



St. Joseph Catholic School

2025-2026 Parent & Student Handbook

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Welcome Letter

Dear students and families of St. Joseph Catholic School,

It is with great pleasure that we welcome you to the 2025-26 academic year. Thank you for being an active part of a Greenville legacy since 1888. At St. Joseph Catholic School, we remain committed to educational excellence for the mind, body, and spirit.

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

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

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

Thank you and God bless you and yours.

Best Regards,

Craig Mandolini
High School Principal, Head of School

Heather Ascherl
Elementary Principal

Diocesan Office of Catholic Education Mission Statement

The Diocese of Jackson Office of Catholic Education supports and sustains learning its communities to foster disciples who pursue academic excellence in a Christ-centered environment.

Mission Statement

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

General Information

Philosophy and Goals

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.

History

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

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

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

Accreditation



St. Joseph Catholic School is accredited by Cognia (formerly AdvancED) a research-based, international educational accrediting agency focused on school improvement through student and stakeholder engagement.



St. Joseph Catholic School is a member of the Midsouth Association of Independent Schools.

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

- ACT Work Ready Communities Initiative
- Association for Supervision and Curriculum Development
- Mississippi Association of Independent Schools
- National Catholic Educational Association
- National Collegiate Athletic Association
- National Standards and Benchmarks for Effective Catholic Schools
- University of Notre Dame ACE Principal's Academy
- University of Notre Dame Alliance for Catholic Education Curriculum Initiative
- University of Notre Dame Play Like a Champion Today
- Washington County Economic Alliance
- Washington County Rotary

Parental Partnership

Parental Cooperation Policy (Diocesan Policy 5111)

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. The relationship must be maintained through constructive dialogue. 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 regard to their interactions with administrators, teachers, staff, and students.

Parents Role in Education

At St. Joseph Catholic School, we recognize parents as the primary educators of their children. Your influence as role models plays a critical role in your child's development---physically, mentally, spiritually,

emotionally, and psychologically. By choosing St. Joseph Catholic School, you commit to helping your child recognize God as the greatest good in his/her life.

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

A collaborative partnership between parents and the school is essential for your child's growth in all areas. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. 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. If at any point a parent/guardian is disrespectful/hostile towards a staff member or student, that parent/guardian will be removed and may be unable to attend future events, or the student(s) will be asked to leave St. Joseph Catholic School.

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

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

Parents as Partners

Parents are the prime educators of children, and it is St. Joseph Catholic School's task to assist them in this work. Registration in a Catholic school is an agreement by the parents/guardians to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

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

- Set rules, times, and limits so that your child:
 - gets to bed early on school nights
 - arrives at school on time and is picked up on time at the end of the day
 - is dressed according to the school dress code
 - completes assignments on time
 - has a nutritional lunch and snack every day
- To actively participate in school activities such as parent-teacher conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school with a written note when the student has been absent or tardy

- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems

Family Service Hours

To encourage participation in your child's education and strengthen our school community, each family is required to complete **20 service hours per school year**.

Of these 20 hours, at least **5 must be completed through volunteer participation at designated core events**, such as athletic concessions, major fundraisers, or big school-wide events. These **core event hours are mandatory** and **cannot be bought out with donations**. They are essential to the success of our events and student programs.

Families who do not complete their hours will be assessed as follows:

- **\$10.00 per hour** for any non-core service hours not completed
- **\$25.00 per hour** for each of the 5 mandatory core event hours not completed

It is the responsibility of each family to:

- **Sign up** for service opportunities
- **Check in** with an Irish Family Member (Classroom Coordinator) or Booster Club Member at the event to ensure hours are recorded
- **Show up and complete** the hours for which they are registered
- **Turn in** a service hours form to the school office
- **Monitor** service hours in FACTS account and reach out to the school office in a timely manner (not waiting until school is over)

Families who consistently fail to meet their service obligations may also lose access to certain non-academic events or priority enrollment privileges. In some cases, a meeting with school administration may be required to discuss future engagement expectations.

Service opportunities are shared via the email associated with your student's **FACTS account**. Please check it regularly to stay informed and involved.

Policies

Admissions Policy

St. Joseph Catholic School is a co-educational institution serving students in grades K3-12. We offer a strong foundation in Catholic education, fostering academic excellence and spiritual growth in a safe and caring environment. Admission is open to students who are committed to embracing the values of our faith and pursuing their studies with dedication. Enrollment at SJCS must be completed by the student's legal guardian. All incoming students are considered on probation for the first year of enrollment.

Admissions Process

New families are welcome to submit an application for admission at any time on our school website. Unless a family is making a geographic move, there will be no admissions taking place during the fourth

quarter. Registration typically begins in January and all new family interviews will be scheduled after returning family registration is over.

Admission priority is as follows:

1. Current SJCS students
2. Siblings of current SJCS students
3. Parish members of St. Joseph Catholic Church
4. Parish members of other Catholic parishes
5. Non catholic families

Step 1: Inquiry- to begin the admission, new families should submit:

1. Completed the Online Inquiry from the school's website.
2. You will then be prompted to schedule a campus tour.

Step 2: Application- to begin the admission application, new families should submit:

3. Completed online application packet
4. Recent report card and school discipline report (if transferring from another school)
5. Record of IEP (public schools), 504 Plan (public schools), service plan (private schools), or accommodation plan (private schools), if applicable
6. Immunization Form 121, birth certificate, and social security card

Step 3: Skills Assessment and Family Interview- this will be scheduled by the school's secretary (see admissions testing and acceptance policy for more information).

Step 4: Admissions Committee Review

Step 5: Meeting with Principal

Step 4: Enrollment

- You should receive a confirmation email immediately once an online application has been submitted. If you do not receive an email, please call us at 662-378-9711

Non-Discrimination Policy

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

Admissions Testing and Acceptance Policy

Students must meet admission requirements, which include an entrance examination for students who are seeking enrollment from an outside school. A non-refundable testing fee of \$25.00 is required prior to the administration of the entrance exam. Scores resulting in a two or more grade levels lower than the anticipated grade placement may result in adjusted placement or denial of enrollment.

Students with a diagnosed learning disability must submit documentation, including a psychoeducational evaluation, doctor's diagnosis, or an IEP/504 plan. The Admissions Committee reviews these documents to determine whether the school can provide appropriate support.

In accordance with Diocesan policy, all new students and their families will be subject to a mandatory probation period of one school year upon the enrollment and first day of attendance. This time period is to verify that the Student, family and child are a proper fit for each other. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at

St. Joseph Catholic School. The recommendation and decision of the school is final. St. Joseph Catholic School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. St. Joseph Catholic School cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from St. Joseph Catholic School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from St. Joseph Catholic School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of St. Joseph Catholic School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

Financial Policies

Registration/Enrollment

We recommend that all students interested in enrolling in St. Joseph Catholic School attend the annual step-up day each Spring. In order for a student to be enrolled, the family and student must first set up a time for a required tour the school, then set up an entrance screening. A meeting with the principal will then be set up after the testing results are in and necessary student files have been reviewed. It is not until after this meeting that registration paperwork can be given out. A breakdown of this process can be found in the Admissions Process.

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

Tuition/Fee Schedule and Payment Options

Facts fees for the tuition management system (paid on FACTS \$25 or \$55 depending on payment plan. There is a 12 month plan, 10 month plan, Semi-Annual plan, and Annual Plan. There is a 3% discount for tuition paid in full and a 1% discount for tuition paid semi-annually. You can see the tuition breakdown below:

St. Joseph Catholic School
ONE GOD • ONE SCHOOL • ONE FAMILY

Tuition and Fees 2025-26

New Student-\$250 Registration Fee

Returning Students-\$200 Registration Fee

Online Registration is required to be re-enrolled for the 2025-26 school year. There is a \$10 FACTS fee for online registration.

Registration Fee is Non Refundable

\$100 Late Registration Fee for Current Students

Total Fees Due to Enroll New Student:

Testing Fee for Placement	\$25.00
New Student Registration	\$250.00
Family Fee	\$550.00

Total Due for New Student \$825.00

Fees are Due before 1st Day of School

Total Fees Due for Existing student:

Re-registration per student	\$200.00
Family Fee Due in July	\$550.00

Total due to Re-enroll 1 student \$750.00

***add \$200 re-registration fee for each additional student. Family fee is per family.**

Grade	Tuition
K3 and K4	\$5,100.00
K5 -6th	\$6,600.00
7th-12th	\$7,200.00

Multi Student Discount	
2nd Child	\$250.00
3rd Child	\$500.00
4th Child	\$750.00

FACTS Enrollment Fee (paid online in FACTS) is \$25 or \$55 depending on payment plan.
 This fee is charged by FACTS and must be paid or FACTS will terminate your agreement.

Accepted Payment Plans for Tuition and Fees: ACH Auto Pay Plans. Families may choose a 12 month Payment plan, 10 month plan, Semi-Annual plan, or Annual Plan. There is a 3% discount for tuition paid in full and a 1% discount for tuition paid semi-annually.

Age Requirement at Beginning of School Year for Preschool and Kindergarten

PreK-3-Must be 3 years old by September 1 of school year

PreK-4-Must be 4 years old by September 1 of school year

Kindergarten-Must be 5 years old by September 1 of school year

Other Fees as Applicable

Senior Graduation Fee- \$200.00 per senior

Junior Class Fee- \$100 per junior

Bus Fees- \$150 per child/ \$225 per family

After School Care- \$12 per day

Parish Fair Tickets for Raffle and Spaghetti \$72 if not sold

Chocolate Candy Sale \$120 if not sold

Choosing to leave in the middle of the year does not stop tuition payment unless it is a geographical move.

Students will not be able to attend class if there are any delinquent tuition/fees at the end of each quarter.

Discounts

Catholic Students: St. Joseph, St. James, Our Lady of the Lake, Immaculate Conception, St. Benedict, and Sacred Heart Churches, Catholic families can receive up to a \$1,000.00 subsidy from your parish for tuition with completion of the Catholic Parish Membership Form.

Alumni Discount: \$100 off of Family Fee-Alumni Discounts apply to the PARENT only, other relatives are not eligible to receive this discount for their family member.

Referral Discount: \$200 per family - Referral fee must be completed and signed on the Registration Form by

Tuition Management Program

- Tuition and fees are a contracted financial obligation by the parents/guardians upon the registration of their student.
- It is the responsibility of the financial party to see that all payments are made on time in order for their child to remain enrolled in school.
- St. Joseph Catholic School is co-sourcing through FACTS Management Company for payment of tuition and certain fees. All financially responsible parents/guardians must have an annual FACTS agreement

- The school reserves the right to prohibit student's participation in any academic assessments or classrooms until all financial, academic and disciplinary obligations have been met. Additionally, online grade reports will be unavailable to the parent/guardian and student until payments are current.
- Exams will not be given to the student(s) if all financial accounts (including cafeteria balances, textbook fines, library fines, athletic fees, etc.) are not current seven (7) days prior to the first day of exams stated on the published schedule.

Financial Assistance

New and Current Students may apply for an ACE Scholarship on FACTS. Applications for ACE open Feb. 1st each year and the deadline for ACE is April 15th. A student must have attended St. Joseph Catholic School one year before receiving any other forms of tuition assistance from the tuition assistance funds from multiple events. You may meet with the school principal once your child has attended school for one year to discuss additional forms of tuition assistance.

Late/Returned Check Fees

- If a payment is made directly to St. Joseph Catholic School but returned by the maker's financial institution for any reason such as NSF, hold, etc., a service fee of \$30 will be charged per each occurrence.
- Returned payments to FACTS are subject to the terms and fees according to the FACTS agreement
- If anyone has more than two returned payments, then only cash, cashier's checks or money orders will be accepted from that person for remaining payments in the school year
- If an account is 30 days past due, the student will not be allowed to attend classes, participate in school activities, and complete schoolwork until the amount due has been paid and the responsible financial party will be subject to legal action in accordance with Mississippi Law. The school will record incomplete grades for the time missed and will determine when/how those grades can be completed. Any time exceeding three weeks of missed instruction due to non-payment will result in the removal from St. Joseph Catholic School's roster. Parents will still be responsible for tuition as outlined in the tuition fee/schedule.
- If an account becomes thirty days past due and no effort has been made to meet with the School Principal, you will receive a written notice of the following options:
 - Payment in full of delinquent tuition
 - Payment plan to resolve the balance before the end of the school year
 - Removal of student as a last resort, payment will still be required as outlined in the tuition/fee schedule

A copy of this notice will be kept on file in the office and final tests and grades will not be given until all tuition and fees are paid. The student will receive an "I" (incomplete) on the report card until tuition and fees are paid. The principal will inform the Pastor of accounts that are thirty days past due.

Withdrawal from School

Parents withdraw a student by presenting a dated letter of withdrawal and ALL student's textbooks to the front office. Once all obligations to school, i.e., financial, athletic uniforms, guidance materials, library materials, etc., are cleared, the student will then be considered withdrawn from St. Joseph.

The student's cumulative folder will be forwarded to the new school upon written request from that school.

Families must notify the school in writing if a student is withdrawn from the school. See the Tuition Refund Policy information below. The parents/guardians must come to the school office to request and fill out a withdrawal form. The registration and fees are all non-refundable.

Tuition Refund Policy

Tuition refunds will be made only after the school's withdrawal form has been completed. Please allow at least fifteen (15) days for processing of any refund. Tuition is not refundable if a student is expelled from St. Joseph Catholic School. Tuition will be refunded as follows:

- Prior to opening date of school, Full tuition less \$100.00
- On or before September 15, 80% of tuition; 20% of balance will be due
- On or before end of Quarter 1, 70% of tuition; 30% of balance will be due
- On or before December 15, 50% of tuition; 50% of balance will be due
- No refunds will be made after the conclusion of the first semester and any remaining balances will be due.

**** Transcripts will be released once all balances are cleared.

Academic Policies

Attendance

The cornerstone of any academic community is consistent daily attendance. Therefore, students are expected to be in school, on time, every day school is in session. All school days are clearly noted on the official school calendar. Any student not in school 100% of the day, or leaving school prior to the close of the school day will not be allowed to participate in any extracurricular activities that day without administrative authorization. This includes but is not limited to competitions and practices, rehearsals, performances, and cheerleading. Regular attendance and promptness aid a student's academic achievement.

Absences

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

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

If a student is absent due to illness for more than three consecutive days, a physician's excuse is required upon returning to school. Cumulative absences totaling five days due to illness will require a physician's excuse for any future sick absences.

Excuse notes must include the following information:

- Full name of the student
- Grade
- Date of absence
- Reason for absence
- Parent/guardian telephone number
- Parent/guardian signature

Excused Absences will be granted for the following reasons:

- Illness/Injury
- Death in the family
- Court appearance
- Pre-arranged college visitations for juniors
- Pre-arranged college visitations for seniors (not during the 4th quarter)

- Serious vehicle issue (1st occurrence only)

Unexcused Absences include, but are not limited to:

- Oversleeping
- Employment
- Babysitting
- Matters of convenience to the student or family
- Vacations

Unexcused absences may result in the forfeiture of the opportunity to make up missed work (class work, homework, tests, quizzes, etc.), and may prevent participation in extracurricular activities.

- Ten unexcused absences may result in the loss of credit for a semester course.
- Fifteen unexcused absences in semester courses may result in student repeating the course.
- Twenty unexcused absences may result in the loss of credit for a full-year course.
- Thirty unexcused absences may result in the student repeating the current grade.

When a student is absent for one or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM–4:00 PM or sent home with a sibling at the request of a parent. For short absences (less than a day), it is the responsibility of the student to make arrangements with other classmates for work missed. Students may also receive missed assignments from their teacher when they return to school. Any classwork that is missed is expected to be made up within the outlined time frame:

- If a student has been notified prior to their absence of a test or assignment, it is their responsibility to complete the work and/or be prepared for the test upon return. Exceptions may be made with teacher approval.
- Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.
- When a student is absent or checks out due to illness the day of a performance or event after regular school hours, he or she cannot attend the performance or event.

For planned absences, parents or guardians must complete and receive prior authorization from the school principal. Requesting authorization does not guarantee the absence will be excused.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Students should avoid taking extra time off before or after scheduled school breaks. Absences for this reason will not be excused. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy.

Tardies

Punctuality is an important part of the school day. It helps ensure students do not miss valuable learning time and that classrooms operate with minimal interruptions. While occasional tardiness may happen, repeated tardiness or early checkouts can become a disruption to both the student and the class.

We understand that younger students rely entirely on their parents for transportation, while middle and high school students often take on more responsibility for their daily routine. As such, consequences are developmentally appropriate.

All Students

- Students must be in their classrooms and ready to learn when the school day begins.

- All tardies/checkouts will be recorded and reviewed each 9 weeks. Tardies and checkouts will return to 0 at the beginning of the next 9 weeks period..
- Students must be signed in or out through the front office if arriving late or leaving early.

- **Elementary (PK–6th)**

Since parents are responsible for getting their children to and from school, our approach emphasizes communication and awareness:

- **1st–5th unexcused tardy/checkout:** Recorded as unexcused; families may receive a courtesy reminder letter.
- **6th or more unexcused tardy/checkout:** After a student has accumulated 5 unexcused tardies or checkouts, the parent will be notified that upon the next unexcused tardy or checkout (6th), a \$20 fine will be assessed to the parent in FACTS. A \$20 fine will be assessed for **each** subsequent unexcused tardy or checkout in the 9 weeks. The \$20 tardy fine will be per family if the tardy or checkout involves more than one child. The student becomes ineligible for perfect attendance awards for the semester.

- **Middle & High School (7th–12th)**

Students are expected to take responsibility for arriving to **each class** on time. The consequences below are based on the **total number of unexcused tardies or checkouts**, regardless of which class or day they occur:

- **1st unexcused tardy/checkout:** Warning
- **2nd–5th:** Each offense results in after-school detention (3:05–4:05 PM)
- **6th:** One day of in-school suspension (\$25 supervision fee), disciplinary referral, and ineligibility for perfect attendance

If there are extenuating circumstances affecting arrival or dismissal times, we encourage families to communicate proactively with administration.

Curriculum

At St. Joseph Catholic School, we are committed to providing a comprehensive and faith-based education that aligns with the **Curriculum Standards** established by the Diocese of Jackson. These standards are posted on the Office of Education Website, under the [Academics](#) page, and guide the instructional practices and academic goals for each grade level.

All instructional materials have been carefully chosen to align with the Diocesan curriculum. Enrollment and acceptance in St. Joseph Catholic School indicate compliance with all choices of the instructional materials.

Our curriculum is designed to ensure that all students meet key academic milestones while integrating Catholic values. The curriculum is organized across core subject areas, including Religion, Mathematics, Language Arts, Science, and Social Studies, and is structured to build on knowledge year after year. A detailed scope and sequence for each grade level is available to parents and staff upon request.

We employ a variety of instructional approaches to meet the diverse learning styles of our students. This includes **differentiated instruction**, **project-based learning**, and the integration of **technology** to enhance learning experiences. We encourage active student participation and foster a classroom environment where critical thinking, collaboration, and problem-solving are emphasized.

Student progress is regularly assessed through a combination of **formative assessments/daily grades** (such as quizzes, assignments, and teacher observations) and **summative assessments/major grades** (including tests, projects, and presentations). In addition to ongoing classroom evaluations, students will participate in diocesan-wide assessments to monitor their academic growth. Parents will receive regular updates on their child's performance, and teacher conferences are available upon request.

As a Catholic school, we prioritize the integration of **Catholic values and teachings** throughout the curriculum. Religious education is not confined to formal religion classes but is woven into the daily lessons across all subjects. We aim to instill a deep understanding of our faith and encourage students to live out the values of compassion, service, and love for others in their everyday actions.

To support the development of the whole child, our curriculum is complemented by a variety of **enrichment programs** and **extracurricular activities**. These include field trips, service projects, school clubs, and special events, all of which help to reinforce the lessons learned in the classroom and promote character development.

Dual Enrollment/Dual Credit

St. Joseph Catholic School participates in a Dual Enrollment / Dual Credit program in conjunction with Mississippi Delta Community College. This program allows eligible high school students to earn college credit and possibly high school Carnegie units for certain college courses completed. To receive high school credit, the course must be taught at St. Joseph Catholic School and be listed in the Articulation Agreement between St. Joseph and Mississippi Delta Community College.

Other courses may be taken but will be considered "Dual Enrollment." The requirements to participate are: (1) student must have completed 14 core high school units; (2) have a minimum grade point average of 3.0 on a 4.0 scale; and (3) have the recommendation from the high school Principal and/or the guidance counselor. A student with less than 14 units may be considered if he / she has a minimum ACT score of 30 or an equivalent SAT score, a 3.0 grade point average and the Principal's recommendation.

Certain ACT scores are required for taking English Composition and College Algebra. Students in the high school will be classified according to the number of credits earned as follows: freshman 0-6; sophomore 7-11; junior 12-18; senior 19 or more. Twenty-six (26) Carnegie Units are required for graduation. As mandated by the State Department of Education, students must meet all graduation requirements in order to participate in graduation exercises. High school students are expected to take seven credits annually. In limited cases a student may be approved for a maximum of one study hall per semester.

Support for Students with Learning Disabilities

At St. Joseph Catholic School, we recognize that each child is uniquely created in the image of God and has their own strengths and challenges. While we have limited resources for students with learning disabilities, we are committed to providing reasonable accommodations and fostering a supportive learning environment where all students can reach their full potential. Accommodations vary by child and are determined based on individual needs and available school resources. Possible accommodations may include:

- Preferential seating
- Extended time on tests
- Provide notes (carbon copy paper provided by the school with a partner student)
- Alternative setting for testing
- Read-aloud testing accommodations
- Alternative formats for assignments (i.e. oral answers)
- Use of tools (i.e. calculator in high school)
- Use of assistive technology (provided by families)
- Executive functioning and organizational skills training
- Dyslexia therapy for students with a formal diagnosis
- Reduced items on assessments
- Behavior plans with reasonable accommodations (students must receive outside counseling with notes for accommodations from counseling in order to develop an appropriate plan)

We maintain open and honest communication with parents regarding whether a child's needs and the school's resources are compatible. If it is determined that we are unable to adequately meet a student's needs, we will work with families to explore the best learning environment for the child.

We have one resource teacher for elementary grades, one for high school, and a dyslexia therapist for elementary through high school students. In elementary grades, the resource teacher collaborates with classroom teachers to provide pull-out or push-in support. In high school, students are encouraged to self-advocate and request assistance when needed. All students in kindergarten are required to be screened for dyslexia using the Mississippi College Dyslexia Screener. Kindergarten students will be screened in the spring semester, and first grade students will be screened in the fall. Once your child has been screened, you will receive the results of the screener in writing if no further testing is needed. If signs of dyslexia are revealed, you will receive a call from our dyslexia therapist.

Parents may arrange for outside therapists, such as speech or occupational therapists, to provide services during school hours at their own expense. We work with the public school district (LEA) for evaluations and support services but also encourage families to seek additional resources as needed. Accommodations for standardized testing are provided only for students with a documented learning disability and an approved service plan. While accommodations are made to support student success, students are expected to engage with the same curriculum as their peers and work to the best of their ability. Students with learning disabilities are expected to follow school rules and classroom expectations. While we may implement behavior plans when needed, all students are held to the same behavioral standards. Behavioral challenges that significantly disrupt the learning environment will be addressed in collaboration with parents, with the goal of ensuring student success while maintaining a positive classroom environment.

Homework

It is expected that every student in grades K- 12 will have a homework assignment most every night, Monday through Thursday. Homework is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. The completion of homework is considered a percentage of the student's overall grade and is factored into their final grade. Specific homework expectations and grading guidelines will be communicated by the teacher at the beginning of each term. Since each student has different capabilities and interests, the teacher should be contacted if a problem should arise.

The goal of homework is to establish a routine and develop a work ethic that clearly marks school work as a student's top priority.

- While parents are encouraged to check homework, parents should not "do" the assignment.
- All homework must be complete and of acceptable quality. Incomplete, sloppy, and/or quick work may be required to be redone and/or subject to lower grading.
- Homework is expected to be complete when the student arrives for school. This is not a time to do homework that should have been done the night before, nor can students hope to find time in the course of a new school day to complete a previous day's assigned work.
- Students present for any portion of a school day are also responsible for getting any materials or worksheets needed for that evening's homework in any class they miss due to late arrival, early dismissal, or mid-day pull-out.

Grading

A Diocesan grading scale has been implemented in order to provide Catholic school graduates with opportunities to:

- Compete fairly for college scholarships.

- Compete fairly for college admission.
- Remain eligible for extracurricular activities including but not limited to athletics.
- Maintain our current level of expectation for receipt of a passing mark (70) in individual coursework/subjects.
- Late homework may be turned in the following day for 3/4 credit or for 1/2 credit any day after that day, until the Monday of the following week.

Grading is a means of reporting pupil progress and must be based on specific data gained from a variety of evaluative techniques: direct observation, pupil tests, pupil self-evaluations, interviews, and other methods. Grades should reflect student performance; specifically what students know and are able to do. All assessment of pupils is to be rooted in a philosophy which recognizes each student's individual worth and dignity. In cases where a student's performance on an assessment (test/performance task) indicates a grade less than 50, consideration should be given to re-teaching, retesting, and that the retest grade be recorded. If after re-teaching a student continues to perform at a level less than 50, then an instructional intervention should be implemented to determine if the current placement is appropriate.

1st-6th grade teachers send home signed papers each week. Progress reports are sent out midway in the quarter four times a year and at the end of each quarter. We encourage you to discuss these reports with your children and to work cooperatively with teachers in an effort to help students develop to their full potential. Parents are encouraged to confer with teachers if there is a concern. If a student receives a grade of a failing grade, parents will automatically be notified through an email to the email listed in the FACTS account. .

PK3-First Grade and non-academic courses are based on individual learning standards. The grading key for performance on standards is as follows:

- E= Excellent
- S= Satisfactory
- N= Needs Improvement
- U=Unsatisfactory
- I=Incomplete
- X=Not Introduced

2nd-12th grading scale is based on performance in each academic subject area/class. The grading key for performance on subject area classes is as follow

Grade	GPA	Honors GPA	Dual Courses /AP GPA
A= 90-100	4.0	4.5	5
B= 80-89	3.0	3.5	4
C= 75-79	2.0	2.5	3
D=70-74	1.0	1.5	2
F= <70	0.0	0	0

Students must have a **minimum** of 9 grades each 9 weeks in all core academic courses: 4 major grades (weighting 60% of the grade) and 5 minor grades (weighting 40%).

Elementary auxiliary courses (specials) will use the same key terms addressed in PK3–First Grade, as these courses will not be used for promotional purposes.

Promotion, Transfer, & Retention

A high school student may drop a course only following consultation, approval, and written permission of the parent, teacher, and principal. Meeting with parents should begin in January to work on these issues referring to retention/ promotion.

In grades K–8, the following criteria will be used as basic guidelines for promotions:

- Mastery of essential Diocese of Jackson Curriculum
- Teacher's Judgement of:
 - Overall classroom performance
 - Level of maturity
 - Number of previous retentions
 - Age
 - Attendance requirements as set by policy
 - Successful completion of prescribed reading series at each grade level
 - Have a 70% or higher in 3 of the 5 major subjects (reading, language, math, science, and social studies)

Students in grades 7–12 who fail a course must make up the course in summer school or through another method approved by the administration. If two courses are failed, both must be recovered. Summer courses at St. Joseph Catholic School result in a passing grade of 70 upon successful completion, and the new grade replaces the previous one. All offsite or alternative coursework (correspondence, virtual, etc.) must be pre-approved by the principal. Courses already offered at St. Joseph are not typically approved for offsite enrollment.

The principal has final authority in determining promotion, establishing probationary periods, and reviewing a student's placement, especially in cases of ongoing academic or behavioral concerns. Students not meeting minimum academic standards may be deemed ineligible for co-curricular activities, including athletics.

In cases where a student fails to submit work (homework or other assignment), the student should be given an Incomplete (I) until such time as the work is submitted. After five school days of the original assignment, the grade may be reflected as a zero/no credit. If allowed to be made up, late assignments will count no more than 75% of the original grade. If a student continues not to complete and submit assignments, a parent conference should be held to discuss and identify if the problem is organizational or disciplinary. School and parents should work together to develop a plan to correct the problem. If after working together the student is unable or unwilling to complete and/or submit assignments, then the appropriateness of the current placement should be reviewed. In any of the above cases, the inability to perform (after re-teaching) and/or inability or unwillingness to complete and submit assignments, the school should make a concerted effort to assist the student in making adequate progress. However, if the concerted effort does not bring the acceptable result, the continued placement at the Catholic school must be questioned.

Graduation Requirements.

Minimum Credit Requirements for Graduation:

- Students **MUST** earn a minimum of twenty(27) Carnegie Units* of academic credit to graduate. These are required courses:

- English – 4 units ○ Mathematics – 4 units (Algebra I required; two of the three remaining credits must be higher than Algebra I)
- Science – 4 units (a laboratory-based biological science required)
- Social Studies – 4 units (American history and American civil government required) ○ Religion – 4 units
- Electives – 4 units (a half(0.5) computer credit required)
 - One (1) Carnegie Unit equal one (1) academic credit
- All seniors MUST participate in SENIOR RETREAT in order to meet the requirements

NO EXCEPTIONS: Under no circumstances will students be allowed to participate in graduation/promotional ceremonies unless they have met all requirements by the fourth quarter deadline

Academic Probation

St. Joseph Catholic School performs weekly grade checks to ensure student success. Students who struggle academically may be placed on **academic probation**, during which they receive additional support and must meet specific improvement goals. Academic probation may be assigned due to:

- A failing grade in 3 or more subjects
- Failure to meet academic expectations (e.g., AR goals, incomplete assignments).
- Other academic concerns as determined by administration.

During academic probation, the student will:

- **Develop an Academic Improvement Plan (AIP)** with the principal, teacher(s), and parents, outlining clear expectations for improvement.
- **Attend tutoring or study sessions** during or after school as determined by administration.
- **Limit participation in non-essential school activities** (e.g., assemblies, field trips, extra-curricular) if academic responsibilities are not met.
- **Have a set timeline for improvement**, typically **four to six weeks**, with a review at the end of the period to determine whether probation will continue or be lifted.
- **Maintain regular parent communication**, with updates sent home regarding progress.

If a student fails to make sufficient progress by the end of the probationary period, further interventions may be implemented, including extended probation, additional academic support, or reassessment of course placement.

Academic Dishonesty

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

- Be people of integrity and stand for that, which is right
- Be truthful
- Embrace fairness in all their actions In order to live out the virtue of honor we must treat all persons with great value and respect.

Honor helps build a healthy strong community. SJCS is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which students go through to learn is an honest process that reflects their abilities as based on their own efforts. Progress that is founded on unsound learning, as is the case with cheating, is not genuine progress.

Cheating prepares a student for failure, not for success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. Actions that are considered cheating include but are not limited to the following:

- Plagiarism—copying the work or the borrowing ideas of another without giving due credit.
- The use of computer software or the Internet to generate materials presented as original work.

- 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 tests.

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

- **First Offense:** The student will receive a disciplinary referral that cannot be retracted for any exemption qualification and a call to parents will happen. The student will receive a zero, which cannot be made up or re-tested.
- **Second Offense:** In addition to first offense consequences, the student will receive a detention and parents will be notified.
- **Third offense:** In addition to all previous consequences, the student will be suspended. A meeting with the administration, teacher, student, and parent/guardian will be required before the student may return to class.

We aim to use each incident as an opportunity to teach and reinforce honesty, ownership, and the importance of doing your best. Repeated offenses will be documented and may affect eligibility for awards or leadership roles, as well as the possibility for expulsion.

Student Service Hours

An integral part of the overall philosophy and focus of St. Joseph Catholic School includes fostering the spiritual dimension of the students and staff. The spiritual life of our students is developed through the religious education classes, school-wide liturgies, weekly Masses, retreats and special programs. Class retreats are scheduled annually and are mandatory. Should a student miss his/her class retreat, the principal and religion teacher will determine a remediation plan. Of the many ways in which a person learns, perhaps the most meaningful, is learning through action. The Sacred Scriptures remind the faithful to serve one another.

- **High School Students** must complete 25 service hours each year
- **High School Honors Students** must complete 35 per year
- **Junior High Students** must complete 10 hours each year.

Service commitments must be completed in order to receive credit in religion classes. These hours must be documented by a supervisor and approved by the religion teacher.

Library Policies

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 SJCS library will be available during student break periods and student lunch periods as a place of study with a prearranged note. 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 library materials are not returned on time, fines will be assigned. Outstanding fines can result in the loss of library privileges, detention, and loss of student privileges. Criticisms of books or other materials deemed objectionable should be brought to the attention of the principal in writing. The principal may bring the objection before a committee of three staff members who shall review the materials in question and speak directly with the individual bringing forth the concern. The committee shall then offer the principal a recommendation for final disposition of the concern. The principal shall notify all parties involved in the decision regarding the decision and appeal process.

Lost and Found

Any items left in the school building or on the school grounds should be given to the school secretary. Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity. Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Technology Policy

Acceptable Telecommunications Policy

Only parents may telephone the school in order to leave messages for students. Communication between students, parents, and school staff shall be through official school devices only. Students may not call parents to bring forgotten items to school such as lunch, assignments, books, or gym clothes once the school day starts. **All cell phones and Apple watches on the elementary side are to be turned in to the office each morning and may be picked up at the end of the day.** For all middle and high school students, the use of cell phones, earbuds, or headphones is **not allowed** in hallways, the cafeteria, restrooms, or other common areas. These items are considered distractions and pose safety concerns. In classrooms, the use of cell phones and earbuds is permitted **only at the teacher's discretion** and must be for educational purposes.

Any use during the school day of any electronic device may cause the device to be confiscated. Prior to the start of the school day and after school, electronics may only be utilized in the front foyer or outside the school. Failure to comply can result in the electronic device being confiscated. All confiscated items must be retrieved by the student's parent/guardian, after the established holding period.

- The first offense carries a \$25 fine and the device may be retrieved at the end of the day that it was confiscated.
- The second offense carries a \$50 fine and the device may be retrieved at the end of the day that it was confiscated.
- A third offense will result in a \$100 fine and the device will be held for the remainder of the school year. If the third offense occurs in May, then the device will also be held until the end of the first week of June of the same calendar year.

Engagement in online blogs and social networking sites such as, but not limited to, Tik Tok, Xanga, Friendster, Facebook, Twitter, Instagram, Snap Chat, etc. may result in disciplinary actions if the contents of the student's posts includes defamatory comments regarding the school, the faculty, other students, or the parish. This is a Diocesan Policy.

Technology Matters

To foster a climate where technology enhances the classroom environment, the following guidelines have been established to protect the school, students, and infrastructure, and to ensure SJCS receives the greatest benefit from its investment in technology:

- Absolutely no program may be installed on any student or teacher computer without approval from the Technology Coordinator.
- Computer systems are for educational purposes only; entertainment use, including playing games, is prohibited.
- Any system without properly functioning virus protection will be removed from the network.
- Internet use must support education and research, aligning with the purposes, policies, and mission of SJCS.
 - Only sites directly related to assignments, preparation, or reasonable educational activities may be visited.
 - Accessing obscene, pornographic, or offensive content is prohibited.
 - Transmission of offensive, discriminatory, or harassing content is prohibited.
 - Illegal, commercial, for-profit, product advertisement, or political activities are not allowed.

- Non-school-related communication is prohibited.
- Network accounts are to be used only by the authorized user for authorized purposes.
- Only authorized components may be connected to school devices.
- Users may not seek, obtain, or alter files or data belonging to others, nor misrepresent themselves.
- Malicious use, including creating programs to harass, infiltrate, or damage systems or software, is prohibited.
- Users may not disrupt the network or damage/modify any hardware or software.
- Subscriptions to list servers require prior approval from the Technology Coordinator.
- Users may not create, remove, or modify programs on any school system without authorization.

Enforcement and Responsibility

- Computer use is a privilege, not a right.
- Violations may result in suspended or terminated privileges, disciplinary action, or legal consequences.
- Users will be charged for equipment damaged due to abuse and must report any damage to a faculty member immediately.
- All users are expected to uphold the highest standards of ethics in technology use.

Custodial Information and Policies

Parental Custody Issues

All subpoenas, requests for documents, court or administrative orders, and other legal documents received by St. Joseph Catholic School must be reviewed by the Diocesan attorney. The St. Joseph Catholic School will bill the legal fees incurred to the parent, guardian, or party who sent the documents. **Custody orders must be reviewed and verified every year. It is the responsibility of the custodial parent to provide all updates on custody orders.**

Cases Involving Legal Action

If a teacher (or other St. Joseph Catholic School employee) is subpoenaed to testify in a legal proceeding or a St. Joseph Catholic School employee is required to provide documents pursuant to a subpoena, request for documents, court or administrative order, or other legal document, St. Joseph Catholic School will assess the parent, guardian, or party who sent the document the cost associated with obtaining a substitute teacher and /or all costs and attorney's fees incurred by St. Joseph Catholic School or employee in producing the documents and/or appearing in the legal proceeding.

Buckley Amendment and FERPA

St. Joseph Catholic School chooses to adhere to the Buckley Amendment (Family Education Rights and Privacy Act) regarding privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, St. Joseph Catholic School will view each parent as having full legal custody of his/her child.

Non-Custodial Parents

In the absence of a court order, non-custodial parents have the right to receive records about their child's progress. St. Joseph Catholic School reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Legal Fees

Legal fees incurred in custody matters will be billed to the parents by the school.

All Diocesan policies regarding custodial matters can be found in the 5000 series on the [Diocesan Website](#).

Distance Learning Policies

Virtual learning will not be an “option” this year that a family can elect to do. Distance learning will only be used in case of an emergency (for example inclement weather, ice, power outage, etc.) on a limited and temporary basis. . These details are subject to change depending on circumstances.

1. Platforms used: LMS (through FACTS), google classroom, and zoom meetings/ recordings by teachers
2. Students are expected to sign-in each day and check classes to complete work
3. All work is to be submitted to the teacher by the due date
4. If questions arise, the parent or students may contact the teacher via email. Teachers will respond to all communication within 48 hours.
5. Responsibility of parents and students to be responsive during the time distance learning is in progress.

Instruction

1. Continuation of classroom lessons
2. Introduction of new content maximum of 4 days a week, one day to get work turned in
3. Alignment to the standards
4. How instruction will be delivered
5. Teachers will post “office hours” to LMS so students will know when feedback will be given
6. Attendance will be taken through LMS with a “check in system”
7. Any technology issues should be reported to the teacher and the administration, we will work with you on getting a timeframe on getting work in on a case by case basis

Technology specific behavioral expectations for distance learning include but are not limited to:

1. No taking or posting photos, videos, recordings, or screenshots of students or of teachers at any time.
2. Respectful, appropriate dress, language and content will be used across all learning platforms
3. Students are to stay on-task. Chat, live, and other types of discussion are to occur only as directed by the teacher and according to the educational topic at hand.

Immunization Policy

The Office of Catholic Education follows the Mississippi Department of Health School Entry Immunization Requirements. This policy aligns with our commitment to prioritize the health and safety of all members of our school community as well as with the Catholic Church’s teachings. The required immunizations may be found in the appendix.

School Policy for Addressing Local School Issues

The Diocese of Jackson, in union with the Office of Catholic Education and St. Joseph Catholic School, seeks to resolve concerns and complaints of students and parents whenever possible.

The most efficient and timely way to resolve such issues remains at the level of issuance.

1. Parents/students must first notify the school official wherein the conflict lies (i.e., teacher, teacher assistant, etc.).
2. If there is no resolution at that level, the parent/student should speak with the school administration, who will make every effort to obtain a solution. Principals will request that parent complaints are in writing (principals can provide a form or an email is sufficient).
3. Still, if the concern has not been resolved at the administrative level, the parent/student should contact in writing the pastor or canonical administrator for the school. St. Joseph Catholic School’s pastor/canonical administrator is Father Sanchez and can be reached at jsanchez@stjosephgreenville.org.
4. Finally, if the avenues described above have not yielded a resolution, parents should contact the Office of Catholic Education via email at education.office@jacksondiocese.org. Please be prepared to include the policy or procedural violation in the email. Matters brought to the attention of the Office

of Catholic Education will be evaluated based on the violation of school/diocesan policy or school/diocesan procedures.

Procedures

Arrival and Pick-up

All students must enter and exit to and from the building using only authorized doors. Elementary students will be picked up and dropped off at the front entrances of the elementary wing. Middle and High School students will be dropped and picked up on the West side of the school in the student parking lot. The front entrance will be utilized once the school day is in session. Following these traffic patterns to prevent back up of vehicles at the beginning and ending of the school days. Thank you for assisting the St. Joseph Catholic School campus in accomplishing a safe, efficient traffic flow and parking system.

1. Parking for all high school students shall be on the west side of the building. Students enter and exit through the gate on Princeton Drive.
2. Parking for all staff shall be in the front two parking lots.
3. Reserved "visitor parking" spots shall not be utilized by students or teachers
4. Drop Off time is 30 minutes before school starts
5. Pickup time is 30 minutes after school ends
6. No parking is allowed in the traffic circles or driving lanes of the parking lots during school time or activities.

Pickup/Drop Off For OLOL AND Cars Carrying both OLOL AND SJS Students

1. All cars enter and exit through the front north gates off of VFW Road, navigate the traffic circle and drop off/pick up at the OLOL entrance. Obey directions of the traffic guards
2. Cars then navigate the east traffic circle around the Virgin Mary statue and exit back on to VFW Road.
3. Cars should NEVER pass other cars in the traffic circles, parking lots or the pickup/drop off areas.
4. OLOL students that ride with SJS students that drive should be escorted in through the black iron gate or around front of the building to OLOL entry. After school, the SJS student should walk outside to OLOL entry to escort OLOL sibling.
5. Cars should NEVER block the entrance to the campus while waiting for pickup/drop off to begin. If cars are filling the traffic circle, you must stop at the sign on VFW Road that states, "Traffic Stops Here"

Please note: For the safety of our students, any individual who is not the regular or previously authorized pickup for an elementary student must notify the school office in advance. If someone unfamiliar or not recognized arrives to pick up a student in the carpool line, they will be asked to pull forward and wait while we verify their identity and authorization. Please ensure that all alternate pickups are communicated to the school ahead of time to avoid delays and ensure a smooth dismissal process.

Pickup/Drop off For SJS Students

1. All cars enter and exit through the gate on Princeton Drive on the west side of campus. Obey directions of the traffic guards.
2. Drop off/Pick up students at the accessible curb at the black iron gate.
3. Cars should NEVER pass other cars in carpool line or parking lot. If your child is not outside ready for pickup, please park in a parking spot to wait so that the cars behind you may move along.
4. Cars then take the second left, circling back through the west parking lot and exiting the gate on Princeton Drive.
5. Students will walk and enter through the black iron gate. If it is closed (7:45am), then they must walk to the main front entry.
6. NO SJS STUDENT SHOULD BE PICKED UP OR DROPPED OFF IN THE FRONT TRAFFIC CIRCLE. 7. NO CAR WITH ONLY SJS STUDENTS SHOULD UTILIZE THE FRONT TRAFFIC CIRCLE AT ANY TIME 30 MINUTES BEFORE OR AFTER SCHOOL

*View the Diagram of traffic patterns below:

Elementary Traffic Pattern



SJS Traffic Pattern



School Hours

You can find the school day hours listed below:

OLOL (PK3-6th) School Day		SJCS (7th-12th) School Day	
Prayer & First Class	7:50 AM	Prayer & First Class Bell	7:50 AM
Normal Dismissal	2:50 PM	Normal Dismissal	3:00 PM
Wednesday Dismissal	2:10 PM	Wednesday Dismissal	2:00 PM

Unless otherwise stated by the school, any activities, gatherings, or events that take place outside of regular school hours are not supervised by school staff. Parents/guardians are expected to attend with or arrange appropriate supervision for their child.

After School Care

St. Joseph Catholic School's After School Care Program provides a safe welcoming environment for the students of St. Joseph Catholic School to pray, learn, play, and foster relationships outside of the comprehensive classroom. In turn, parents will be assured in knowing that their child is in a safe and caring environment as they complete their work and ministry before picking up their child.

The After School Care Program is closed on Snow Days, Teacher Workdays, Scheduled Holidays, and other days when school is not in session. Please refer to the Weekly Principal Letter for any exceptions to this schedule.

The After School Care Program is open until 5:30pm each day the school is open for students. All students should be picked up by 5:30pm each day. Students who are not picked up by 5:30pm will incur an additional charge of \$5 per minute. If a child is picked up late 3 times, they will not be allowed to return to after school care.

Rules: If a parent has any issues, they are to schedule a meeting with the head of after school care/summer care program, and then a conference will be scheduled with both Mrs. Ascherl and the parent. Written reports will be done for parents for any behavior, injuries or illnesses and parents will sign the form to acknowledge they were notified.

Behavioral issues:

1. The student will be given time Out -Sitting out at recess or activity-3 strikes
2. After 3 strikes- report signed by parent and student will be unable to attend for 1 day
3. After a student is unable to attend for 1 day, a parent meeting will be scheduled with Mrs. Ascherl and the head of the after school care/summer program
4. Further steps will be discussed at conference for solutions

Communication

General Communication

We believe in a collaborative approach to student success, maintaining open and honest communication with parents about their child's needs, progress, and challenges. There are several ways to contact teachers: leave a message in the office at 662-378-9711 (high school) or 662-334-3287 (elementary), write a note in your child's folder (elementary students), or e-mail. Teacher and Staff e- mail accounts can be found on the school's website at www.stjoeirish.org.

Some teachers may also use messaging platforms, such as Remind or ClassDojo, to share updates and communicate with parents. Teachers will inform parents at the beginning of the school year if they plan to use an additional communication tool and provide instructions on how to sign up.

Teachers will make every effort to respond to emails and messages within one business day. For urgent matters, please contact the school's secretary by phone. Please be considerate of faculty/staff personal time by not contacting them at home or by cell phone after school hours unless it is an emergency, or unless stipulated by the classroom teacher.

The principal sends out weekly updates with important school news and upcoming events. These updates are emailed to the primary email address on file in FACTS. Parents should ensure their contact information is up to date to receive these communications.

We also post school updates, reminders, and highlights on our social media pages. Parents are encouraged to follow us to stay informed about school happenings.

Only parents may telephone the school in order to leave messages for students. Communication between students, parents, and school staff shall be through official school devices only.

Adults dropping off forgotten books, assignments, etc. should leave these items in the school office. Classes will not be interrupted to inform students about forgotten items. Students should check in the office at recess, lunch, or break for such items.

The delivery of food, gifts, and flowers are reserved for special occasions as determined by the administration and, if approved, will be delivered at the end of the day. Unscheduled visits during school hours are prohibited because it disrupts student learning.

Emergency Communication

In the event of an emergency, we use the Parent Alert system through FACTS to quickly notify families. This system will send messages to the primary contact information on file, including phone calls, text messages, and emails. Parents should ensure their contact details in FACTS are always up to date to receive these alerts.

Parent-Teacher Conferences

Parent-teacher conferences provide an opportunity to discuss student progress, strengths, and areas for growth. Conferences are scheduled at least once a year, but parents are welcome to request a conference with their child's teacher at any time. Teachers may also reach out to schedule a meeting if needed. Information about scheduling conferences will be communicated in advance.

All teacher conferences must be requested ahead of time and scheduled during the teacher's non-instructional time. Administrative conferences are requested to be scheduled ahead of time, but drop-ins will be honored, if possible. The proper chain of command is to be used at all times, and can be found under School Policy for Addressing Local Issues.

Health and Wellness

To help protect the health of all students and staff, we ask that parents use good judgment and keep children home when they are sick.

- Do not send a sick child to school.
- If a student becomes ill during the school day, the parent or guardian will be contacted and expected to pick up the child promptly. It is important to keep emergency contact information up to date in the school office.
- A child must be fever, vomiting, or diarrhea-free (without the use of fever-reducing medication) for at least 24 hours before returning to school.
- Students should be well enough to participate in a full day of school activities, including recess and physical education, unless a medical note is provided stating otherwise.
- Students with contagious illnesses such as pink eye, strep throat, flu, vomiting, or diarrhea should not attend school until they are no longer contagious, as advised by a healthcare provider.

Allergy Policy

The safety and well-being of our students is a top priority. In the absence of a full-time school nurse, we ask for the partnership of parents, teachers, and staff in managing student allergies—particularly food allergies—carefully and consistently.

Allergy Documentation and Communication:

- Parents/guardians are required to notify the school of any known allergies—especially food, insect, or medication allergies—at the time of enrollment or as soon as a diagnosis is made.
- An Allergy Action Plan or physician's note should be provided for students with severe or life-threatening allergies (e.g., anaphylaxis).
- Allergy information is shared with all relevant staff members, including classroom teachers, lunch supervisors, and administrators, to ensure appropriate care and awareness.
- Parents are responsible for keeping allergy information up to date and ensuring that all necessary forms and medications are on file at the school.

- Students (as age-appropriate) are encouraged to understand their allergies and avoid known allergens.

Food Allergies

Teachers should be notified of any students in their care who have allergies and will take precautions to avoid exposure. When food is brought into the classroom (e.g., for birthdays or holiday parties), parents must check with the teacher first, and any items must be store-bought with an ingredient label visible. In classrooms with students who have severe allergies, additional precautions may be implemented, such as food restrictions or designated allergy-aware tables. Food from restaurants or other outside sources is not allowed to be brought into the school building. The administration may allow exceptions for special rewards, class projects, and certain celebrations. If your child has any allergies, drug reactions, or other medical problems, it is important that they be listed on the emergency form. Student lockers are not appropriate for long-term food storage.

Environmental Allergies

Immediate access to reliever inhalers and Epi-Pens® is vital. Children trained in use and administration of their medication are strongly encouraged to carry their own reliever inhaler/ Epi-Pen®. Students (PK – 1st, etc.) who are not trained must always have access to their medication via a teacher or other responsible adult. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

Student Medication Procedures

All medication must be brought to and administered in the office, under supervision. Students who need prescribed medications must have a form on file that lists the name of the medication, the dosage, the side effects, the times to be taken, and the doctor's name and number. These medications will be kept in the office available to the student before and after school, at lunches and during class changes. Special cases will need special permission. No medication is ever given by school officials without parent consent and/or doctor-prescribed directions. A bottle of Tylenol/Advil, or other over-the-counter pain reliever, can be placed in the office for student use. The bottle should be labeled with the student's name and the parent must write a note allowing the student to take medication on an as-needed basis, and must be submitted yearly. No student is allowed to give another student his/her medication. The distribution of medication in the school setting must follow Diocesan Policy 5602: Administration of Medication to Students. **NO MEDICATION WILL BE DISPENSED WITHOUT THE REQUIRED FORMS.** All medications remaining in the office at the end of the school year must be picked up by the parent. Any medication remaining in the office by June 1 will be disposed of properly.

First Aid

First aid will be administered for minor injuries that occur at school. If a child is seriously injured or becomes ill while at school, parents will be notified immediately. If neither parent can be contacted, the person listed on the emergency form will be contacted. Please inform the person listed of their contact status. Emergency information should be current and accurate.

Emergency Services (Ambulance)

If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will be responsible for any/all expenses involved. The parent/guardian will also be called immediately so that proper directives can be given by the parent/guardian to the emergency personnel.

Lice Prevention and Control

To help prevent the spread of head lice, the following precautions should be taken:

- Students should not share personal items such as combs, brushes, hats, hair accessories, or headgear (including headphones).
- Coats, hats, and scarves should be stored individually. If wall hooks are used, they should be spaced far enough apart to prevent garments from touching.
- If lice or nits are identified in a classroom, shared headgear (e.g., headphones) should be removed from use and stored in an airtight plastic bag for two weeks before reuse.
- Carpeted areas will be vacuumed thoroughly and frequently.

Detection of Lice or Nits

Screening should be done by the office personnel, teachers, or other faculty/staff members after they have been instructed in the proper technique. The recommended times for screening are: at the beginning of school, after winter break, and after spring break. If a case is suspected, the student should be examined by the trained examiner. If one child is found to be infested, the siblings of the student, the student's class, and the student's buddy should be examined.

Handling of Students with Lice:

If a student is found to have lice or nits:

1. The student should be sent to the office and the parents should be notified and asked to pick the student up. The parent letter and information pamphlet should be sent with them.
2. The notification letter should be sent to the parents of the affected classes.
3. The student returns to school after the first treatment and all nits have been removed.
4. The parent and student will report to the principal's office to present proof of treatment and to be checked for the presences of lice or nits.
 - a. If lice or nits are found the student returns home with the parent.
 - b. If not, the student is clear to return to the classroom.
5. Proof of a second treatment should be provided in seven to ten days or as recommended by the product used.
6. The student and the class should be rechecked for lice or nits every seven days for three weeks.
7. If there are no recurrences or new occurrences, the class is clear.
8. If the student or a new student is found to have lice or nits, the treatment process begins again.
9. If a student has more than three occurrences, a note from the student's doctor is required for the student to return to school.

Behavioral Expectations

St. Joseph Catholic School exists to provide a Christian atmosphere where the whole child is developed. All students are to conduct themselves as morally strong and spiritually driven Catholic-Christians. Children need adults who will consistently model Gospel values and actions. Teachers work to establish an atmosphere where everyone is revered and the discipline is definite, fair and consistent.

It is expected that all St. Joseph Catholic School students will conduct themselves in a manner consistent with the accepted norms of Christian values. Respect and love of others should be a dominant theme guiding all student interactions. We ask students to respect self and others, respect and care for school and personal property, and observe the rules in the classroom, the playground, the lunchroom, the hallways, gym and dismissal.

Maintaining discipline and appropriate student behavior during all school activities is essential to the preservation of order, safety and well-being for the students. Each student is expected to behave appropriately at all times, to respect the rights of others and to adhere to all classroom and school rules and regulations. Since every teacher has authority in their classroom, students must comply with all class rules as set forth by the teacher, as well as whatever disciplinary actions are imposed for noncompliance.

Corrective action will be taken when necessary. These may include time out during recess, service during recess and/or after school, loss of privileges, written accounts, telephone calls to parents at work or home, or other appropriate natural consequences. When a teacher believes that a student's discipline problems have become disruptive, the student will be sent to the Principal. Any habitual misconduct may result in dismissal.

At St. Joseph Catholic School, we guide students in becoming faith-filled, responsible, and compassionate individuals. Our behavior expectations are rooted in the IRISH character traits we strive to live by each day:

- Integrity: Doing the right thing, even when no one is watching
 - Accept responsibility for your words and actions.
 - Follow directions the first time they are given.
 - Follow the school's uniform policy and make choices that reflect our school values.
 - You are responsible for your actions—be honest and own your mistakes.
- Resilience: Not giving up, trying again until we succeed
 - Try your best, even when tasks are challenging.
 - Keep a positive attitude and learn from mistakes
 - Show up ready to learn every day: Punctuality matters..
 - Avoid giving up or becoming a distraction when frustrated.
- Initiative: Taking action/helping without being asked
 - Participate fully in class—Participation is part of success.
 - Come prepared with homework, supplies, and a readiness to learn—**Preparedness** is key.
 - Offer to help classmates and teachers.
 - Take care of classroom materials and shared spaces.
- Selflessness: Being kind and thinking about the needs of others
 - Treat others the way you want to be treated.
 - Avoid disrupting the learning of others.
 - Show compassion and lend a helping hand when someone is in need.
- Humility: Knowing everyone has something special to offer
 - Listen respectfully to others' ideas and opinions.
 - Use classroom materials as intended and with care.
 - Keep hands, feet, and objects to yourself to ensure a peaceful space for all.
 - Remember that every person has strengths and struggles—work as a team.

Additional Behavior Expectations are as follows:

- 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.
- No glass containers are allowed on campus.
- Only clear, resealable drinking containers holding only water are allowed. Containers must be able to **close securely and not spill** if tipped over.
- It is the responsibility of all members of the school community to develop a safe, community-oriented environment, therefore: Inappropriate language that can be construed as abuse, harassment or a threat is prohibited.
- 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: Consumption of food and drink is confined to the cafeteria, unless otherwise authorized by school administration.
- The chewing of gum is not allowed on campus during school hours.
- All trash is to be disposed of properly.
- 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.

The good name, reputation, and personal safety of each student, faculty and staff member, as well as, the good name of each Catholic school and center in the Diocese of Jackson are vitally important. In order to protect students, employees, and the institution itself, each student, employee and parent is expected to treat the good name and reputation of each of the above with dignity and respect. Derogatory words and/or actions against any of the above by a student, a parent, or an employee will be seen as an extremely serious matter, whether this is done orally, in writing, via e-mail or the web and whether it is done on a school or home computer, or by remote access during school time or after-hours. Examples include, but are not limited to text messages, blogs, images or other types of pictures, etc. Any individual found to be participating in any derogatory activity will be subject to disciplinary action, up to and including expulsion or termination, by the school/center. Likewise, because of the issue of copyright infringement, any unauthorized use of the school name or logo, the school website, pictures of school buildings, activities or other students is prohibited whether done in the printed word, through technology, or by any other communication format. The school is not charged with monitoring a student's use of the internet, emails, text messaging, or similar communications. However, if a student's inappropriate use of these communication formats is brought to the school's attention, the school will take appropriate action and notify the parents/guardians of its concern. Moreover, if the school becomes aware of communications that reveal personal information of a student, the school will take appropriate action and notify the parents/guardians of its concern.

Playground Rules

1. If a child encounters a problem on the playground, (s)he should report immediately to the teacher on duty.
2. Share all equipment and return it to its proper place in good condition. Lost/damaged balls or other equipment should be reported to the teacher on duty who will then report the loss to the physical education teacher.
3. Place trash and garbage in appropriate containers. Help keep the playground looking neat; pick up litter even if it is not yours.
4. Students are not to leave the playground area without the permission of the teacher on duty.
5. Students are expected to take turns in games and include all those who wish to play. Display good sportsmanship at all times.
6. Pushing, shoving or tackling is not allowed.
7. Do not run with sticks.
8. Respect the property of others.
9. Swing on the swing in a back-and-forth motion only. Only students who are swinging are allowed in the swing area.
10. Standing or sitting on top of the parallel bars is not allowed.
11. Foul language will not be tolerated.
12. Arguing will result in a time out. Repeat offenders will be sent to the principal.
13. All games must stop the first time the teachers call for students. All students line up. Shirts should be tucked in and shoelaces tied. All equipment should be returned to its proper place.

Discipline Code

Discipline is the practice of training someone to behave in accordance with rules or a code of behavior. A central goal of a Catholic school is to help students develop self-discipline and self control. A climate where respect for God, oneself, others and authority as a basic school expectation will do much to promote self-discipline.

Teachers use the interventions below to help the students change behavior in the classroom. If these interventions are unsuccessful, move to the next level of consequences. You may see the behavioral system below:

Offense	Demerit Value/Level	Possible Interventions
Academic Concerns/Grades (lack of effort, engagement, responsibility)	1	• Warning • Redirection • Physical Proximity • Letter of Apology • Seat Change • Conference w/ Teacher • In Class Isolation
Chewing Gum		
Inattentive (off task)		
Report of Unsatisfactory Conduct (not following classroom rules or behavior expectations, not following routines)		
Talking		
Repeated Level 1 Infractions	2	• Reflection form • Parent Contact • Behavior Contract • Conflict Resolution • Retrieval of Device • Supervised Time Out of the Classroom • Detention
Cell Phone Usage during School Hours (includes use of any electronic device- see cell phone policy in parent/student handbook)		
Class Disruptions (interfering with learning)		
Disobedience (not doing what is asked- without confrontation; ignoring direction, not following safety rules, continues to disobey after redirection)		
Dress Code Violation (requires immediate fix, see Uniform and Dress Code in the parent/student handbook)		
Excessive Tardiness (see tardies in student handbook)		
Inappropriate Language or Behavior (making rude, insulting, or sarcastic comments, name-calling or put downs, writing or drawing inappropriate content, inappropriate humor or joking)		
Lying		

Repeated Level 2 Infractions	3	• Multiple Detentions • Office Referral (required) • Conflict Resolution • Parent Conference • Administrator Discretion (examples include loss of privilege, behavior reflection, restorative practices, increased monitoring, restricted access to activities "no-go list", etc.)
Cheating (see academic dishonesty in student handbook)		
Disrespect/Insubordination (disobedience with rudeness/challenge to faculty and staff; eye rolling, talking back, muttering under breath, mocking the teacher or another student)		
Failure to Appear for Detention		
In off-limits area on campus		
Profanity		
Repeated Level 3 Infractions	4	• Immediate Office Referral Required • Probation • Suspension • Expulsion • Administrator Discretion (examples include restorative justice conference, loss of extracurricular privileges ("no go list"), mandatory counselling or behavior intervention, parent accompaniment, etc.)
Defiance (bold refusal/power struggle; refusing to leave a space when told, throwing down materials or storming off after a request, slamming doors, refusing to move, or challenging authority outright)		
Destruction of School Property		
Fighting (More than 1 leads to an expulsion)		
On Campus Driving Violation (speeding, reckless driving, ignoring direction, leaving off campus without permission, loud music, honking, etc.)		
Possession of Alcohol or Drugs		
Sexual Harassment (unwanted and inappropriate sexual behavior, comments, or advances- verbal, non-verbal, written, or physical that interfere with a person's sense of safety or comfort; making comments, jokes, or gestures, commenting on someone's body, sharing or showing inappropriate images, drawings, or videos, etc.)		
Stealing		
Truancy		
Vandalism		

Note: This is not an exhaustive list of behaviors and/or consequences. Repeated Behaviors (2 or more documented behaviors, will result in a next level infraction.

Teacher conferences with a student, conferences with parents/guardians and specialists within the school should be first steps in helping a student correct unacceptable behavior patterns which interfere with learning and the rights of others to learn. Teachers will also record these behaviors in FACTS. You can find the behavior infractions in your parent portal under "Behavior".

Students with deficiencies in the realm of academics and/or behavior shall be placed on a "No Go List" which limits privileges for field trips, special events, and other school travel. Certain student behavior may be considered counter to the teachings of the Catholic Church. The consequences for these behaviors are covered by the Policies and Regulations: Catholic Diocese of Jackson. A copy of this manual is available at: <http://schools.jacksondiocese.org/>

Whenever the student's conduct is such that it endangers the health or safety of others or disrupts the learning environment, action may be taken to restrict his/her privileges and the rights of school attendance. Such action may be of four kinds: detention, probation, suspension, and expulsion.

Detention

For violations against either the spirit or the letter of school rules, students in grades 3-12 will receive a Detention Notification. The Principal or his/her designee will supervise all detentions. Elementary students who are not picked up by 4:00 p.m. will be sent to After Hours at the expense of the parents. Detentions will be served on the following days and times (subject to change as needed):

- After school detentions-- 3:05-3:35
- Morning detentions 7:10-7:40
- In-school suspension-----7:30-3:30, with \$25 fee
- Saturday detentions

A teacher must give at least one day's notice of any assigned detention. Detentions have priority over all extracurricular activities and job obligations. Failure to report to and serve a detention will result in the any of following disciplinary actions:

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

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

Probation

Probation is the conditional attendance of a student at school for a specific time period. This disciplinary action may be taken by the school because of an infraction of any school rule. The decision of the administrator or his/her designee will be final.

Probation may, but need not always, precede suspension. It is hoped that, through probation and notifying the student and the parents or guardian, suspension can, at times, be avoided. Probation may be imposed by the principal for continued infractions of the school rules which do not warrant the necessity of removal from the school at that time. In a conference with the parent/guardian and student, a written contract or plan for improvement is outlined and signed by all present.

Suspension

Suspension as a disciplinary measure is used in situations where a student, by his/her attitude, speech, gesture, or behavior has indicated that he/she is not at present committed to the philosophy and goals of SJCS, thereby indicating the student's inability or unwillingness to responsibly and fully participate in the St. Joseph Community. Suspension removes the student from the community for the suspension period. A student may be suspended for up to five (5) days by the principal for the commission of gross or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. When the principal deems it necessary, a suspension from school may be for an indefinite time with reinstatement conditioned upon a joint conference between school authorities and parents upon the completion of educational or

psychological testing and observation. Students must complete all class work and tests from the days of suspension. A conference with the student and his/her parent/guardian which includes agreement of a written contract for improvement should precede re-admission to classes and school activities.

Expulsion

Expulsion is the final disciplinary step a school may take. Expulsion, the removal of a student from the rolls of SJCS, is a serious matter. This method is used when no other methods have been effective or when the matter is of a serious conflict with the philosophy of the school. Reasons for student expulsion include but are not limited to the following reasons:

- Open and persistent defiance of school rules
- Willful damage to school/personal property
- Stealing and/or possession of another student's school articles and/or books
- Failure to maintain minimum academic achievement with available supports in place
- Words and/or actions motivated by racism or bigotry
- Possession and/or creation of pornographic pictures, objects and/or books Use, possession, and/or distribution of alcoholic beverages
- Threat of physical harm, abuse and/or assault toward any individual
- Use, possession, and/or distribution/sale of illegal drugs and/or drug paraphernalia and mood/mind altering substance and or any performance enhancers
- Disorderly, lewd, obscene, immoral, and/or offensive conduct Felony and/or misdemeanor offense

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

The entire Diocesan Policy #5403 is available in the office upon request. Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from St. Joseph Catholic School.

Bullying, Harassment, & Cyberbullying

(Policy#4604, Diocese of Jackson Policies and Regulations)

St. Joseph Catholic School is committed to providing a learning environment that is free from harassment and bullying. Harassment or bullying of any student by any other student or school employee or volunteer is prohibited. The school treats allegations of harassment or bullying (seriously, in jest, or online) seriously and will promptly investigate such allegations and take appropriate corrective action.

A complaint of harassment or bullying does not, in and of itself, create a presumption of wrongdoing. Substantiated acts of harassment or bullying, however, will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges may also be subject to disciplinary action, up to and including dismissal.

Harassment or bullying occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating by a real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but is not limited to, such actions as:

- Verbal taunts, name-calling and put-downs—either ethnically- or gender-based,
- Derogatory written words, drawings or gestures,
- Extortion of money or possessions.

Such conduct is disruptive of the educational process and the Christian and spiritual environment. Therefore, harassment and bullying are unacceptable behaviors at St. Joseph Catholic School.

St. Joseph Catholic School is also concerned about cyber-bullying and its impact on children. It causes emotional harm, and can result in children's depression, anger, school failure and physical harm to themselves and others. If in the judgment of school officials any cyber activity occurring off-school premises could result in the harassment, intimidation or bullying of an ACS student, such cyber activity may be treated as an offense under the School's Bullying Policy. Examples of prescribed cyber activity, though not exhaustive, are:

- Sending or posting harmful materials online or through a cell phone that, in the judgment of school officials, might pose a threat to another;
- Posting threatening statements or distressing material about others either online or through a cell phone;
- Disclosing personal or intimate information (whether or not true), including photos, addresses and phone numbers, about another in an "imposter" website (a website created by a person other than the person depicted on the website).

This policy shall apply to activities on school property, all school-sponsored events whether at school or away from the school, and to activity (whether on school property or not) which causes harassment or bullying to be suffered by an SJCS student. The following components are part of this policy:

- A procedure for pupils to confidentially report to school officials incidents of harassment, intimidation, or bullying by **Speaking directly with a trusted teacher, counselor, or the Principal** privately and asking that the conversation remain confidential or **Writing a note and giving it to a staff member**, requesting confidentiality
- A procedure for parents and guardians of pupils to submit written reports to school officials of suspected incidents of harassment, intimidation, or bullying by **Emailing the Principal directly** with a written description of the incident (include date, individuals involved, and any supporting documentation or screenshots, if applicable)
- A requirement that school employees or volunteers report suspected incidents of harassment, intimidation, or bullying to the appropriate school official in writing
- A formal process for the documentation of reported incidents of harassment, intimidation, or bullying, except that no such documentation shall be maintained unless the harassment, intimidation, or bullying has been proven
- A formal process for the investigation by the appropriate school officials of suspected incidents of harassment, intimidation, or bullying. The following process is used to ensure a prompt and fair investigation:
 - Initial Acknowledgement and Documentation
 - Preliminary Review
 - Collection of Evidence
 - Findings and Determination
 - Notification of Involved Parties and Communication of Outcome (Due to privacy laws, only relevant information will be shared; the specific consequences applied to another student will not be disclosed)
 - Implementation of Consequences and Support
 - Monitoring and Follow-Up
- Disciplinary procedures for pupils who have admitted or been found to have committed incidents of harassment, intimidation, or bullying. Depending on the nature and severity of the incident, disciplinary actions may include, but are not limited to:
 - Verbal warning and documented conference with administration and parent notification
 - Loss of privileges (e.g., recess, extracurricular participation, classroom seating changes)
 - Required apology (verbal or written) to the affected individual, when appropriate

- Restorative justice activities (such as counseling sessions, reflection writing, or peer mediation)
- Behavioral contract signed by student, parent, and administrator
- Detention or in-school reflection time
- Out-of-school suspension, especially for repeated or severe incidents
- Dismissal from school, in extreme or chronic cases where behavior does not improve despite interventions

Note: In some cases, students may also be required to participate in counseling or complete an age-appropriate anti-bullying program before returning to class.

- Disciplinary procedures for pupils who have submitted false reports of incidents of harassment, intimidation, or bullying. Knowingly submitting a false or malicious report undermines the seriousness of the policy and may lead to the following consequences:
 - Verbal warning and documented administrative conference with parents
 - Written reflection assignment on the importance of truthfulness and the impact of false accusations
 - Loss of privileges or school-based consequences (e.g., time away from special activities)
 - Detention or reflection time
 - Behavioral contract including honesty expectations
 - Suspension, in cases where the false report caused serious harm to another student's reputation or school experience

Students who make false reports may also be required to participate in counseling or character development activities to address the behavior.

Students disciplined for bullying/harassment/threats may be asked to submit to a psychological evaluation before being allowed to return to school.

School Safety

Approved visitors must wear an office-issued visitor badge. 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. It is strictly prohibited for any student to display inappropriate behavior or to conduct themselves or react in a disrespectful manner toward any member of the administration, faculty, staff or visitors, on or off campus. Students and their family members are responsible for the good name of St. Joseph Catholic School.

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:

- 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.
- If the person making the threat is an adult, this person is to be informed of the legal consequences of his/her actions and appropriate local law enforcement officials shall be informed. The administrator

and superintendent are authorized to take other action as appropriate under the circumstances and as permitted by law.

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

Emergency Procedures

Drills and procedures will be conducted through our Emergency Management personnel Tammy Reed

Inclement Weather

In the event of inclement weather, the school may close or operate on a delayed schedule. Parents will be notified via the Parent Alert system through FACTS, which sends text messages to the contact information on file. The school closely monitors weather conditions to ensure the safety of students while prioritizing their learning. Parents should keep their contact details up to date to receive timely notifications.

Fire Drill

Fire drills are held in compliance with state and local regulations. Fire drills are held monthly. Evacuation plans are displayed in each room in the school building. During fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds
2. Walk to the assigned place briskly, in single file at all times, and in silence
3. Stand in columns of two's, facing away from the building
4. Return to the building when the signal is given

Tornado Drill

Tornado drills are held in compliance with state and local regulations and conducted quarterly. Students are trained to respond to local and school tornado warnings. The procedures are:

1. Rise in silence when the alarm sounds
2. Walk briskly to the assigned place in single file
3. Sit, face wall, and put hands over head
4. Return to the classroom when the signal is given

Unknown Person on Campus and/or Active Shooter Drill

A drill for these scenarios will be conducted at least twice a year.

Search and Seizure

All personal items including backpacks, purses, vehicles, etc. on school property also are subject to search. Backpacks or any belongings left in hallways will be confiscated. They are in violation of the fire code that requires hallways to be free of all materials that would interfere in case of evacuation. Any and all purses must be of a size that fully fits within the constraint dimensions of the student desk under-seat wire bin.

We use the following procedures for Search and Seizure:

- Open and inspect when clear and present danger to other students and personnel is indicated.
- Open and inspect when sufficient evidence points to the concealing of materials forbidden in school such as alcoholic beverages, controlled substances, or weapons.
- Law enforcement officers presenting search warrants will be accorded the right to inspect. The Superintendent should be informed as soon as possible in order to consult with the Diocesan attorney in regard to any questions of legality.

Motor Vehicles/Parking Lot

A motor vehicle must be licensed and insured; the operator is to be licensed, insured and is required to operate the vehicle in accordance with state law. Students shall purchase a St. Joseph Parking Permit annually and park only in the section specifically allotted to them. Speeders and reckless drivers on campus or violators of motor vehicle regulations forfeit their right to operate a vehicle on campus. Students should not leave valuables visible in their vehicles. The school is not responsible for loss or damage to vehicles or their contents. The published traffic pattern for the streets and areas around the school is to be followed at all times for the safety of all. No loud or offensive music should be played from vehicles or other sources anywhere on campus when not related to an approved school event. Upon parking their cars in the morning, students are to promptly leave the vehicles and not return to them until dismissal, unless authorized.

Alcohol, Drugs, and Weapons

If any student violates the alcohol, drugs, and/or weapons policies below, they may be asked to submit to a psychological evaluation before being allowed to return to school.

The Office of Catholic Education and St. Joseph Catholic School adheres to state codes and statutes addressing alcohol, drugs, and weapons in schools.

MS Code § 37-11-18 directs the expulsion of a student possessing controlled substance or weapon or committing violent act on school property

MS Code § 97-37-17. Possession of weapons by students; aiding or encouraging

Alcohol & Drugs

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

- Through their Religion, Science, and Health classes as well as special programs, students are educated in these critical areas.
- St. Joseph conducts random, mandatory drug and alcohol screenings.
- Drug dogs conduct random searches of the classrooms, including student belongings, lockers, parking lots and cars.
- Random alcohol Breathalyzer tests are administered at all school-sponsored/endorsed dances.
- Use or possession of e-cigarettes or Juuling paraphernalia is strictly prohibited and punishable according to Diocesan policy. This is an offense punishable by possible expulsion.

SJCS enforces the following Diocesan Policy 5607:

The purposes of the Diocesan policy on substance abuse are:

- 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.

Implementation of Drug Testing Program

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:

- 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;
- Abnormal conduct or erratic behavior while at school, absenteeism, tardiness, or deterioration in school performance;
- A report of drug, chemical, and/or alcohol use provided by reliable and credible sources and which has been independently corroborated;
- Evidence that an individual has tampered with a drug, chemical and/or 40 alcohol test during his/her school enrollment with the school;
- 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
- Evidence that a student is involved in the use, possession, sale, solicitation, or transfer of drugs, chemicals, and/or alcohol while on school premises or while operating its vehicles, machinery, or equipment, or while participating in a work study program.

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

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

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

5607R(c) Follow-up Testing

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

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

5607R (d) Random Testing

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

the right to conduct pre-enrollment testing of prospective students. These procedures will be enforced uniformly with respect to all students. The Superintendent of Schools will confirm the random selection process used by each school. A list of all eligible students shall be submitted by the Principal to the Office of Catholic Schools each year.

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(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.
5. 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.

Weapons and Violence in Schools Act

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

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm, or who commits a violent act on educational property as defined in Section 97-37-17, 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; provided however that the superintendent shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the student's right to appeal to the Superintendent of Schools. MS Code § 37- 11-18 directs the expulsion of a student possessing controlled substance or weapon or committing violent act on school property Approved by Advisory Council 7-18-2024 43

If any student violates the alcohol, drugs, and/or weapons policies, they may be asked to submit to a psychological evaluation before being allowed to return to school.

Extracurricular Activities

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

St. Joseph Catholic School students wishing to participate in a sport must sign up when coaches provide a sign up and/or deadline. Any student who decides to participate on a team after the deadline should see the Athletic Director before attending practice. Deadlines are not intended to prevent a student from participating on a sports team, but they are necessary to make sure that team sizes do not become too large to allow for proper instruction of participants.

Prior to beginning each season, the sport-specific coaches will hold a mandatory meeting for all interested student-athletes and/or their parents. During this meeting, the coaches will introduce themselves and share their expectations specific to their sport. Parents and/or students should contact the coach prior to the meeting should they not be able to attend.

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

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

At St. Joseph we pledge to:

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

There are five top ways to support your student athlete:

1. Be present- Show up to games, cheer, and support our teams
2. Be positive – Children learn from modeling. When talking about the game, season, performance, and decision-making, please share the gift of a positive outlook on life! Make sure that your child knows that win or lose, he/she is loved and supported.
3. Encourage independence – Encourage student-athletes to be responsible for the care of their athletic gear and to be prepared for practices and games. In addition, student-athletes should speak directly with their coach about any questions and/or concerns.
4. Observe the “24 Hour Cushion” – As do all good educators, St. Joseph Catholic School coaches will naturally and deliberately reflect on game situations and decisions. Please allow coaches the time they need to process their decisions before approaching them with any questions. Coaches need not discuss playing time, coaching strategies and specific plays, or information pertaining to other athletes.
5. Model St. Joseph Catholic Schools behavior expectations for visiting spectators – Take pride in our athletic program and model for visitors how we...
 - a. cheer for our team rather than against our opponents.
 - b. respect the integrity and authority of game officials.
 - c. allow coaches to coach without criticism from the spectators.
 - d. help clean up at the end of athletic events.

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

Participation in extracurricular activities, including athletics, is a privilege. **Weekly grade checks** will determine eligibility:

- Any student **failing three or more subjects** will be placed on **academic probation for extracurriculars** and will be **ineligible to practice or compete** until grades improve.

- For **grades 4-6**, extracurricular eligibility is also based on maintaining passing grades, AR goals (if applicable), and meeting school-wide academic expectations.

Semester Eligibility (Grades 7-12)

At the end of each semester, students must:

1. Be promoted to the next grade (if applicable).
2. Maintain a **minimum 2.0 GPA** across all coursework to remain eligible for extracurricular participation.

Any passing performance, for any quarter, that is below a "C" warrants probation as determined by the administration. A student participating in any extracurricular activity, will not be allowed to participate in practice, games, or ceremonies if the student was absent from school that day.

A student-athlete's behavior is governed by the same rules, regulations, and procedures that apply to all students as set forth in the SJCS Parent-Student Handbook. Each student-athlete is expected to demonstrate and encourage behaviors in others that reflect good sportsmanship. If behavior infractions occur, student-athletes may face both a school and an athletic consequence. All student-athletes must be marked as present in school on the day of practice or a game in order to participate.

All student-athletes must recognize the time commitment made to a team. One is expected to attend all practices and games. If one cannot attend a practice or game, please make sure the coach and/or athletic director has been notified in advance. Consequences for a missed practice or game will be informed by the team rules as outlined by the coach/team at the beginning of the season in addition to the natural consequences that result from missing practice instruction or game experience.

Student-Athletes are highly visible representatives of the school and, as such, are responsible for using good judgment in their overall appearance. All teams, regardless of level, have a responsibility to ensure that their game attire speaks volumes of their class and excellence. All game shirts will be tucked in. No player should make modifications to his or her uniform. Athletes are to wear a school issued uniform and treat their uniform with respect. Teams that treat their uniforms with respect, exude class.

Uniforms must be returned to the coach within seven (7) days of the last game. If a uniform is not returned, parents are responsible for the cost of replacing the uniform.

All student-athletes are expected to represent St. Joseph Catholic School in an exemplary manner. This behavior is expected both on and off the court or field. Student-athletes are expected to display the best of Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. At all times good sportsmanship is the rule, not the exception. The penalty for unsportsmanlike behavior during a practice or game will be left to the discretion of the coaches for each sport along with input from the athletic director. This can range from sitting out at practice to a one-game suspension. In extreme cases when an athlete has been ejected from a game, multi-game suspensions and dismissal from the team may be appropriate. The athletic director and principal will make the final decision following a meeting with the athlete, coach, and parent. The Principal has the authority to remove a student or cancel a season if student-athletes or parents are not adhering to St. Joseph Catholic School standards.

The principal, athletic director and coaches will respect and support the decision of a parent to remove his or her child from a team for any reason. However, once the child is removed, he or she may not return to that team for the remainder of the sport season and may not try out for another sport for the remainder of that school year.

Dances and Special Event Guidelines

School dances are a privilege and are designed to promote community, school spirit, and a safe social environment for students. The following expectations must be followed at all times:

- **Eligibility:**
 - **Middle School Dances:** Only current middle school students (grades 6–8) may attend. No high school or elementary students are permitted.
 - **High School Dances:** Only current high school students (grades 9–12) may attend. Guests must also be high school students and may be subject to approval by school administration.
- **Attire:** Students and guests are expected to wear modest, age-appropriate attire that aligns with the values of our school. Dresses or other formal wear must be approved in advance by the designated event supervisor or chaperone. Specific guidelines and the name of the designated approver will be shared when the event is announced. In general, clothing that is overly revealing, tight-fitting, or contains inappropriate language, graphics, or symbols is not allowed. Students may be asked to change or leave the event if attire does not meet expectations.
- **Behavior:** All school rules apply at dances and school-sponsored events. Students and guests must behave respectfully and follow directions from chaperones and staff. Inappropriate dancing, language, or conduct will not be tolerated and may result in removal from the event and further disciplinary action.
- **Guests:** If a dance allows for outside guests, they must be approved in advance by administration through a guest form process and must meet the grade-level eligibility criteria listed above.

Lunch Program

St. Joseph Catholic School Cafeteria offers a hot lunch each day. Lunch must be paid for in advance through the Meal Magic Program or loaded into student accounts through the school office. All checks need to be made out to St. Joseph Catholic School for the cafeteria. Parents are notified via email when the student has \$15 remaining in their prepay account.

Students may bring lunch from home. Students are asked to have their meals with them when they arrive at school. Students who forget their lunch may call home before the school day begins. Lunches that are brought to school by parents should be delivered to the office before 10:50am. Elementary students who do not have a lunch box will be charged for a tray. Food from fast food or local restaurants is not permitted in the cafeteria if it is in branded containers or packaging. 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.

Middle and High School students must be in the cafeteria with food. Once finished eating, students **may only leave** the cafeteria if they have a **pre-arranged teacher note** to go to that class. The **courtyard** is a privilege reserved for **seniors only**. Any misbehavior in the courtyard may result in the loss of this privilege.

The courtyard is a senior privilege and is only allowed for seniors. Any misbehavior may result in the loss of that privilege.

Lunchroom expectations

1. Enter the cafeteria in an orderly manner.
2. Place all lunch wrappings, scraps, straws and empty milk cartons in containers before leaving.
3. Clean up your table.
4. Place your chair under the table.
5. Pick up any wrapping, food, etc., that may have fallen on the ground or the floor.
6. Remain seated at the table until dismissed by your teacher.

Off Campus Educational Opportunities (formerly Field Trips) Policies & Forms

Parent permission is required for all off campus field trips taken by student groups. A field trip is a privilege, not a right. Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Students are expected to adhere to all school rules while on field trips.

The purpose of a field trip is to enrich and foster knowledge of the community, and to develop and refine student behavior appropriate to a variety of social situations. Field trips are encouraged if they are an integral part of the development of the subject studied. They should be well planned, and students should view them as class outside the classroom, not as a day of play. Teachers are expected to accompany their class on a field trip. Teachers, at their discretion, may invite parents to accompany their child on the trip. Parents must go through the Protection of Children Training if they are acting in the role of a chaperone. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Joseph Catholic School risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.

All plans for field trips must receive approval from administration. This contact should be made as early as possible, at least 4 weeks in advance, in order to be placed on the monthly calendar for parents. To be allowed to go on a field trip, students must turn in a signed permission form. Field Trip Permission Forms are available in the front office. Signed Parent slips should be returned to the teacher at least one week prior to the trip. NOTE: No student is permitted to call home for permission to go on a field trip. A phone call is not acceptable permission for a child to attend the field trip with their class. Field trip permission slips must be retained in the school office for one year. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day. If a student is not offered the privilege of attending the field trip as a decision from the school, a corresponding alternate assignment must be provided to that student.

Uniform & Dress Code

St. Joseph Catholic School strives to maintain a uniform appearance that shows pride in our school and in our students. To achieve this, uniforms for St. Joseph Catholic School should only be purchased through [Tommy Hilfiger](#).

No unauthorized personal alterations are to be made to any uniform piece. Please utilize this handbook passage and stated notice during parent meetings that all have been advised regarding the school’s uniform policy. Any uniform offense will result in disciplinary action. This action will include but not be limited to the following:

- Items worn or displayed that are not a part of the official uniform may be collected by the staff and may be held until the last day of the semester.
- Any uniform infraction (including shaving) requires an immediate fix. If not possible, then students will be sent to the office.
- 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.
- A conference will be set up at the time of the offense between the discipline administrator, a parent or guardian and the student.

- Habitual uniform violations (more than 3) may result in a penalty of a one-day, in-school suspension, which carries a cost of \$25. Subsequent violations shall mandate accelerated disciplinary actions, including being sent home to correct the concern, detention, and suspension from school.

School Uniforms

The administration has final authority on the appropriateness of all dress, hairstyles, and accessories. You can purchase uniforms here: <https://www.globalschoolwear.com/school/STJO60>.

Regular Day Uniform

- **Boys:** Official khaki pants/shorts with belt, tucked in shirt (short/long-sleeve), closed-toe and closed heel shoes (tennis shoe bottoms for elementary), socks, school-approved jacket/sweater.
- **Girls:** Official school khaki pants, tucked in shirt (long or short sleeved), or school plaid jumper or skirt and white blouse; or official school polo dress (PK3-Kindergarten), closed-toe shoes and closed heel shoes (tennis shoe bottoms for elementary), socks, sweatshirt or sweater; or official

Mass Uniform

- **Boys:** Khaki pants (or shorts for elementary) with belt with tucked-in white button-down shirt, tie, white socks, and appropriate shoes (tennis shoe bottoms for elementary).
- **Girls:** Jumper (for PK3-2nd grade)/plaid skirt with tucked-in white blouse and cross tie, white socks, and appropriate shoes (tennis shoe bottoms for elementary).

Additional Guidelines

- Clothing must be appropriately sized, properly worn, and free of excess (no oversized or undersized attire).
- Shirts must be tucked in; collars and cuffs buttoned, shoes tied, and belts worn on any pants that have belt loops.
- Girls may wear **full-length**, non-flared leggings/tights in black, white, gray, or navy (no patterns or embellishments) are permitted under pants, skirts, skorts, and shorts.
- Hair for all students must be neat, clean, combed, and not covering the eyes.
- Hair accessories must be green, white, or black.
- Hair colors should appear **natural**—including shades that could occur naturally in human hair (e.g., black, brown, blonde, auburn, natural gray, etc.). **Distracting or extreme hairstyles and colors** are not permitted.
- Boys must be clean-shaven unless medically excused with a note approved by administration. Exception: *No Shave November* with guidelines.
- No head coverings, scarves, or hoodies worn indoors.
- Body paint is not permitted during the academic day.
- Piercings are limited to girls' ears only—no dangling earrings for elementary. No gauges allowed.
- Fingernails must be at a manageable length. OLOL students may not have nail extensions (press-ons, acrylics, gels, etc.).
- Shorts are not permitted on Mass Days.
- Undershirts must be white, imprint-free, and not visible beneath sleeves or shirt hem.
- OLOL students may not wear makeup.
- The girls' uniform skirt or skort shall be a finished length that coincides with, or is less than, three inches above the top of one's knee (Determined from a knelt position). Rolling up skirts will result in detention.
- Socks must be worn at all times.
- Shoes must be closed-toe, closed-heel, fastened, and have tennis shoe-style soles. 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.

- Pre-K3 & Pre-K4 students must wear no-tie shoes (e.g., Velcro).
- Only official jackets, anoraks, St. Joseph School letterman jackets, or in some cases the official school sweatshirt are the ONLY outer garments allowed to be worn into the building during the school day, on St. Joseph school buses, or at sanctioned school functions. This includes jackets for sports teams, jackets bought from Fan Cloth, or other school related vendors. For example, appropriate in-season SJCS-issued sporting attire (Jackets, warm-ups...) on a game day would be allowed. **On Mass Days, only Tommy Hilfiger jackets may be worn.**
- Blankets and the like will not be “worn” in the building
- Only school-issued or approved religious, academic, leadership, service, or athletic pins and medallions are allowed.
- It is recommended that students have their clothing items labeled. The school is not responsible for lost clothing items.

Physical Education Uniforms

P.E. attire will consist of gym shorts of appropriate length and a t-shirt.

Uniform Guidelines

Students are to be in uniform and present a well-groomed appearance at all times. Personal grooming and application of SJS students’ make-up may only be done at home or in the school restrooms; it is prohibited in the classroom, hallways and all common areas.

Out of Uniform Policy

Students are allowed to dress out of uniform on designated days, including Friday T-shirt days and spirit days. Friday T-shirts, organized by the Booster Club or SGA, must be worn with uniform bottoms unless otherwise noted. On spirit days, which are days of home football games, students may wear green and white attire. All out-of-uniform days will be communicated in advance, and parents are expected to ensure their child’s attire complies with the guidelines. The following out of uniform days are planned for each school year:

- Back to School Bash (SGA T shirt and uniform bottoms)
- Parish Fair (Parish Fair T shirt and jeans)
- Homecoming Week (dress up days will be announced 2 weeks prior)
- Homecoming Day (SGA T shirt and jeans)
- Halloween (Halloween themed dress or shirt and uniform bottoms)
- Last school day before Christmas break (tacky sweater and uniform bottoms)
- 100th day of School (Dress as a 100 year old)
- Catholic Schools Week (dress up days will be announced 2 weeks prior, as well as SGA t shirt and uniform bottoms)
- Valentine’s Day (Valentine themed dress or shirt and uniform bottoms)
- Mardi Gras (Mardi Gras themed dress or shirt and uniform bottoms)
- St. Patrick’s Day, if applicable Irish themed dress or shirt and uniform bottoms)
- May Day (SGA T shirt and uniform bottoms, students may bring appropriate length shorts on this day)

For days of extracurricular events and/or games, the Principal and the team’s head coach will determine special attire. The pants will be the prescribed uniform bottoms for these days.

Off-Campus Conduct

Students are expected to conduct themselves in a manner that reflects the values and mission of the school, both on and off campus. This includes maintaining respect for others, demonstrating responsibility, and upholding the dignity of the school community while away from school grounds. According to Diocesan Policy 5402, A school may subject a student to discipline whenever the conduct of the student directly and immediately affects the good order, efficiency, management and welfare of the school. If such misconduct reflects negatively upon the reputation and/or integrity of the school it may be considered grounds for disciplinary action by the school administrator in consultation with the Superintendent of Schools. Online misconduct such as cyberbullying also constitutes grounds for disciplinary action and schools must work closely with parents and other authorities to ensure students are protected online and on social media.

Lockers

For the security of one's possessions and for good order, it is highly recommended that SJS lockers should be locked and combinations kept as a private matter. Students are assigned lockers and are only permitted to use their own lockers. Students are not permitted to share lockers with other students. OLOL lockers should always remain unlocked. The care of the locker, inside and outside, is the student's responsibility. Locker decorations are allowed for special occasions. Poor housekeeping will result in detention. Prior to Christmas, Easter and the end of the school year, lockers are to be cleaned thoroughly. Since lockers are the property of the school, the school administration can have a locker check or repair occupied lockers at any time. A minimum \$25 locker damage fee will be collected from students whose lockers are damaged. The right of inspection of students' school lockers is inherent in the authority granted to an administrator in his/her role to protect the welfare/safety of all students. These inspections should be exercised for the purpose of assuring parents/guardians that the school, will employ safeguards to protect the well-being of all students.

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

Student Directory

In the FACTS SIS, families may choose to have their contact information listed for publication in a Student Directory. Under the laws of FERPA, parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used for solicitations of any kind or sold for any other purposes.

Class Parties and Celebrations

High school students do not have any scheduled class parties. To support a focused learning environment and limit disruptions to the school day, we have the following guidelines for PK-6th grade classroom celebrations and snacks:

- **Birthdays:**
We do not host birthday parties at school. **Deliveries of party snacks, decorations, or full meals will not be accepted.**
If you would like to provide a small birthday treat (such as cupcakes or donuts), please contact your child's teacher in advance. These treats may be shared as an **end-of-day snack** only.
- **Class Parties:**
Classroom parties will be limited to **Valentine's Day** (if it does not interfere with Lent) and **Christmas**. All snacks for these celebrations must be **coordinated with the teacher** to ensure they are appropriate and do not interfere with the school lunch schedule. Please note that **full meals are not permitted**.

We appreciate your understanding and cooperation in helping us maintain a positive and productive school environment.

Parent Organizations

The Irish Family is our school's parent organization, dedicated to fostering community and supporting school events and activities. Each class has a designated parent coordinator who helps facilitate communication about class parties, events, and opportunities for service hours. We encourage all parents to attend Irish Family meetings to stay informed and involved in school activities. Your participation helps strengthen our school community and ensures a successful and engaging school year for all.

Photo & Video Release

Photos and videos of students will not be shared without parent/guardian consent. Consent is given during online enrollment.

Use of School Grounds

Any use of school grounds must be approved by administration.

Volunteers

All individuals who volunteer in the school, during school hours, must complete the Diocesan mandated background check and training. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress, or problems at school are not for sharing in the community. Conversations between parents, teachers and students in the school are confidential. Volunteers should not discuss these conversations outside of school. Refer any concerns to the Administration. All volunteers will be required to sign the Volunteer Pledge.

Please see the following regarding parent chaperones for field trips:

1. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
2. All chaperones must be 25 years of age or older.
3. Chaperones should not smoke while on the field trip. This includes the use of electronic cigarette and vapor products.
4. Chaperones should dress modestly and appropriately on the field trip. Teachers will notify all chaperones of the appropriate dress code for the trip.
5. Chaperones should refrain from cell phone use while on the field trip.
6. Chaperones should not allow students to use their cell phones on the field trip.
7. Chaperones should be involved in active supervision while on the field trip and not engaged in social conversation with other chaperones.
8. Chaperones may be held responsible for accidents or injuries that happen due to their negligence.
9. Chaperones should not distribute snacks to students while on field trips.
10. Chaperones should not provide money to students while on field trips.
11. Chaperones should not photograph students during the field trip and then share or post the photos on the chaperone's social media sites.

Schools Right to Amend

A copy of this handbook shall be electronically distributed annually and be in the possession of each family. A form which indicates receipt of the handbook, and an agreement to follow and support the rules and

regulations of St. Joseph Catholic School is to be signed by students and parents/guardians each academic year and kept on file in the school. This handbook will be reviewed and updated by the school/center each year. St. Joseph Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the student mail or through e-mail communication.

PHOTO-VIDEO RELEASE

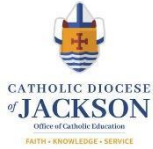
I hereby give permission for my son/daughter _____ to be photographed or videotaped at St. Joseph Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding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

Signed:_____

Date:_____

Return by _____

Field Trip Permission Request Form



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

We, the undersigned parent(s) or legal guardian(s) of _____ do hereby _____

(Name of Child/Youth)

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

_____ on _____
(Activity and Location) (Date)

We understand and agree that our child will be transported via _____
(Transportation Service)

We will depart from _____ at _____
(Name of School or Church) (Time Leaving)

and return at _____
(Time Returning)

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

In consideration of these and other things, I release, indemnify and agree to hold _____ Catholic School,
(Name of School)

_____, Catholic Church, the Catholic Diocese of Jackson, teachers, chaperones, priests,
(Name of Church)

bishops, administrators or any of their employees, agents or contractors ("Released Parties") from any liability for my

child's physical or mental injuries that might occur during this field experience.

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

Signature of Mother/Legal Guardian

Signature of Father/Legal Guardian

Date

Date

In case of emergency call:

1. _____ at _____

Name/Relationship

Phone Number

2. _____ at _____

Name/Relationship

Phone Number

My child, _____, has the following medical concerns: _____



FARE.

Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

**PLACE
PICTURE
HERE**

Name: _____ D.O.B.: _____

Allergic to: _____

Weight: _____ lbs. Asthma: ☐ Yes (higher risk for a severe reaction) ☐ No

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

☐ **Special Situation/Circumstance** - If this box is checked, the child has an extremely severe allergy to the following food(s) _____.

Even if the child has MILD symptoms after eating (ingesting) this food(s), Give Epinephrine immediately.

For ANY of the following SEVERE SYMPTOMS

 LUNG Shortness of breath, wheezing, repetitive cough	 HEART Pale or bluish skin, faintness, weak pulse, dizziness	 THROAT Tight or hoarse throat, trouble breathing or swallowing	 MOUTH Significant swelling of the tongue or lips
 SKIN Many hives over body, widespread redness	 GUT Repetitive vomiting, severe diarrhea	 OTHER Feeling something bad is about to happen, anxiety, confusion	OR A COMBINATION of symptoms from different body areas

▼ ▼ ▼

1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
- Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
- Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
- If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
- Alert emergency contacts.
- Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return

MILD SYMPTOMS

 NOSE Itchy or runny nose, sneezing	 MOUTH Itchy mouth	 SKIN A few hives, mild itch	 GUT Mild nausea or discomfort
--	--	--	--

FOR MILD SYMPTOMS FROM MORE THAN ONE BODY SYSTEM, GIVE EPINEPHRINE.

FOR MILD SYMPTOMS FROM A SINGLE BODY SYSTEM (E.G. SKIN, GI, ETC.), FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE _____

DATE _____

HEALTHCARE PROVIDER AUTHORIZATION SIGNATURE _____

DATE _____



FARE
Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

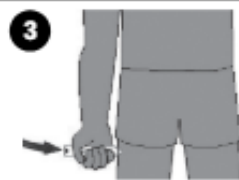
HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q® from the outer case. Pull off red safety guard.
2. Place black end of Auvi-Q® against the middle of the outer thigh.
3. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
4. Call 911 and get emergency medical help right away.



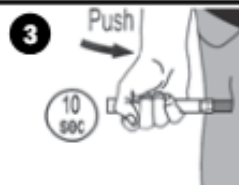
HOW TO USE EPIPEN®, EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION

1. (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN
2. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
3. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENALINE®), USP AUTO-INJECTOR, AMNEAL PHARMACEUTICALS

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps; you will now see a red tip. Grasp the auto-injector in your fist with the red tip pointing downward.
3. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh. Press down hard and hold firmly against the thigh for approximately 10 seconds.
4. Remove and massage the area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward. With your other hand, pull off the blue safety release.
3. Place the orange tip against the middle of the outer thigh at a right angle to the thigh.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
5. Remove and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.



HOW TO USE SYMJEPI™ (EPINEPHRINE INJECTION, USP)

1. When ready to inject, pull off cap to expose needle. Do not put finger on top of the device.
2. Hold SYMJEPI™ by finger grips only and slowly insert the needle into the thigh. SYMJEPI™ can be injected through clothing if necessary.
3. After needle is in thigh, push the plunger all the way down until it clicks and hold for 2 seconds.
4. Remove the syringe and massage the injection area for 10 seconds. Call 911 and get emergency medical help right away.
5. Once the injection has been administered, using one hand with fingers behind the needle slide safety guard over needle.



ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Epinephrine first, then call 911. Monitor the patient and call their emergency contacts right away.

EMERGENCY CONTACTS – CALL 911

RESCUE SQUAD: _____
DOCTOR: _____ PHONE: _____
PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____ PHONE: _____
NAME/RELATIONSHIP: _____ PHONE: _____
NAME/RELATIONSHIP: _____ PHONE: _____

Form provided courtesy of Food Allergy Research & Education (FARE - FoodAllergy.org) - January 2023

[The Catholic Diocese of Jackson](#)

[Office of Catholic Education](#)

Mississippi Immunization Requirements

All children enrolled in a diocesan school must meet the Mississippi Department of Health's medical examinations and immunization requirements.

MISSISSIPPI SCHOOL IMMUNIZATION REQUIREMENTS

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

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

OR a

Certificate of **Medical Exemption** (Form 122 – NOT computer generated). **This form MUST be signed by the State Epidemiologist or Deputy State Epidemiologist** (refer to the Medical Exemption section for specific information).

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

Mississippi School Entry Immunization Requirements^a

Vaccine/Antigen	Number of Doses
Diphtheria, Tetanus, Pertussis (DTaP) ^b	5 ^c
Polio	4 ^d
Hepatitis	3
Measles, Mumps, Rubella (MMR)	2 ^e
Varicella (chickenpox)	2 ^f

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

Mississippi School Entry Immunization Requirements^a

Vaccine/Antigen	Number of Doses
Tdap (7th grade entry)	1 ^a

- a) Tdap administered at 7 – 10 years: Children aged 7 – 9 years who receive Tdap should receive the routine Tdap dose at age 11 – 12 years. Children aged 10 years who receive Tdap do not need to receive the routine Tdap dose at age 11 – 12 years.

Revised 06/03/2020

Medication Administration Authorization Form

School Name

Street Address • City, • ST Zip • Phone • Fax

MEDICATION ADMINISTRATION AUTHORIZATION FORM

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

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

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

Parent/Guardian Authorization

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

(Parent/Guardian Signature)

(Date)

(Phone)

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

Student's Name: _____

School: _____

Birthdate: _____ Age: _____ Grade: _____ Allergies: _____

Name of Medication: _____ Dosage to be given: _____

Please indicate prescription or non-prescription (OTC) ☐ Prescription ☐ Non-Prescription (OTC)

Time/frequency to be administered: _____

Method of Administration (i.e. oral, inhale) _____

Other recommendations/Side Effects/Special Considerations: _____

Diagnosis/Medical reason for medicine: _____

X _____
(Licensed Health Care Provider Signature) (Date) (Phone)

School's Right to Amend

St. Joseph Catholic School reserves the right to amend this Handbook to ensure alignment with the Diocesan policy, which can be found at <https://jacksondiocese.org/leadership-governance>. Notice of amendments will be sent to parents via the school or through e-mail communication.

- Most recent approval from School Advisory Council on July 16, 2025

Parent Signature Page

Parental Cooperation Agreement

All parents/ guardians of students at St. Joseph Catholic School are required to sign below and return this page to the school showing their support and understanding of the policies of the school and Diocese. Parents must sign this form to keep their children enrolled at St. Joseph Catholic School.

I have read the 2025 – 2026 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Student Names: _____

Student Signature: _____

Parent Signature: _____

Date: _____

Parent signature: _____

Date: _____