

TABLE OF CONTENTS

BELIEF STATEMENT	2
HISTORY	3
WELCOME	3
ABOUT THE PARENT HANDBOOK	3
SCHOOL'S RIGHT TO AMEND	3
VISION STATEMENT	3
PHILOSOPHY	3-4
STATE APPROVAL	4
SACS ACCREDITATION	4
ADMISSIONS	4
AFTER-SCHOOL CARE	4
ANNUAL FUND/ DEVELOPMENT	4-5
ASSEMBLIES	5
ASBESTOS	5
ATTENDANCE	5
CANCELLATION OF SCHOOL	5
CELL PHONES	5-6
CHANGE OF ADDRESS/PHONE NUMBER/E-MAIL	6
CHEERLEADER/PEP SQUAD	6
CHILD ABUSE	6
CLASSROOM INSTRUCTION	6
CONFERENCES/APPOINTMENTS	6
CURRICULUM	7
DISCIPLINE	7-8
EMERGENCIES	8
EXTRACURRICULAR ACTIVITIES	9
FIELD TRIPS	9
FUNDRAISING	9
GOVERNMENT AID	9
GRADING SCALE	9
GROOMING CODE	9-10
HARASSMENT	10
HIV/AIDS	10
HOMEWORK	10
ILLNESS/INJURY	10
IMMUNIZATION	10
INSURANCE	10
LEAVING CAMPUS	10
LIBRARY	10
LUNCH	10-11
MEDIA COMMUNICATION	11
MEDICATION	11
NONDISCRIMINATORY PRACTICES	11
PARENT COMMUNICATIONS	11
PARENT-TEACHER ORGANIZATION	11-12
PARTIES	12
PEANUT RESTRICTION	12
PERSONAL PROPERTY	12
PHOTOGRAPHY RELEASE STATEMENT	12
PROGRESS REPORTS	12
RECORDS	12
RETENTION/PROMOTION	12-13
SAFETY/SUPERVISION/VISITORS	13
SCHOOL COUNCIL	13
SCHOOL HOURS	13-14
SMOKING	14
TECHNOLOGY	14
TESTING PROGRAM	14
TEXTBOOKS	14
TUITION	14
UNIFORM	15-16
USE OF SCHOOL GROUNDS	16
PARENT/STUDENT CONSENT FORM	17-18
ACCEPTABLE USE POLICY	19-20

St. Joseph School
1210 Anniston Avenue, Shreveport, LA 71105
Phone: 318-865-3585 / Fax: 318-868-1859
www.sjsfalcons.org

BELIEF STATEMENT

- ✚ Jesus is the model for our faculty and our students.
- ✚ Teachers, parents, and the church community share the responsibility for the support of the school's mission.
- ✚ An instructional environment is provided that will include academic, religious, and social skills to enable students to successfully become responsible adults.
- ✚ Successful students demonstrate positive attitudes toward themselves, as well as toward others.
- ✚ An effective classroom is structured, nurturing, and safe, creating an environment where learning is maximized.
- ✚ Competent teachers exhibit professionalism in all aspects of their duties, utilize effective communication skills, impart knowledge in their content areas, and stay abreast of current educational trends.
- ✚ A challenging instructional program includes a variety of strategies to meet individual needs. Such strategies enable the school to do the following:
 - foster creativity and innovation
 - integrate technology across the curriculum
 - offer a varied selection of activities, projects, and enrichments
 - develop higher-order thinking skills
- ✚ The commitment to continuous improvement is imperative, so that our school will always enable students to become confident, self-motivated, lifelong learners and Catholic citizens.
- ✚ Each person is a unique gift of God with personality, talents, and abilities waiting to be developed. Students are taught compassion, understanding, and respect for others. Learning is a lifelong task that prepares them to be the leaders of today and tomorrow.

HISTORY

St. Joseph Parish was established February 26, 1949. Father Joseph B. Gremillion, the first pastor of the parish, offered the first Mass March 13, 1949, at the Broadmoor Theater. Mass continued to be conducted at this site for the next thirteen months. At this time, there were 235 families in the parish.

The ground breaking for the first building of St. Joseph Parish was held July 13, 1949, on the site of Patton and Anniston Streets. The official was Most Reverend Charles P. Greco, Bishop of Alexandria. The formal dedication and blessing of the new combination church and social hall building of St. Joseph Parish took place Sunday, April 16, 1950, at 11:00 a.m., with Bishop Greco officiating.

The first school building was completed and school opened in September of 1951. In attendance were 102 pupils and four teachers, comprising kindergarten and three grades. Today, there are over 400 students enrolled in K3 - eighth grade. The physical plant of St. Joseph now has over 12 permanent structures.

Presently the parish has approximately 1680 families. Christian education is a priority as one of the missions of St. Joseph Church. The school is encouraged and supported by the parish community. Today, St. Joseph is still a growing and dynamic parish under the pastoral leadership of Father Karl Daigle.

*St. Joseph School celebrating
60 years of Catholic education...*

WELCOME

St. Joseph Catholic School has served over the years to integrate elements of the Catholic faith with the learning process as a ministry of St. Joseph Parish. Today, it continues with a strong focus on a religious atmosphere, cultural and technological enrichment, and acclaimed academic excellence.

Dedicated to nurturing the whole child in a secure, structured environment which fosters the integration of faith, living and learning, we promote Catholic values, service and a sense of community. Serving preschool through eighth grade, our privileges are extended to the children of the parish, as well as other Catholics and non-Catholics who embrace the philosophy and mission of St. Joseph Catholic School.

We maintain a distinctive program, which strives to develop self-respecting students who will become valuable members of society.

Thank you for your interest in St. Joseph Catholic School.

ABOUT THE PARENT HANDBOOK

The purpose of the St. Joseph Catholic School Student/Parent Handbook is threefold:

1. to provide students and their parents or guardians with information regarding the policies, regulations, and programs of St. Joseph Catholic School;
2. to unite those involved in the education of our students and, through their cooperative efforts, to accomplish the goals of Catholic education;
3. to serve as a resource for interested persons requesting information about the school program.

The student/parent handbook has the force of a printed contract between the parents of minor students and the school. Each family should have a copy of the handbook (extra copies are available in the school office). The Diocese requires that we have a signed form to be kept on file indicating the receipt of the student/parent handbook. The handbook will be reviewed and distributed annually with the newly printed school year appearing on each copy. The legal concept is that the handbook is a contract, generally for a one-year period or until reprinted.

SCHOOL'S RIGHT TO AMEND

While a concentrated effort has been undertaken to address all issues related to the church and school environment, the possibility exists that some regulations and policies have been omitted. In the absence of a policy in this handbook, the administration (*in accordance with Diocesan policy*) reserves the right to determine policy should the need arise. Parents will be given prompt notification if changes are made.

VISION STATEMENT

Our mission is to provide a religious and academic education that prepares students to become responsible members of family, church and community.

This mission is realized through a faculty which will nurture in the students:

- basic Christian attitudes and values;
- academic skills necessary for contemporary society;
- the facility to adapt to change;
- inquiring minds adept at critical thinking;
- reverence for themselves as well as for all peoples.

PHILOSOPHY

St. Joseph Catholic School adheres to the Catholic Christian philosophy of education. We strive to educate the whole child in a way that he/she will have the capability and willingness to contribute to family, church, and community to the limit of his/her ability.

The general purpose of Catholic education is threefold: message, community, and service. In keeping with this, the educational program of St. Joseph Catholic School is based on a strong commitment to the following: academic excellence and the responsible academic freedom for effective teaching; the provision of a favorable psychological

environment in which all learners can grow and mature as children of God; the creation of a community of faith which is living, conscious, and active and service to the public.

STATE APPROVAL

St. Joseph Catholic School is approved by the Louisiana State Department of Education.

SACS ACCREDITATION

In the spring of 2005, St. Joseph School attained accreditation by the Southern Association of Colleges and Schools (SACS). St. Joseph School earned re-accreditation in the spring of 2011.

ADMISSIONS

1. The parents or guardians of every prospective new student must submit a completed application and a **complete** set of previous school records upon registering.
2. Students may be required to take a placement test.
3. Three-year old Pre-K students must be 3 by September 30 of the year they enter.
4. Four-year old kindergarten students must be 4 by September 30 of the year they enter.
5. Five-year old kindergarten students must be 5 by September 30 of the year they enter.
6. St. Joseph Catholic School accepts students of varying levels of ability; however, the school reserves the right to refuse acceptance when the prospective student has a learning problem that the school is not properly equipped to handle.
7. All new students are placed on a nine week probationary period. This is done for the benefit of both the student and the school.
8. The school reserves the right to refuse acceptance to a student who has proven himself to be a serious and persistent behavior problem.
9. School families (families with children presently enrolled) have the opportunity to register first.
10. Catholic parishioners of the Diocese of Shreveport not presently enrolled have the opportunity to fill the remaining vacancies; thereafter non-Catholics may register as openings permit.
11. If a student's complete school records are not available upon registration, then the student will be placed on a probationary status until records are received.

Registration:

The following data is necessary before registration is complete:

- official State Birth Certificate (copy);
- immunization records, signed by the health unit or doctor;
- official Social Security Card (copy);
- past academic records of students from K5 to eighth grade;
- Required yearly fees (ex: registration, supply, first month tuition)
- if Catholic, a copy of Baptismal and/or First Communion Certificate.

Transfer:

When a student transfers to another school, the parents should notify the school office at least one week in advance. The student must turn in all textbooks, return all library books, and pay all outstanding fees and fines before transferring to another school. Official records are released from the school office at the request of the school to which the student transfers after a signed release from the parents is secured. **Records will not be released until all fees and fines are paid.**

Children with Exceptional Needs

St. Joseph Catholic School does not offer special education programs for children with exceptional needs. *If it is determined by the administration that the program and facilities appear to be unable to effectively meet the needs of a child, his/her continued enrollment will be reviewed by the administration.*

AFTER-SCHOOL CARE

After-School Care is available for St. Joseph Catholic School students until 5:30 p.m. **This will be strictly enforced with a dollar per minute late fee.** Details concerning enrollment, fees, and regulations may be obtained from the school office. **All policies outlined in this manual will be applicable to After-School Care.**

ANNUAL FUND/DEVELOPMENT

Annual Fund:

The St. Joseph Catholic School Annual Fund Drive is a fundraising campaign to cover operating costs and to enhance educational programs that are not covered by tuition fees. The Annual Fund Drive is conducted during the school year and all donations are tax deductible. Contributions to the Annual Fund insure continued growth and financial strength for our school and parish.

Planned Giving:

St. Joseph Catholic School welcomes any gifts of securities or life insurance as well as consideration in estate planning.

Matching Gifts:

Many companies have a Matching Gift program for schools. Your gift to St. Joseph Catholic School may be matched by your company and, in some cases, the value of the gift may double or triple. Please contact your employer's human resources department for more information.

ASSEMBLIES

Programs to promote and enhance the cultural and academic development of the student body will be presented during the school session.

ASBESTOS

St. Joseph Catholic School, along with other schools in the Diocese of Shreveport, will conform to all regulations and legislation regarding asbestos inspection/abatement/removal, as required by federal and state government agencies. Written documentation is kept at the school office and the Diocesan School Office.

ATTENDANCE

Students are expected to attend school regularly and to be punctual. Regular attendance and punctuality are important to a student's success in school. Absence and tardiness interfere greatly with school progress. In order to be eligible to receive grades, students must be present a minimum of 160 days a school year.

Absence:

A written excuse from a parent or guardian is required for all absences. Excuses that will be accepted are illness, death in the family, or similar grave reasons. If a child is absent for three or more consecutive days, a doctor's excuse will be required. All other absences will be unexcused unless satisfactory arrangements have been made with the principal. These arrangements should be made at least one week prior to the absence.

A student is responsible for schoolwork covered during an excused absence and is expected to make arrangements for make-up work and tests. No work during an unexcused absence will be accepted. Parents may check the web site and contact teachers for missed assignments.

Tardiness:

A student is tardy when he/she arrives after the last bell has rung. A student coming late is expected to bring a written explanation from his/her parent or an excuse from a doctor to the school office. A student without a note will be considered unexcused.

After three unexcused tardies the teacher will notify the parents and corrective action will be taken. Three unexcused tardies warrant detention.

Early Dismissal:

In order to provide continuity in your child's school day, we urge you to avoid having to take him/her out of class before the regular time of dismissal. Should it become necessary for your child to be taken out of class, please follow one of the procedures listed below:

- Send a note to the student's homeroom teacher in the morning stating both the reason for and time of the student's departure.
- Call the office prior to 2:00 p.m. to arrange for pick up. **No calls will be accepted after 2:00 p.m.**
- In case of an emergency, contact the office staff.

Ordinarily, medical and dental appointments during school hours should not be made. Every effort should be made to have these appointments after school, during school holidays, or during summer vacation. **Please, no sign outs during mass.**

Any time a student leaves school early, the person who picks him up must sign the check out board in the school office.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Administrators are aware of the hardship which can be caused by an abrupt cancellation; therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of a cancellation, including radio, television and newspapers. SchoolReach, an automated notification program, will be used to alert all families of emergencies, as well as upcoming events. In the unusual circumstance where school must be canceled during the school day, the administration/ teachers will determine that all students have satisfactory transportation before releasing them from school. In severe weather conditions, St. Joseph Catholic School will follow the directives issued by the Catholic School Superintendent. Please listen for announcements on TV and the radio.

CELL PHONES

The following procedure has been established to address cell phone possession and use on St. Joseph School property during school hours of 7:20AM -3:20PM and also during the hours of After-School Care (dismissal – 5:30PM)

- a) If you believe it is necessary for your student to have a cell phone at school, you must complete and sign the required form which may be obtained in the office or from a teacher, and attach it to a brief letter stating why your student needs to have a cell phone at school. The letter and signed form will be kept on file at the school office. This will be verification that your child has your permission to have a phone on campus and that you are aware of the restrictions and procedures concerning use of a cell phone at school during school hours.

- b) If a parental letter is received at the office, the student may possess a cell phone on campus and must adhere to the following restrictions and procedures that apply during school hours of 7:20AM -3:20PM and also during the hours of After-School Care (dismissal – 5:30PM).
- Cell phone possession. The phone must be turned OFF and kept in the student's locker for middle school and in the student's backpack for elementary until the end of the school day. (The phone cannot be on the student's person, such as on a belt or in a pocket or in a purse.) If the phone makes any noise (ring, music, vibration) or is taken out for any reason without proper approval, a detention will be issued, and the phone will be confiscated. The student's parent must come to the office to retrieve any confiscated phone.
 - Cell phone use. If a student believes he or she has an emergency during the school day that requires him or her to use the cell phone, the student must obtain permission from a member of the faculty or the office staff to use the cell phone in the office area. Since a student may not receive a phone call on a cell phone during the school day, emergency contact with a student at school can always be made by phoning the school office.
 - A student without a parent's cell phone permission letter on file will receive a detention if a phone is found in the child's possession at school. The phone will be confiscated, and a parent can come to the office to retrieve the phone.
- c) **No electronic devices, such as iPods, ITouch, MP3, PSP etc., cameras, or beepers are allowed on campus. E-readers are permitted on a case by case basis following a meeting with the principal or assistant principal. Responsible Use of Technology guidelines apply to E-readers.**

CHANGE OF ADDRESS/PHONE NUMBER/E-MAIL

It is very important that every family maintains an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address, telephone number, or e-mail address during the school year.

CHEERLEADER/PEP SQUAD

Spirit squads and cheerleaders are open to all interested students who meet the eligibility requirements. These are not elected positions, and therefore there are no tryouts. The principal and faculty representatives will approve the uniforms for these groups. (See also *Extracurricular Activities*.)

All students participating must maintain an overall 'C' average for all classes taken.

A student who is deemed to be a discipline problem (in class or at practice) will be suspended from the squad for the remainder of the nine weeks in which the infractions occur.

Specific rules and regulations in regard to attendance, discipline, and academics will be given to each participant at the beginning of each year, along with a constitution and / or by-laws.

All decisions regarding spirit squad rules, regulations, and procedures will be determined by the faculty representatives in cooperation with the principal.

CHILD ABUSE

All employees with the Catholic schools of the Diocese of Shreveport are obligated to comply with the applicable laws regarding the filing of reports or alleged incidents of child abuse and neglect. Every employee has participated in the "Protecting God's Children" workshop and continues with the monthly online training.

CLASSROOM INSTRUCTION

The school year contains the number of days specified by the Louisiana State Accrediting Commission. The minimum number required is 180 teaching days. The school day is from 7:45a.m.-3:05p.m., excluding extra curricular activities.

CONFERENCES/APPOINTMENTS

Parent-teacher conferences are scheduled periodically during the school year. Following the first nine weeks, a parent-teacher conference will be scheduled. Notification will be sent home regarding specific times.

Appointments:

Appointments with the principal or assistant principal may be made by way of a note or telephone call to the office during the day. Parents are urged to first visit the child's teachers, especially if there is a concern or problem. Since class time is so valuable and important, appointments with the teacher must be made during times when the teacher is not with her class. These appointments may be made in writing or through a call to the office. Under no circumstances may a teacher be disturbed from her primary duties once the school day begins, unless approved by the principal.

Messages:

Only messages of vital importance will be relayed to pupils during school hours.

If, through urgent necessity, a parent comes to school to deliver a message or to make a delivery, the parent is to report first to the office. Visitors/volunteers passes are issued in the office to help identify non-school personnel. Please wear these at all times while on the St. Joseph School campus. This includes cafeteria visits.

Telephone:

Students are permitted to use the telephone in the office only when absolutely necessary and then only with the permission of the teacher and / or office staff. **Students are not permitted to use the phone to call for forgotten assignments, projects, etc.**

CURRICULUM

The curriculum followed by St. Joseph Catholic School is in compliance with state curriculum regulations for approved schools in Louisiana. The academic needs of each student are not only fulfilled by required courses, but are also supplemented by remedial programs, library resources, computer-assisted instruction, educational field trips, audio-visual materials, and enrichment activities. The religious instruction included in the curriculum helps develop the student's attitudes of faith, love, care and service to others. The full curriculum may be accessed on the website, www.sjsfalcons.org.

Religion Curriculum:

The school's religious curriculum permeates the total school program. All students participate in formal religious instruction and prayer. The curriculum follows guidelines of the Department of Education and the Catholic Diocese of Shreveport. It is the intent of St. Joseph Catholic School to provide experiences which will allow children to grow in their understanding and appreciation of the Christian faith and the Catholic community. Our music and drama classes and special liturgies will enhance liturgical experiences. Students are actively involved in the planning and participation of weekly Eucharistic liturgies. **Family and friends are welcome to attend.** Boys and girls are required to wear the SCHOOL UNIFORM to the weekly liturgy. **ALL STUDENTS ARE REQUIRED TO ATTEND MASS**, which will replace religion class on that particular day. In addition, our students will become responsive to the needs of others by participating in community service projects.

DISCIPLINE

A parent who sends his/her child to St. Joseph Catholic School has the right to expect that the school will exert its full authority to see that each child has the opportunity to receive a good academic education in a favorable environment. Punishments are administered for the purpose of benefiting the student who has failed in his/her duty and preventing similar offense in others. Punishment should always be commensurate with the offense. Corporal punishment is forbidden; there are no exceptions. The following are approved methods of punishment: conference, detention, suspension, loss of privileges and being put on probation or expulsion.

Philosophy of Discipline:

The discipline policy at St. Joseph Catholic School is based upon gospel values and the realization that the child must learn, internalize, and practice the values of the community. Our aim is to develop a responsible person capable of making wise choices about behavior. This process is lengthy and requires practice and love on the part of the teachers and parents. In a loving environment in which the child sees Christian values in action, he or she will have the best opportunity to develop as an effective, caring, and responsible adult.

In addition, we see discipline as a positive attribute of individuals and societies. It is positive because it channels time, energy, and actions so as to develop more fully the potential of individuals and societies.

More specifically, every student at St. Joseph Catholic School is entitled to an education, which shall be offered in an orderly and healthy atmosphere, both physical and emotional.

Discipline involves three areas of personal responsibility: the child, the teacher, and the parents.

Every child is expected to comply with the rules of St. Joseph Catholic School. Any student who refuses to comply with school regulations may lose his/her right to attend St. Joseph Catholic School.

Each teacher in St. Joseph Catholic School is responsible for providing an environment that will bring about effective learning, thus enabling each student to achieve his/her maximum potential.

The home shares in the education of the child, and the attitude of the home toward school is reflected by the student. By enrolling a child at St. Joseph Catholic School, parents commit themselves to supporting the educational effort of the school, which involves enforcement of all school regulations. *Any parent who is unable to make this commitment should withdraw his child from the school.*

Discipline Methods:

The teachers of St. Joseph Catholic School are committed to maintaining discipline in the classrooms and on the school grounds at all times. Teachers follow a classroom management plan of rules, consequences, and rewards for student behavior. At the beginning of the school year, each teacher explains the classroom/school rules, consequences and rewards to his/her class. Every attempt will be made by our teachers to instill proper behavior in our students. If the teacher feels that the student is not responding in the proper manner, detentions, written punish work, or other corrective measures will be administered. Parents will be notified of repeated offenses. Both parents and students are required to sign a document which states the discipline policy of the school.

Rewards – The primary reward for good behavior is a sense of self-worth, inner peace, and the smooth flow of the school day. Periodically, individual classes or students will receive rewards for good behavior. Students (grades 1st through 8th) are chosen by classroom teachers to receive "Fantastic Falcon" or "Student of the Quarter" each nine weeks in recognition of their good behavior and citizenship. Students are also periodically rewarded with "Promote the Positive" awards each week during the weekly mass.

Consequences – Students who choose to disobey school rules will receive a detention, a documented warning about a behavior that needs correction. Major infractions and/or accumulations of detentions will result in disciplinary action of suspension or expulsion.

The steps in the disciplinary process:

1. Age-appropriate classroom methods are used by classroom teachers to control behavior.
2. Detention
3. Suspension
4. Expulsion

Faculty and staff will use discretion in utilizing discipline methods when enforcing school discipline policy based upon the age/ability level of the children who are under their care.

Detention:

Detention may be issued for a breach of a classroom and/or school rules. Any staff member of St. Joseph Catholic School can issue a detention. A detention period will be held on Tuesday and Thursday for 50 minutes after school (3:10 – 4:00). A student given a detention will bring a detention slip home to indicate the reason for the detention. The parent or guardian must sign the detention slip, and return it to the school the following day. **Students begin serving detention in third grade.**

Detention should be served the Tuesday or Thursday immediately following the date it was issued. A student will only be excused in the cases of death in the family, student's illness, or a prescheduled doctor or dentist appointment. In the case of an appointment, a doctor/dentist written excuse will need to be turned into the office, and the detention will be served the following scheduled day. Failure to serve a detention, without proper excuse, will result in an additional detention. The student must report to the designated detention room immediately upon dismissal from school. If a student is five minutes late for detention, he/she will serve an additional detention. The student is not allowed to talk, move about the room, create a disturbance, or leave the room without permission. Failure to follow detention rules will result in an additional detention.

After receiving 3 detentions, a conference will be scheduled with the student, the parents, and teacher. Upon receipt of the 6th detention, the student will be suspended. The student will be sent home for one day and will receive zeroes for work missed on this day. An additional conference will be scheduled which will include the administration. **MULTIPLE SUSPENSIONS COULD RESULT IN EXPULSION.**

Specific Offenses Which Warrant a Detention:

- Deliberate disobedience
- 3 unexcused tardies/9weeks
- Disrespect for authority
- Using obscene language or gestures (written or spoken)
- Damaging school property or property of others, littering, spitting
- Improper care of school and student property (textbooks, binders, library books, notebooks, backpacks, etc. that have been left on the ground)
- Eating in class, chewing gum
- Failure to wear appropriate school uniform (5 notifications/9 weeks)
- Cheating on homework or an assignment
- Cell phone violation
- Other inappropriate behavior

Major Offenses Which Warrant An Immediate Suspension:

- Smoking on school grounds or at a school sponsored event
- Bringing cigarettes or matches to school or to a school sponsored event
- Theft of another person's property
- Substance abuse of any kind
- Fighting
- Receiving the 6th detention from a teacher/teachers for any reason/reasons in the school year.
- Leaving school grounds during school hours
- Displaying blatant obscene behavior
- Cheating on a quiz , test, or project
- Forging a parent's signature
- Vandalizing school property
- Causing serious injury to another student
- Blatant disregard for school policies
- Improper use of the computer or internet
- Plagiarism
- Harmful physical contact of any kind (hitting, punching, slapping, kicking, pushing)

Offenses Which Warrant An Immediate Ten Day Suspension and Possible Expulsion:

- Bringing drugs or alcohol to school or any school sponsored event.
- Being involved in extreme cases of vandalism.
- Bringing any type of weapon (firearms, knives, etc.) to school.
- Repeated offenses resulting in suspension.
- Inappropriate/obscene material on a cell phone or computer

ST. JOSEPH CATHOLIC SCHOOL RESERVES THE RIGHT TO SUSPEND OR EXPEL ANY STUDENT WHOSE BEHAVIOR IN OR OUT OF SCHOOL IS DEEMED DETRIMENTAL TO THE CATHOLIC VALUES OF THE SCHOOL.

EMERGENCIES

The principal will inform school families and personnel of the specific procedures for handling illness, injury, medication, inclement weather and other emergency situations.

EXTRACURRICULAR ACTIVITIES

The purpose of the extracurricular program at St. Joseph Catholic School is to encourage our students to develop their talents and to learn how to live and work in cooperation with others. Extracurricular activities not only add to the enjoyment of school life, but also give the student deeper insights and experience in cultural and religious areas. It is a goal of the program to accommodate as many students as possible and, at the same time, provide a manageable, quality program. Due, in part, to the number of students we are attempting to serve, we will have to limit the number of activities in which a student participates. This is for the benefit of all.

Based on the recommendation of the faculty and administration, participation and placement in St. Joseph Catholic School extracurricular activities is determined, in part, by the following selection criteria:

- a) Academic Performance
- b) Aptitude/Interest in a particular area
- c) Behavior
- d) The number of students interested in participating in a particular extracurricular activity.

Participation in an extracurricular program is a privilege. Therefore, students may be removed from a program due to misbehavior, lack of cooperation, academic failure, and/or excessive absence. *We ask that parents cooperate with us in enforcing this policy. This is for the benefit of all concerned.*

All clubs, groups and activities will have a faculty representative/sponsor. This representative/sponsor is responsible for the supervision of the students involved and the coordination of their activities as they relate to the school program.

FIELD TRIPS

Educational field trips are encouraged at all levels as exploratory learning activities. It is the policy of the school that a signed permission slip from parents or guardians be submitted for students to attend off-campus activities. This signed permission slip must be turned in at least one day prior to the event. Students may not call parents the day of an event to secure their permission slips. The classroom teacher turns in a form outlining details and objectives. Decisions regarding the trips are made at the discretion of the teacher.

Misbehavior during field trips may result in a child being denied participation in future field trips. In the event that a child does not attend a field trip for any reason, he/she will remain at school in a supervised situation. Assignments will be provided depending upon the age and ability of the child.

The school does not sponsor overnight, out-of-town trips without specific permission from the administration.

In some cases field trip permission slips must be notarized.

FUNDRAISING

All requests for school fundraisers (including auxiliary organizations that have been approved to solicit the families of St. Joseph School) must be submitted in writing to the Principal and Director of Development for approval. Requests must be received at least one month before the event date (or beginning date) of the fundraiser. Items which are not part of an approved fundraiser may not be sold on campus.

GOVERNMENT AID

Congress has provided federal assistance for the participation of students enrolled in both public and non-public elementary and secondary schools. Although these programs are administered by public agencies, the provision of benefits to eligible non-public school students should be equitable to those provided to eligible public school students. Schools in our Diocese participate in government funded programs which are beneficial to our students keeping in mind the rights of students and parents.

GRADING SCALE

The grading scale is as follows:

Grading Scale

A = 93 – 100

B = 85 – 92

C = 77 – 84

D = 70 – 76

F = 69 or below

GROOMING CODE

Hair: Boy's hair must be neat and well groomed, may not extend below the collar, cover the eyebrows, or cover the middle of the ear. Girls must keep their hair neat and clean. Hair may not cover the eyebrows. Boys and girls: Bleached hair, unusually highlighted hair, shaving or carving into the natural hairline, dyed, excessively tinted, excessively "spiked" hair, or the like is not permitted. Hair must be clean and neat at all times. Students with unacceptable hair choose to earn a suspension for blatant disobedience. They will be sent home to correct it.

Facial Hair: Boys must be clean shaven. They may have no facial hair.

Makeup: All Grades: No permanent or temporary tattoo's. Pre K – 5th Grade: Makeup and fingernail polish are not permitted at school. No lipstick, lip-gloss, or colored chap stick will be permitted. Middle School (6th-8th grades): no excessive makeup is to be worn. Thick black eyeliner is not permitted. Fingernail polish is permitted. **The polish can be clear color only.**

Jewelry/Earrings: Jewelry should be limited to a watch, small rings, (one per hand), earrings for girls only (stud or post, one per ear); a necklace should consist of a simple cross or holy medal. No dangling earrings permitted. Earrings must be worn in the ear lobe only. No beads should be worn in the hair. Boys are not allowed to wear earrings. No body piercing is allowed.

HARASSMENT

Any student who believes he/she has been subjected to harassment should report the alleged act to the administration as soon as possible. Any students found guilty of harassment will be disciplined according to school and Diocesan policies.

HIV/AIDS

The Catholic School, in its role as Christian educator, extends charity and compassion to those who suffer and at the same time has an obligation to safeguard the health of those who are well. In order to safeguard the students in our school and in fairness to infected students, children who are unable or who lack control of their bodies' secretions, who display aggressive behaviors such as biting or have oozing lesions, may not be registered in our schools. Very young children such as preschool or perhaps kindergarten may fall in this category, pending, of course, conference with their doctor and with parents.

HOMEWORK

Homework is assigned to reinforce material that has already been taught and to foster habits of independent study. The amount of homework assigned depends upon the age and abilities of the student.

ILLNESS/INJURY

If a child becomes ill or is injured at school, the office will notify his/her parents and give simple first aid only. **It is VERY IMPORTANT for the school to know where to reach a parent during the school day.** All students must have a Medical Information Sheet listing emergency phone numbers (home, business, friends, relatives, etc.) on file with the office or with the teacher.

A student who has had an infectious or contagious disease will be permitted to return to classes with a doctor's release. **State law requires that students be free of symptom and fever for 24 hours, without fever reducing medications, prior to returning to school so the danger of transmitting the infection or disease to other students is over. This includes vomiting, diarrhea, pink eye, fever, runny nose and cough. Students who begin to exhibit any of the previous symptoms will need to be picked up immediately.**

IMMUNIZATION

The school cooperates with the Department of Health in the community, which is charged with the medical supervision of school children and the control of communicable diseases. Parents shall provide a copy of up to date immunization records for their child/children. The school shall strictly enforce the State law with respect to immunizations of students.

INSURANCE

All children have coverage for all accidents which might occur during the school day. Please be aware that the school is not liable for any deductible, out of pocket expenses, or other uninsured amounts paid by parents, guardians or others for medical expenses incurred by your child/children.

LEAVING CAMPUS

Students are not allowed to leave the school campus during school hours for any reason without knowledge and consent of their teacher. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent or guardian. Children spending the night and/or visiting another child after school hours must have written permission to leave the school grounds with a party other than the predesignated party.

LIBRARY

St. Joseph Catholic School has a well-stocked library. All students will have regularly scheduled visits to the library. Books may be checked out at this time. Books checked out must be returned or renewed within the prescribed period of time or a fine will be assessed. A book fair will be held each semester to acquire additional books for the library. Donations are also accepted.

LUNCH

The Diocese of Shreveport participates in the National School Lunch Program. The Child Nutrition Program serves student quality meals in a Christian environment. This is done by ensuring the meals are healthy, correctly prepared, and attractively served in pleasant surroundings.

Free and reduced applications will be available to all families. Applications will be available the first day of school. You may ask for an application from the cafeteria manager or school office personnel. All applications are handled confidentially and used only for eligibility determination and verification of the data. Parents may apply for Free and Reduced benefits any time during the 2011-2012 school year.

Parents are invited to join their child/children for lunch. Monthly menus are published on the website (www.sjsfalcons.org). Menus are also posted in the lunchroom and classrooms. Menus are subject to change without notice.

Director for the Child Nutrition Program is Sr. Ann Middlebrooks, SEC. Her office is located at 3500 Fairfield Avenue (Catholic Center). Her office number is **219-7298**. The Cafeteria Manager is **Delores Parks**. Her office is located in the St. Joseph School Cafeteria. Her office number is **841-8220**.

MEDIA COMMUNICATION

All announcements regarding St. Joseph Catholic School should be cleared through the administration to assure consistent policy and to avoid duplication.

MEDICATION

Because the welfare and safety of the students is our primary concern, medical services administered at St. Joseph Catholic School are limited to the following:

1. Treating the ordinary bumps, scrapes, and illnesses that are part of daily life.
2. Administration of prescription medications for a specific condition or a serious chronic illness diagnosed and prescribed by a physician.
3. Contacting parents in case of a student's illness or injury.

Please note: No medication can be administered to a student without a medical consent form. The form is to be completed and signed by the physician and parent. This form must be kept on file in the school office. The consent forms are only good for the current school year, so they must be renewed annually. The school cannot administer any medications with only a parent's written or verbal consent. The following medications cannot be given at the office: barbiturates and narcotics.

Medication Regulations:

Proper procedure for each medication will be followed or the medication will not be administered. No exceptions will be made. Students are not allowed to have any medication, prescription, or non-prescription, in their possession at any time on the school grounds. Teachers and school administrators have the right to take any medication from a student and contact the parent for appropriate action.

1. A consent form for medication administration must be completed and signed by the parent and the physician for each medication. We accept the standard form used by Caddo and Bossier Schools.
2. The physician's portion of the form must include: the child's name, diagnosis, name of medication, time and frequency to be administered at school, dosage, and length of time to be administered. Only a one month supply can be sent at a time.
3. Prescribed medication must be in an updated container that meets acceptable pharmaceutical standards. The label must include the name of the student to be administered the medication, name of the medication, strength, and amount of time it is to be administered.
4. Medication must be brought to school by parent or guardian.
5. Verbal phone orders from physicians or parents will not be accepted.
6. The child will come to the office at the prescribed time to receive medication.

NONDISCRIMINATORY PRACTICES

St. Joseph Catholic School does not discriminate on the basis of race, sex, color, or national/ethnic origin in its admissions policies, employment practices, educational programs and activities.

PARENT COMMUNICATIONS

A parent bulletin is posted on the school website, www.sjsfalcons.org, in order to keep parents updated concerning school programs, meetings, class activities, special events, policy changes, policy reminders, specific school instructions, etc. Menus and other schedules may be attached. ***It is very important that you read the parent bulletin.*** Classroom and individual notices, reminders and flyers will be sent home with your child or sent via SchoolReach if deemed necessary. SchoolReach is an automated notification program used to alert all families of emergencies, as well as upcoming events.

PARENT-TEACHER ORGANIZATION

The school expects that parents will actively take part in the lives of their child at school. St. Joseph Catholic School believes very strongly that a parent's presence affirms the child. The early years of school life are the most instrumental in determining a child's attitude toward himself and the school. The school has a Parent-Teacher Organization which lists ways for parents to become involved in the school. Whether visiting for lunch, helping with fund raisers, attending PTO meetings, or joining the school on field trips, the parent's presence at school is a welcomed part of life at St. Joseph Catholic School. Your support is very valuable to the school, so please consider where you can realistically help out.

The PTO Executive Committee for 2010-2011:

President: Patrick Jackson
Vice President: Laura Batson
Secretary: Jennifer Cahill
Treasurer: Jennifer Henley / Rachel Thrash
Policy & Procedure: Theresa Murphy

PARTIES

All school parties will be arranged through the Room Mother Coordinators with the permission of the classroom teacher. End-of-year parties are to be held locally.

Birthday treats for your student **must be prearranged with the homeroom teacher.** No invitations for personal parties or gifts are allowed to be distributed at school.

PEANUT RESTRICTION

To ensure the health and safety of all students, SJS is a peanut restricted environment. Meaning: no peanut products of any kind may be brought on campus. This includes sandwiches, cookies, candy, or snack foods.

PERSONAL PROPERTY

The school cannot assume responsibility for personal property brought to school. **No electronic devices, such as iPods, iTouch, MP3, PSP etc., cameras, or beepers are allowed on campus. Please do not allow your child to bring large amounts of money to school. The school will not be responsible for lost or misplaced items.**

Identification:

All books, school bags, lunch boxes, and clothing items should be marked with the child's name (not initials). Purses and wallets should have some kind of identification. The school is not responsible for athletic equipment or bicycles brought to school. However, these things should have some type of identification. Bikes should be locked as a safety precaution.

Lost Articles:

Lost and found articles are sent to the cafeteria.

PHOTOGRAPHY RELEASE STATEMENT

If you do not wish your child to be photographed or video taped, please contact the school office immediately.

PROGRESS REPORTS

Parents are informed at least every four and a half weeks on the progress of their children through formal notification by the school. In addition to these records, there are at least semi-annual conferences between the teacher and the parents. Edline, a computer based record of student grades, is available for every parent with computer access. This allows parents to have access to daily grades. This is available for grades 1st through 8th.

Report Cards:

Report cards are distributed every nine weeks. They should be carefully studied, discussed, signed and returned to the homeroom teacher promptly. Signing the report card does not necessarily mean that the parent has approved the report. It does indicate to the school that the parent has seen it.

Parent-Teacher Conferences:

Scheduled parent-teacher conferences are held at the end of the first nine-week period. It is expected that parents attend this scheduled conference.

Conferences between parents and teachers may be scheduled at other times during the school year. Any parent who would like a conference with a teacher should call the office or contact the teacher and request an appointment. (See also *Conferences/Appointments.*)

RECORDS

Student records are private property and therefore, are not to be shown to anyone except the student, his/her parents, legal guardians, a court-ordered officer, or a person with a verifiable written parental request. Each child's cumulative record will be updated annually. The school is required to maintain and report accurate enrollment and attendance information.

RETENTION/PROMOTION

The decision to retain a child in the same grade is made in consultation with the SBLC Team, parents, and teachers. The school adheres to the state standards for minimum days attended for promotion.

Retentions:

Parents will be contacted several times during the year if retention is being considered due to low D or failing grades. Students shall not be considered for more than one retention during their elementary school career (grades 1-5) and one retention during their middle school career (grades 6-8). *By the end of the first semester, parents are notified if their child is being considered for retention.*

In the lower grades students failing one major subject may be considered for retention.

In the upper elementary grades a student who fails one major subject may attend summer school to try to make up the failed subject.

If a student fails two major subjects, the student is usually retained in his/her present grade. *Final decisions concerning retention rest with the school authorities.* All cases of retention are studied on an individual basis and involve the parents in conference.

Promotion:

Elementary school children must be present for a minimum of 160 days to be eligible to receive credit for the subjects taken and be promoted. Exceptions can be made only in the event of extended personal illness as verified by a physician and/or approved by the proper authorities in consultation with the principal. *Those promoted on a probationary basis must show proof of satisfactory summer school completion from an accredited program.*

SAFETY/SUPERVISION/VISITORS

Parents may expect that their children will be supervised during the published school hours. During these hours, no student may leave the premises without proper permission.

Visits to the school are welcome. For security purposes and to insure the safety of our students, everyone must report first to the school office to sign in and receive a visitor's pass. However, it is necessary that we minimize classroom interruptions. Conferences with teachers must be arranged prior to the visit. Prior arrangements allow us to make the conference and/or visit worthwhile and enjoyable for all concerned. *Only parents or their designated representatives are allowed on school grounds, unless the individual is on official business.*

SCHOOL COUNCIL

The Catholic school is an expression of the educational mission of the Church parish with which it is associated and of the diocese. Therefore, the pastor is responsible to the bishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff.

Just as the Parish Council serves with the pastor on behalf of the total parish community and the Church, so the parish School Council serves with the principal for the good of the school community. Today's Catholic principal, with the many demands which are made, needs assistance from a group of people who are committed to the Catholic school and are willing to work for the good of the school and parish.

The areas in which the council has responsibility and will be consulted are:

- Planning
- Policy development and formulation
- Financing
- Public relations
- Assisting in selection of the principal according to diocesan guidelines
- Evaluation of the principal's relationship with the council
- Major curriculum changes, especially in the areas of education in human sexuality and religious education

Officers for the School Council for the 2011-2012 school year are:

- Chairperson: John Batson
- Vice-Chairperson: TBA
- Secretary: TBA

SCHOOL HOURS

School buildings are open and teachers are available to assume responsibility for students grades 1st – 8th at 7:20 a.m. each day.

Morning carpool for K3 and K4 is 7:30 a.m. to 8:00 a.m. Morning carpool for K5 is 7:30 a.m. to 7:45 a.m. The final morning bell for Pre K-3 and K-4 rings at 8:00 a.m. The first bell rings at 7:40 a.m. and the final morning bell at 7:45 a.m. for grades K – 8th.

Students who arrive at school after their final bell must check in at the school office.

Afternoon dismissal is by the following schedule:

- | | |
|---------------|------------------------|
| Pre K-3 - K-5 | 2:30 p.m. to 2:50 p.m. |
| Grades 1 - 8 | 3:05 p.m. to 3:20 p.m. |

The school office closes at 4:00 p.m. daily.

Students **MAY NOT** arrive on the school grounds earlier than 7:20 a.m. All students are to leave the school grounds immediately upon dismissal. Supervision of students is not available before 7:20 a.m. Students are not supervised after 3:20 p.m., with the exception of those children who are enrolled in the St. Joseph Catholic School After-School Care Program or those students who have been requested to remain under the supervision of a specific teacher.

Each child in Pre K-3 – K-5 grades not picked up by 2:50 p.m. will be sent to After-School Care and charged. Any child in grades 1 – 8 not picked up by 3:20 p.m. will also be sent to After-School Care and charged.

The school will close at 2:00 p.m. on the second Monday of every month for the monthly faculty meeting. Please check the event calendar for specific dates.

Students will dismiss at the following times:

Pre K-3 through K-5	1:15 p.m. to 1:35 p.m.
Grades 1 – 8	1:45 p.m. to 2:00 p.m.

Each child in Pre K-3 – K-5 grades not picked up by 1:35 p.m. will be sent to After-School Care and charged. Any child in grades 1 – 8 not picked up by 2:00 p.m. will also be sent to After-School Care and charged.

SMOKING

Smoking is not permitted on the campus in conformity with Diocesan policy.

TECHNOLOGY

St. Joseph Catholic School intends to provide all students with exposure to the use of computers. This goal will be accomplished through computer-assisted instruction in the classroom and computer lab. Use of computers will be integrated into subject areas where it is appropriate. Students will use the computer as a tool of learning, which includes drill, practice, problem solving, and critical thinking. Use of computer is contingent upon available software. We are building a library of instructional software. **Any donations of software or hardware will be welcomed and appreciated.**

Technology Concerns:

Blogs: Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Sexting: Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Virtual Reality Sites: Virtual Reality Sites such as, but not limited to, www.there.com® and www.secondlife.com® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Televisions with VCRs and DVD players are also a critical part of instruction. Videos will be used to *enhance* the curriculum. *Any video with a rating higher than "G", should be cleared through the administration.*

TESTING PROGRAM

The CTB Terra Nova is administered according to Diocesan Policy. The CTB is given in grades K-5 through 8th. An Entrance Level Assessment (ELA) may be administered to new students. Teacher devised and chapter/unit tests are administered throughout the school session.

TEXTBOOKS

Students have full responsibility for textbooks issued to them. Texts should have a protective book covering and be kept free from pencil or ink marks. Textbooks that are lost or damaged must be replaced. In order to safeguard schoolbooks, each student should use a book bag.

TUITION

Our school has entered into an agreement with TADS Tuition Management Services to handle tuition collection. You may pay your tuition to TADS in the following ways:

1) Pay in full to TADS no later than August 10, 2011.

2) Pay in semiannual installments to TADS, due August 10, 2011 and January 10, 2012.

3) Monthly installments to TADS, due the 10th of the month from August 2011 to May 2012. Payments may be automatically deducted from your bank account, or you may make payment by check or money order (a monthly invoice will be provided from TADS).

You will receive notification via e-mail from TADS to set up your account.

All tuition payments should be made promptly to TADS. **You must mail payments in or have them drafted from your account. We can no longer accept payments in the office.** Families will not have access to grades, be issued a report card, nor will parent conferences be scheduled if tuition payments are more than thirty (30) calendar days delinquent. Final report cards will not be issued if tuition, cafeteria fees, book fees, or after-school fees are not paid in full. For 8th grade students, all accounts must be paid and current, by the Thursday prior to their last day of school, in order for the student to participate in the softball games, commencement, or the 8th grade class trip.

When tuition is sixty (60) days past due, the school will no longer allow the student to attend classes unless the past due tuition and any accumulated late fees are paid in full.

Tuition assistance is available through the Diocese and the Church. Information about tuition assistance is available in the church office. Applications are due in March of every school year.

UNIFORM

St. Joseph Catholic School students in Pre K-3 through eighth grade are required to wear a regulation uniform.

St. Joseph Catholic School takes pride in the appearance of its students. Students are required to be in uniform every day. Following the dress and grooming code is the first sign of readiness to begin each day in an atmosphere of love and cooperation with an emphasis on academics. **Summer uniforms are worn March 1 – November 30. Winter uniforms are worn December 1 – February 28.** *Exceptions are as follows: special occasions when out of uniform days are permitted and official meeting days for Brownies, Girl Scouts, Cub and Boy Scouts. Summer only items marked with *.*

Pre K-3, K-4, K-5 Girls:

- Plaid uniform jumper no shorter than two inches above the knee
- Plaid uniform shorts no shorter than two inches above the knee*
- Plaid uniform skort (Style #104) no shorter than two inches above the knee – may be worn year-round
- White blouse with Peter Pan collar to be worn with jumper
- White knit polo shirt with St. Joseph Catholic School monogram (Brand: A+, Tulane)
- Navy or white bloomers/gymnastic tights
- Navy or white tights may be worn in winter. **NO LEGGINGS**
- **Shoes are to be Velcro only, unless your child can tie his or her own shoes independently.**
- **NO LIGHT-UP OR SEQUINED SHOES. NO BOOTS**

Pre K-3, K-4, K-5 Boys:

- Navy elastic-waist pants (Brands: A+, Royal Park, Elderwear)
- Light Blue knit polo shirt with St. Joseph Catholic School monogram (Brand: A+, Tulane)
- Navy elastic-waist shorts (Brands: A+, Royal Park, Elderwear)*
- **Shoes are to be Velcro only, unless your child can tie his or her own shoes independently.**
- **NO LIGHT-UP SHOES OR BOOTS**

Grades 1-5 Girls:

- Plaid uniform jumper no shorter than two inches above the knee
- Plaid uniform shorts no shorter than two inches above the knee*
- Plaid uniform skort (Style #104) no shorter than two inches above the knee – may be worn year-round
- Navy pants (Brands : A+, Classroom, Elderwear, School Apparel)
- White blouse with Peter Pan collar (worn with jumper only)
- White knit polo shirt with St. Joseph Catholic School monogram (Brand: A+, Tulane)
- Navy, black, or white tights may be worn in winter. **NO LEGGINGS**

Grades 1-5 Boys:

- Navy pants (Brands: A+, Classroom, Elderwear, School Apparel)
- Light Blue knit polo shirt with St. Joseph Catholic School monogram (Brand: A+, Tulane)
- Navy shorts (Brands: A+, Classroom, Elderwear, School Apparel)*
- Belt – Navy, Brown or Black

Middle School Girls:

- Plaid uniform skirt no shorter than two inches above the knee
- Navy walking shorts (Brands: A+, Classroom, Elderwear, School Apparel)*
- Plaid uniform skort (Style #148) no shorter than two inches above the knee – may be worn year-round
- Navy pants (Brands : A+, Classroom, Elderwear, School Apparel)
- White sailor-collar shirt with plaid tie
- Navy, black, or white tights may be worn in winter. **NO LEGGINGS**
- PE uniform – available only at Shreveport Gymnastics – gray t-shirt and red jersey shorts

Middle School Boys:

- Navy pants (Brands A+, Classroom, Elderwear, School Apparel)
- Light Blue button-down oxford shirt with St. Joseph Catholic School monogram (Brand: A+, Tulane)
- Navy shorts (Brands: A+, Classroom, Elderwear, School Apparel)*
- Belt – Navy, Brown or Black
- PE uniform – available only at Shreveport Gymnastics – gray t-shirt and black jersey shorts

All Students:

Shirts must be tucked in.

Socks: white or navy (plain) – must be visible. Socks required with all shoes. Socks not required when wearing tights

Shoes: shoes suitable for school wear – brown, blue, or black. Tennis shoes are permitted – white, gray, navy blue, or black. **NO SEQUINED SHOES, LIGHT UP SHOES OR BOOTS ARE PERMITTED.**

Shoelaces: white, gray or black only.

Navy sweatshirt with St. Joseph Catholic School monogram, with or without hood.

Navy polar fleece jacket – **Full Zip** – monogram optional.

Undershirt: only plain white, short sleeve, will be permitted.

Turtle-neck: solid white or navy (no writing, graphics or logos) worn with jumpers and under oxford and polo shirts (long or short sleeves)

Solid white or navy cardigan sweater, no logos.

Black letter jacket

Middle School Students – Optional Friday Uniform:

SJS Middle School shirt with regulation uniform bottom.

Out of Uniform Day:

Dress code for an "Out of Uniform Day" or "Spirit Jeans Day" will consist of nice jeans, nice jean capri's, spirit shirts to include: Middle School shirt, School Club shirt, Edge shirt, and Field Day shirt or solid red, white or dark blue shirt. Shirts must be tucked in, and belts must be worn. No shorts, halter tops, tank tops, or T-shirts with large logos/slogans advertising another business are permitted. No sandals or backless shoes are allowed. Field Day and End of the Year Field Trips will be an exception to this regulation. Failure to follow this regulation may result in a student being sent home.

A student who chooses not to follow the uniform dress code will receive a violation notice (uniform slip). This notice is to be signed by the parent. Five violations in a nine-week period will result in a detention. Students are not to write on, tear, or destroy any part of a St. Joseph School uniform.

USE OF SCHOOL GROUNDS

Permission must be obtained through the parish office for use of school grounds.

PARENT/STUDENT CONSENT FORM

PARENTS AND STUDENTS: This form is to be completed and signed by both the Parent/Guardian and the student after reading the Handbook. The completed form is to be returned to the Homeroom teacher the first week of school.

Student Name (print) _____

Grade_____ Homeroom_____

We have read and understand all of the materials in this handbook for the 2011-2012 school year. We agree to abide by and be governed by the policies and procedure contained herein. We recognize the right and responsibility of the school to make rules and to enforce them.

Student Signature

Parent/Guardian Signature

Date

ACCEPTABLE USE POLICY

Internet and Other Electronic Resources

Students and staff of St. Joseph School will have access to electronic resources at various school locations. These resources are provided for staff and students to conduct research and communicate with others.

Materials have been screened for accuracy and appropriateness for each grade level. Electronic access to information is not always subject to prior screening and evaluation. The school uses reasonable safeguards and procedures to guide students in the use of electronic resources. As much as possible, staff will provide guidelines to appropriate resources which are suited to the learning objectives. The use of electronic resources will be related to the school curriculum and the information gathered from these sources will be used to enhance and improve teaching and learning at the school.

Access to computers will be given to students who agree to act in a considerate and responsible manner. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and submitted any required forms. Computer storage areas will be treated like school lockers and desks. Files may be reviewed to ensure that users are using these resources responsibly.

Guidelines

1. DO be prepared to be held accountable for your actions. Exemplary behavior is expected from all users at all times.
2. DO notify a staff or faculty member immediately if you encounter materials that violate school code of conduct.
3. DO NOT use a computer or the Internet to hurt, harass, attack or harm other people or their work.
4. DO NOT damage the computer or network in any way.
5. DO NOT degrade the performance of the network through the posting of electronic chain letters or other useless information.
6. DO NOT use the Internet for illegal activities, i.e. threats, instructions on how to perform an illegal act, pornography, drug dealing, purchase of alcohol, gang activities, etc.
7. DO NOT install software or download unauthorized files, games, programs, or other electronic media.
8. DO NOT violate copyright laws.
9. DO NOT view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages or pictures.
10. DO NOT share your password with another person.
11. DO NOT access other students', teachers' or administrators' work, folders, or files
12. DO NOT re-post non-academic personal communications without the original author's prior consent.

ACCEPTABLE USE POLICY
Internet and Other Electronic Resources

Acknowledgement

1. As a parent or guardian of a student at St. Joseph School, I read, understand, and discussed with my child the Acceptable Use of Internet and Other Electronic Resources Policy and agree to its requirements.

___ My child may use e-mail (if applicable) and the Internet while at school according to the rules outlined. (not applicable to 1st, 2nd, 3rd grades)

2. I understand that from time to time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server.

___ My child's work can be published on the Internet and photographs of my child can be published.

___ I would prefer that my child's work and picture not be published on the Internet.

Parent/Guardian's Name (print)

Parent/Guardian's Signature and Date

Date

As a user of the St. Joseph School computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student's Name (print)

Student's Signature and Date