are to be accessorized are girls' ears. No gauging will be allowed.

### GIRLS UNIFORM

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

The girls' uniform skirt or skort shall be a finished length that coincides with, or is greater than, the length of the extended fingertips of the student when arms are extended along side the student.

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

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

Neutral-colored, full coverage undergarments must be worn at all times.

Only black tights are to be worn under skirts – no leggings.

#### BOYS UNIFORM

For Mass, all boys must wear S. Goodman's or Docker khaki pants with the approved white monogrammed short or long sleeved shirt and the approved tie.

Boys will have three tops and two bottoms as choices: a white monogrammed short or long sleeved dress shirt and an official knit shirt worn with khaki/sand pants or shorts. NO cargo pants will be allowed.

ALL shirttails MUST be tucked in at all times and a belt must be worn and visible.

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

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

The boys' uniform short shall be a finished length that coincides with, or is greater than, the length of the extended fingertips of the student when arms are extended along side the student.

#### DRESS ATTIRE FOR A TEAM OR SPECIAL EVENT

Special attire for days of athletic events will be determined by the Principal and the team's head coach. The pants will be the prescribed uniform bottom.

#### SHOES

NO open toe shoes will be allowed at any time.

NO spike heels higher than two inches are allowed.

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

#### SOCKS

A pair of white or neutral color socks are a requirement of the boy's uniform.

#### JACKETS

Uniform fleece jackets, anoraks, or St. Joseph School letterman jackets are the ONLY jackets allowed to be worn in the building during the school day.

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

#### OTHER TRAPPINGS

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

#### UNIFORM VIOLATIONS

Any uniform violation shall result in a Break Detention session. Six uniform violations shall result in a penalty of a one day In-School Suspension, which carries a cost of twenty-five dollars. Subsequent violations shall mandate accelerated disciplinary actions, including being sent home to correct the concern, detention, and suspension from school.

## PARENT AND STUDENT ACKNOWLEDGEMENT FORM

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

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

WE HAVE READ THE HANDBOOK. WE ARE AWARE OF THE POLICIES AND THE CONTENTS OF THE 2011-2012 STUDENT/PARENT HANDBOOK. WE AGREE TO ABIDE BY ITS REQUIREMENTS.

STUDENT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MOTHER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FATHER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **AGREEMENT TO PARTICIPATE**

The undersigned do hereby agree that they have reviewed the Diocesan School Policy relating to substance abuse provided in this student handbook. They confirm that they understand its terms and agree to abide by the policy and its procedures.

The undersigned agree that the undersigned student will not attend school or any school function under the influence of illegal drugs, controlled substances, non-prescribed drugs, alcohol or other chemicals. The undersigned recognize that the school has reserved the right to conduct testing at all school functions including dances, sporting events, and other extracurricular activities (“school event”). The undersigned agree and understand that in accordance with the aforementioned policies and procedures, the school may require before, during, or while leaving a school event that a student submit to a test to determine if he/she is under the influence or has consumed alcohol and/or illegal drugs.

The undersigned agree that as a condition for attending or participating in a school event they agree to submit to testing including, but not limited to, an initial breath test for alcohol. Further, the undersigned student agrees that his/her non-student guest(s) will be subjected to the Diocesan school substance abuse policy and its procedures as a condition for admittance to the school event.

This, the \_\_\_\_\_ day of \_\_\_\_\_, 2011

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Student’s Name (PLEASE PRINT)

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Student’s Signature

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Parent or Legal Guardian (PLEASE PRINT)

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Parent’s or Legal Guardian’s Signature

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

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

We agree not to assert any claims or causes of action of any kind against the Church, its agents, its employees, or any individual contacted by the Church, arising out of the response of the Church to a company's investigation. We further release and forever discharge the Church, its agents, its employees, and any individual contacted by the Church, from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever arising from the Church's response to another school's inquiries into my child's education and behavioral information. In consideration of providing a response, we agree to indemnify and defend the Church from any claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever arising out of the communication of any information relating to my child's education and behavior.

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

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter \_\_\_\_\_,  
To be photographed or videotaped at St. Joseph Catholic School. I realize that the photo  
may be published in a newspaper, a magazine, the school website, or other publications.  
The video may be used for informational or educational purposes regarding the programs  
or curriculum at St. Joseph Catholic School.

Parent/Guardian Name (Please Print) \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_

Parent /Guardian Name (Please Print) \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_