

ST. JOSEPH SCHOOL

3406 Hwy 107 South

Plaucheville, LA 71362

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318-922-3401

Diocese of Alexandria



PARENT/STUDENT HANDBOOK 2021-2022

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History of St. Joseph School

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

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

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

St. Joseph School Philosophy

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

St. Joseph Mission Statement

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

Our Purpose

St. Joseph School is a co-educational school owned by Mater Dolorosa Church. The school has the approval of the Louisiana State Board of Education. Although the high school department is primarily college preparatory, the curriculum also attempts to meet the needs of all students. St. Joseph School aims to provide its young people with a vibrant Christian community in attaining emotional, physical, and mental habits, nurtures desirable social relationships with others by implanting an appreciation for worthwhile activities, pride in accomplishment, and a sense of obedience and loyalty to the laws of community and toward an adulthood based on personal responsibility, creativity, initiative, and enduring values.

Educational Goals

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

- In particular, we at St. Joseph's School
 - ...work to develop in students a sense of personal dignity along with a responsible relationship with God and fellow human beings:
 - ...show our boys and girls how to respond best to the grace of God and the efforts of their teachers:
 - ...challenged student's good spirits, which include temperament and character, by the daily example of the dedication of the teachers:
 - ...enrich students' minds and hearts, through the formative assimilation of academics:
 - ...Assist students in their own initiatives liturgical functions, and athletic activities.

Non- Discriminatory Policy

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

The St. Joseph School Parent-Student Handbook

This handbook exists to foster the efficient operation of St. Joseph School. **The school administration is given flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. The contents of this handbook are subject to change at any time when it is determined that changes are necessary and in the students' best interests by the school administration.**

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

The St. Joseph School Parent Cooperation Statement

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

General Information of Personnel Duties

The Administrator (Principal)

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

The Classroom Teacher

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

The Class Sponsor

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

The School Bookkeeper

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

Special Services

Speech Therapy

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

Title I Services

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

Services can be applied two ways.

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

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

504 Accommodations

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

St. Joseph School can accommodate and modify some needs. Specific accommodations and modifications for each individual child will be reviewed by the 504 coordinator and administration. An Individual Accommodation Plan(IAP) then will be written. St. Joseph School reserves the right to change policy as needed for the betterment of the educational experience of the school.

School Nutrition Program

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

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

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

refund, parents must complete the Lunch Refund form provided by the manager. (Handbook of policies for Catholic Schools for Diocese of Alexandria)

Library

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

Library:

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

FACTS Tuition Management

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

Fees

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

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

Tuition

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

home. **If a student withdraws from St. Joseph School, you are responsible for that month's tuition and one-month advance tuition. If a student is not returning to St. Joseph School after the school year is finished, your tuition will stop in July.**

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

NSF Charges

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

Graduating Senior Tuition Policy

All tuition and fees must be paid prior to graduation. *Senior tuition can be financed over ten-months (Aug-May).*

*******ALL TUITION AND FEES MUST BE PAID BEFORE GRADUATION IN ORDER TO RECEIVE BOTH DIPLOMA AND TRANSCRIPTS.*******

General Office/School Procedures

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

First Morning Bell	8:00 a.m.
Tardy Bell:	8:10 a.m.
Dismissal Bell	2:45 p.m.

Change of Family Demographic Information

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

Child Custody

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

Student Transportation Changes

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

Communication

RenWeb:

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

Google Classroom

Google Classroom provides students and teachers with the ability to communicate and complete assignments, homework, and/or tests. Each student is given a gmail account that provides access to Google Classrooms and other apps that will be used during a school year.

Weekly Teacher Newsletters

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

St. Joseph School Website – www.sjsplaucheville.org

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

The St. Joseph School – Plaucheville, La. Facebook Page

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

Direct Parent Communication with Teachers

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

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

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

MEDICAL

Student Medical Alert Conditions

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

Health Records

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

Medication Policy

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

New Medication

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

Lice

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

GUIDELINES
Registration Procedures

Admission

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

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

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

New High School Students

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

Attendance Regulations

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

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

2. **Absence Permits**

Absences from school are for personal illness of a student, for a death in his immediate family, and for authorized school activities. Only the principal or assistant principal can excuse absence. Parents must sign children In and Out of school. NO EXCEPTIONS. NO MORE SIGNING OUT OVER THE PHONE. No student, regardless of their age, will be allowed to sign themselves out. If someone other than the parents are signing a child out, they must have a picture ID to show proof even if they are on the emergency list. Personal trips or help needed at home are considered truancy, and no make-up schoolwork is assigned.

Work missed during an excused absence may be made up. However, a student can never completely make up a day missed from school. A student should make every effort to maintain a perfect record of attendance. Absences are limited to 5 per

semester per class for students in grades 7-12 and 17 per school year for elementary students. Any student missing more than this amount, other than for reasons of Doctors excuse, a death in the family, or natural disaster fails for the semester or year. **We will not accept a faxed Doctor's excuse. Students have 3 days to bring in their Doctor's excuse. However, St. Joseph reserves the right to change or amend policy if needed.**

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

****If student is running fever they may not return to school until they have been fever free for 24 hrs without taking fever reducing medication.
Our regulations define fever as a temperature of 100.4.****

3. Tardy Permits

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

Truancy

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

Dismissal Procedures

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

1. No bus riding students will be allowed other transportation home without prior knowledge given in writing to the teacher/administration.

2. No car riding students are allowed other transportation home without prior knowledge given in writing to the teacher/administration.

3. All students must arrive and depart from vehicles by the Third Grade classroom. If late arrival or early departure is required, it must be done in the office.

5. If children are to be picked up by someone other than the person who normally picks them up, parents must notify the teacher IN ADVANCE, IN WRITING. The designated person will be required to present photo identification to front office personnel in order to pick up the children.

6. Students will not be allowed to walk to or from the church parking lot.

7. Parents must remain in vehicles and drive to designated arrival and departure place to drop and pick up students. *(For the safety of students, walking traffic on campus will remain closed.)*

Safety Procedures

Student Safety

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

School Safety Plan

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

Emergency Closing

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

Plan of Action- (COVID-19) Other Health Policies and Procedures

Depending on the COVID-19 status of the State of Louisiana at the beginning of the 2021-2022 school year, these policies may be in effect. St. Joseph School reserves the right to amend, change, omit, and/or etc. if necessary for the health and safety of our faculty, staff, and students.

This safety/health plan of action is put forth to promote and prevent the spread of illness. With the collaborative effort of all stakeholders, St. Joseph School can continue to provide a safe and healthy environment for all learners/educators. **All policies and procedures are subject to change due to local/state/federal or Diocesan guidelines and regulations.**

Through continued communication with all, St. Joseph School will maintain updated procedures and policies. (*See appendix A for contact list.*)

Protocols for absences and returning students/staff

Due to the COVID19 pandemic, parents of students and staff will be required to give a specific reason for said absence. The purpose is to maintain a safe and healthy environment for all. If students/staff exhibit any symptoms, they will be sent home immediately. St. Joseph will follow public health guidelines on how to proceed. These guidelines include, but are

not limited to continued communication with all stakeholders, implementation of expanded sanitation procedures, student/staff mandated quarantine, and implementation of distance learning procedures due to school closure.

Upon returning, students/staff must present a completed Return to School Certification for COVID-19 and will participate in a temperature check. Our regulations define fever as a temperature of 100.4. Therefore, they must be fever free without taking fever reducing medications in the last 24 hours. There should not be any sign of shortness of breath, sore throat, and/or cough. St. Joseph School reserves the right to add or edit these policies and procedures for the betterment of all stakeholders.

Sanitation and Prevention

To sanitize is to be free from dirt, germs, etc., as by cleaning or sterilizing. This will become a constant focus of St. Joseph. All stakeholders will be required to maintain healthy hygiene habits that continue to prevent the spread of illness. **Sanitation procedures are subject to change as requested by local/state/federal guidelines or the Diocese of Alexandria.**

The following sanitation practices are required:

- Staff will engage in healthy habit multiple daily sanitation of areas before the arrival of a new group of students (*This includes but is not limited to classrooms, bathrooms, cafeteria etc.*)
- Staff will engage in healthy habit multiple daily sanitation of materials before the arrival of a new group of students (*This includes but is not limited to technological devices, writing materials, instructional materials etc.*)
- Staff will engage in healthy habit multiple daily sanitation of frequently touched surfaces before the arrival of a new group of students (*This includes but is not limited to desk/table tops, doorknobs, light switches etc.*)
- Faculty, staff, and students will be required to wash hands or sanitize before exiting and entering a room.
- Administration will provide hand sanitizing stations (60% alcohol) to all classrooms and throughout the school campus. Staff will encourage healthy habit multiple sanitation to prevent the spread of illness through transference of fluids (*cough or sneezing*).

To prevent is the action of stopping something from happening or arising. All stakeholders will be required to maintain healthy hygiene habits that continue to prevent the spread of illness. **Prevention procedures are subject to change as requested by local/state/federal guidelines or the Diocese of Alexandria.** St. Joseph School reserves the right to add or edit these policies and procedures for the betterment of all stakeholders.

The following preventable measures will be implemented:

- Arrival and departure points will be mandatory to continue the practice of social distancing. (*Students will only be allowed to be dropped off and picked up by the Third Grade classroom upon daily arrival and dismissal. Arrival time is 7:15AM. Departure time is 2:45PM. If late arrival or earlier pickup is required, it MUST be done in the office. Driving students will be required to enter and exit at the designated area. This is to limit the walking traffic on campus for the safety/health of all students.*)
- Upon Arrival and before the parent/guardian leaves, a temperature check will be required. Our regulations define fever as a temperature of 100.4. If a student presents with a fever temperature they must be sent home immediately.
- The Student Handbook requires all students who are ill to stay home until they are fever free for twenty-four hours without the aid of fever reducing medication. (*Upon returning, students/staff will participate in a temperature check. They must also be fever free without taking fever reducing medications in the last 24 hours. Our regulations define fever as a temperature of 100.4. There should not be any sign of shortness of breath, sore*

throat, and/or cough. St. Joseph School reserves the right to add or edit these policies and procedures for the betterment of all stakeholders.)

- Per safety and health guidelines (July 2020), staff/students will have twice daily temperature checks. (*Temperature check will be upon arrival and before students attend lunch. If presented with fever, students/staff will be sent home immediately. Sanitation methods will increase if needed.*)
- Communal water fountains will be closed. (*Students will need to bring a water bottle daily.*)
- Sharing of materials and supplies will be prohibited.
- Faculty, staff, and students will be required to wash hands or sanitize before exiting and entering a room.
- Administration will provide hand sanitizing stations (60% alcohol) to all classrooms and throughout the school campus. Staff will encourage healthy habit sanitation to prevent the spread of illness through transference of fluids(*cough or sneezing*). Students will be allowed to carry small bottles of hand sanitizer in their backpack.
- Grade level containment measures. (*Students will only come in contact with their immediate classmates. This would be implemented in areas not limited to classroom, playground, cafeteria etc.*)
- Social Distancing measures and staggered schedules. (*This would be implemented in areas of but not limited to classroom, playground, cafeteria etc if possible. If not possible grade levels will be assigned a static group. Staff will engage in healthy habit multiple daily sanitation of frequently touched surfaces before the arrival of a new group of students. CDC regulations and guidelines define social distancing as maintaining a distance of six feet apart from non family/class members.*)
- Masks -While inside the school facility, all adults and students in grades 3 through 12 must wear a face covering. While inside the school facility, students in grades Pre Kindergarten through grade 2 may wear a face covering. While inside the school facility, children under two years old and individuals with breathing difficulties should not wear face coverings. (*A mask can be any color or style as long as they are not considered offensive. Students may wear disposable or cloth masks. St. Joseph will have a permanent washable mask with SJS logo available from a local vendor for a fee.*)

Bus Sanitation and Prevention

St. Joseph Elementary and High School transportation will practice sanitation and prevention regulations to insure the safety of students/drivers. Temperature checks will be required before entering the bus. Our regulations define fever as a temperature of 100.4. If a student presents with a fever temperature they must be sent home immediately. Administration will provide hand sanitizer (60% alcohol) for the St. Joseph School bus to practice healthy habits before entering and exiting the bus. **All policies and procedures are subject to change due to local/state/federal or Diocesan guidelines and regulations.**

Reopening After Closure

St. Joseph will provide a Plan of Action in the event of an emergency closure. A deep sanitation and prevention campaign will be implemented. All materials sent home for the continuation of education will be returned prior to reopening for a deep cleaning and sanitation by St. Joseph School. Sanitation and prevention methods previously stated will be increased to decrease the outbreak of recurring illness. Through continued communication with all stakeholders, St. Joseph School will update procedures and policies as needed. (*See appendix A for contact list.*)

Deep Cleaning Procedures

Deep cleaning regulations and procedures will be implemented through the following of the recommendations of local/state/federal agencies and the Diocese of Alexandria.

This will include but is not limited to:

- Staff will engage in deep cleaning sanitation of areas (*This includes but is not limited to classrooms, bathrooms, cafeteria etc.*)
- Staff will engage in deep cleaning sanitation of materials (*This includes but is not limited to technological devices, writing materials, instructional materials etc.*)
- Staff will engage in deep cleaning sanitation of frequently touched surfaces (*This includes but is not limited to desk/table tops, doorknobs, light switches etc.*)
- Staff will engage in the distribution of a wide spread deep cleaning sanitation cleanser to disinfect all unreachable areas.

Communication

St. Joseph School is committed to providing a safe and healthy environment for all. Therefore, all stakeholders will continue to remain in contact throughout the school year. In the event of an emergency, administration will contact parents/guardians through the designated school messenger. (*See appendix A for contact list.*)

All parents/guardians must provide the following communication information:

- Home number
- Work number
- Cell number
- Alternative selected number
- Mailing address
- Physical address
- Working email

Transportation

Bus Transportation

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

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

Car Riders

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

1. **All students must arrive and depart from vehicles by the Third Grade classroom. If late arrival or early departure is required, it must be done in the office.**
2. All students should be fully dressed for school, have their school bag packed and ready to grab, have all tech equipment off, be finished eating breakfast and ready to exit the vehicle. If any of the above are not done by the time you enter a parking lot, plan on parking until your child is totally ready for school.
2. Student drop off begins at **7:15a.m.** at which time teachers will be at their assigned duty stations. **No child should ever be allowed to leave your car if there is not a duty teacher present!**
3. All instructions communicated to parents and all road/parking lot signage should be observed and directions communicated and ALL ROAD SIGNAGE OBSERVED for the safety of students and parents.
4. At 8:00 a.m., duty teachers leave their duty stations. PARENTS DROPPING OFF THEIR CHILDREN AFTER 8:00 a.m. MUST report to the front of school and accompany their children into the front office and check them in.
5. A student is considered TARDY at 8:10 a.m.
6. Students will not be allowed to walk to or from the church parking lot.
7. Parents must remain in vehicles and drive to designated arrival and departure places to drop and pick up students. *(For the safety of students, walking traffic on campus will remain closed.)*

Student Driving/Parking

Any Student with a VALID DRIVERS LICENSE must register their vehicle with the office to receive a permit to park. Parking Permits will be \$10.00. THOSE STUDENTS NEEDING ENROLLMENT VERIFICATION FORMS MUST NOTIFY THE SCHOOL OFFICE FIVE (5) DAYS IN ADVANCE. **All students must arrive and depart by the First Grade classroom. If late arrival or early departure is required, it must be done in the office.**

Academics

St. Joseph School reserves the right to add, remove, or change any of the following academic policies. In order to maintain full accreditation by the Department of Education of the State of Louisiana, the school requires students to meet minimum requirements for graduation.

Grading System and Explanation (High School)

<u>Grade</u>	<u>Scale</u>	<u>Quality Points</u>
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59 and Below	0

Grading System (Elementary)

<u>Grade</u>	<u>Scale</u>	<u>Quality Points</u>
A	93-100	4
B	85-92	3
C	75-84	2
D	67-74	1
F	66 and Below	0

Block Schedule

Students in grades 7th-12th will be on a 4x4 Block schedule. Except for Seniors, students will take 4 courses during the Fall semester and 4 courses during the Spring semester. Seniors will take what they need to graduate. Each course for 9th-12th grade will be worth 1 Carnegie unit.

Report Cards

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

Mid-Period (Progress) Reports

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

Make-Up Examination

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

Final Examinations

Final examinations are obligatory for all students unless exempt by having a 4.0 for both 9-week periods. If the student should fail to take an exam and subsequently fail to take a make-up exam, the exam grade is "F".

Grading Policy (Grades 7th- 12th)

_____ St. Joseph School administration reserves the right to implement, change, exclude, or amend this grading policy as needed in case of personnel change, school closure, or etc.

1. A minimum of nine tests or grades is given per nine-week period.
2. Averaging grades for a nine-week period and the semester is as follows:
 - a. A quality point average of not less than "1" is required as the passing mark.
 - b. When a student's average is above "1", a fraction of less than one-half is discarded and a fraction of one-half or more is counted as the equivalent of one.
3. Procedure for determining the nine-week grade.
 - a. The nine-week grade is the responsibility of the teacher and shall be based on the student's work and the respective grading scale.
4. Procedure for determining the final grade.
 - a. Average the quality points earned for the two nine-week periods (doubled) with the quality points earned on the final examination and divide by 5.
5. All students are required to take final exams except for students with "A" on both Nine (9) weeks.
6. A student must have a minimum of 5 quality points to pass the class and a student MUST pass the 2nd Nine (9) weeks or final to receive full credit.

Grading Policy (Elementary)

_____ St. Joseph School administration reserves the right to implement, change, exclude, or amend this grading policy as needed in case of personnel change, school closure, or etc.

1. Procedure for determining the nine-week grade:
 - a. A minimum of six tests or grades in major subjects (ELA, Reading, and Math) is given per nine-week period.
 - b. The nine-week grade is the responsibility of the teacher and is based on the student's work.
2. Procedure for determining the semester grade:
 - a. The first semester grade is determined by averaging the quality points earned for the first nine-week period and the second nine-week period.
 - b. The second semester grade is determined by averaging the quality points earned for the third nine-week period and the fourth nine-week period.
 - c. A quality point average of not less than 1.0 is required as the passing mark. When a student's average is above 1.0, a fraction of less than 0.5 is discarded: and a fraction of 0.5 or more is counted as the equivalent of 1.0 an average of less than 1 is an "F" (example: 0.5 = F).

3. Procedure for determining the session grade (grade for the year):

- a. To be eligible for a passing grade for the session, a student must have passed the second semester and made a passing grade on the 4th Nine (9) weeks or final test.
- b. The session grade is determined by averaging the quality points earned for the four nine-week periods. (see #2-c)
- c. Session grades are determined by averaging the letter grades given for the marking periods. cl. The final grade is recorded in the student cumulative records.

Dropping and/or Adding a Course (High School)

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

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

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

Academic Probation (High School)

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

Books

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

Homework

Student Planners:

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

Effective study habits:

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

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

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

Honor Roll

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

Transcripts

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

Senior Pictures:

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

Valedictorian and Salutatorian (High School)

Candidates for valedictorian and salutatorian must have carried a minimum of 24 credits as stated in the Non-public Bulletin 741 for Tops University Diploma. To qualify for either honor, the student must complete the last two years of work while enrolled at St. Joseph School.

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

Retention of Elementary Students

A student is retained in his present grade when he:

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

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

Promotion Requirements

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

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

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

Correspondence Courses

Correspondence courses are accepted only with permission of the Administration.

Withdrawal

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

Virtual Education

Virtual education is allowed only on a case by case basis that must be decided on by administration. All assignments are due on a designated date. All assignments and tests must be turned in by the student to the educator.

Non-Academic Activities

Students are encouraged to participate in extracurricular activities such as Athletics and Clubs. A student is prohibited from participating in extracurricular activities if he is: frequently absent from school, having academic difficulty, a discipline problem, or not in attendance at school at least one hour prior to release time. St. Joseph School reserves the right to amend, change, omit, and/or etc. any non-academic activities if necessary.

Spiritual - Campus Ministry

1. Personal Guidance - A spiritual director is available to all students. Religion instructors are available for guidance or may refer students to other spiritual directors.
2. Weekly Eucharistic Celebration - There will be a weekly mass beginning at 8: 10 am.
3. Opportunities for confession - The sacrament of Reconciliation is arranged monthly. Students may also request confession opportunities as desired.
4. Christian Services - Some areas for attention include retirement homes, children's homes, and service agencies.
5. Squire (Knights of the Holy Eucharist) - Boys grades 4th - 12 are encouraged to join. To be followers of Christ. Due to service church, school, and community.
6. Daily Adoration- Students have the opportunity to visit the Blessed Sacrament and pray for personal, family, and school needs.

Athletics

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

High School Athletic Eligibility

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

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

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

Attendance Requirements

A student will be permitted to participate in a conditioning, tryout, game, or practice of an extracurricular activity only if he has been in attendance at least **50% of the school day**. A doctor's excuse will not be accepted for an extracurricular activity if a student missed over 50% of the school day. Exceptions must be approved by the principal. The only exception to this regulation is if a legitimate and viable reason is provided to the Athletic Director or the Principal prior to the event and absence.

Cheerleaders (High School)

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

CLUBS

Senior Beta Club

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

Junior Beta Club

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

4-H Club

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

Student Council (High School)

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

Terminations from all Clubs including Athletics

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

Office/School Procedures/Policies

Announcements

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

Accident Insurance

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

Assemblies

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

Cell Phones and Other Electronic Devices

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

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

Internet Acceptable Use Policy

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

1. Respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user.
2. Respect the legal protection provided by copyright and license to program and data.

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

One-To-One Family Technology Student/Parent Responsibilities

*The school provided Chromebook/Tablet for the student is an important learning tool to be used for educational purposes. In order to use the device, **the student must be willing to accept the following responsibilities:***

- I will sign and return the Chromebook/Tablet User Agreement (*Can be found in the appendix D of this document*).
- I understand that if technology equipment is damaged in any way upon return, a replacement fee will be charged to my parent/guardian's FACTS account.
- I will be responsible for ALL damage or loss of the device due to NEGLIGENCE OR ABUSE. (*Monetary compensation amounts for damaged property will be added to FACTS accounts.*)
- I will treat my device with care by not dropping it, not letting it get wet, not leaving it in extreme weather conditions, and not using it with food or drink nearby.
- I will notify the school principal and my parents of any damages to the device as soon as possible.

- I understand that St. Joseph Elementary and High School have the right and ability to monitor my use of the device AT ALL TIMES IN AND OUT OF SCHOOL and that communications, files, internet search activities and any other actions using the device are not considered to be private.
- I will charge the Chromebook/Tablet battery each night.
- I understand that the device assigned to me is on loan from St. Joseph School. Therefore, all accounts, programs, and files are subject to inspection at any time without notice.
- I will not lend my device to anyone. **Note: I could be held responsible for any inappropriate content on the St. Joseph issued device.**
- I agree not to search for, display, post, or distribute any vulgar, offensive material or images.
- I agree to abide by all school rules that address electronic devices procedures when I am not in an academic environment.
- I will return the device when requested, at the end of school year or upon my withdrawal from ST. Joseph School.

*The school provided Chromebook/Tablet for the student is an important learning tool to be used for educational purposes. In order to use the device, **the parent must be willing to accept the following responsibilities:***

- My child and I will sign and return the Chromebook/Tablet User Agreement (*Can be found in the appendix D of this document*).
- I will review material provided by the school to ensure that I understand the school's responsibilities, the student's responsibilities, and my responsibilities. We will discuss at home the acceptable and unacceptable uses of the device according to St. Joseph's policies.
- I understand that St. Joseph officials have the right and ability to monitor my child's use of the device AT ALL TIMES IN AND OUT OF SCHOOL and that communications, files, internet search activities and any other actions using the device are not considered to be private or privileged.
- I understand that St. Joseph has made reasonable attempts to provide a safe computing environment for students within the school's network at school or accessing the school's network from home. I also understand that it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or parents/guardians may find inappropriate, offensive, objectionable or controversial.
- I will supervise the use of the device at home to make sure that it is used and stored appropriately.
- I will be responsible for ALL damage or loss of the device due to NEGLECT OR ABUSE. (*Monetary compensation amounts for damaged property will be added to FACTS accounts.*)
- I will monitor that the battery is being recharged each night.
- I agree to make sure the device, when requested, is returned to St. Joseph.

SOCIAL MEDIA / CYBERBULLYING / HARASSMENT POLICY

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

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

Social Media

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

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

Cyberbullying / Harassment

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

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

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

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

DISCIPLINE

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

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

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

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

Detention

A student may receive a detention for violation of school policy depending upon the severity of the violation. The principal will assign the detention hours the student must serve. A copy of the detention is issued to the student and the original is mailed to the parent/guardian. Students are not allowed to skip detention. A student must have a valid doctors excuse showing the date, and time of appointment to be excused from a scheduled detention. A student has one opportunity to reschedule a detention date. Skipping a scheduled detention will result in doubling the hours to serve for the first offense and suspension thereafter. A student on his 3rd detention serves the detention and a three-day suspension. A student on his or her 4th detention will serve the detention and a three-day suspension. On a students' sth detention he/she will have to attend an expulsion hearing along with parents.

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

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

Policy on Student Dignity

Statement on Student

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

Sexual harassment includes:

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

Racial harassment includes:

1. Making negative references to a person's cultural or racial background.
2. Creating a hostile or offensive classroom environment through such conduct.

Other harassment of any nature includes any conduct, which may reasonably be offensive to others in an educational organization. (Making threats, name-calling, feigning physical attack, lewd or obscene gestures, circulating derisive notes are some examples of harassment).

Student Dignity Complaint Procedure

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

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

Concern/ Complaint Procedure

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

Step 1. The parent is asked to make an appointment with the teacher involved to discuss the concern and resolve it, if possible. This step should take place in a timely fashion in relation to the date of the incident.

Step 2. The parent is to contact the school principal within five school days of the meeting with the teacher if they wish to appeal the teacher's decision.

Step 3. If the parent does not agree with the principal's decision then they can appeal to the pastor of Mater Dolorosa Church. This appeal is to be in writing and done so five school days of meeting with the principal.

Student Permit/Driver's License Enrollment Form

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

STATE AND FEDERAL LAWS

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

St. Joseph School Uniform Dress Code

The St. Joseph School uniform is to be worn everyday unless instructed otherwise. There are two types of uniforms. They are **everyday uniforms** and **mass day uniforms**. Students may be refused admittance to class if they come to school out of uniform without a valid excuse. Clean, neat, and attractive uniforms are a discerning mark of a St. Joseph School student.

For Girls Only:

1. Shirts

PreK -6th – (Everyday/Mass Day) Polos in Navy or Gray with a school crest monogrammed on the left pocket area.

7th – 12th Grades – (Mass Day) White oxford with a school crest monogrammed on the left pocket area and (Everyday) Polos in Navy & Gray with a school crest monogrammed on the left pocket area.
2. Bottoms (Mass)

PreK-4th grade - SJS Navy/Gray Plaid Jumper (KNEE LENGTH)

5th-8th grade - SJS Navy/Gray Plaid Skirt (KNEE LENGTH)

9th-12th grade - Navy Skirt (KNEE LENGTH)

**** All jumpers and skirts should touch the calf in a kneeling position, and touch the top of the knee in a standing position (this includes front, back, and sides) This measurement applies when the skirt is worn at the natural waist.**
3. Bottoms (Everyday)

PreK-4th grade - Navy/Khaki pants, shorts, or skorts. Bottoms should be appropriately sized. (No jeggings or skinny allowed) *PreK and Kindergarten may wear bottoms with an elastic waistband.*

5th-12th grade - Navy/Khaki pants or shorts. Bottoms should be appropriately sized. (No jeggings or skinny allowed)
4. Belt (Everyday)

1st-12th grade - Belts must be solid brown or black with a plain buckle
5. Socks (Everyday/Mass)

PreK-12th grade - Socks must be solid white, gray, navy, or black only. Plain white or navy tights and knee socks are acceptable.
6. Shoes

PreK-6th grade - Tennis shoes or casual dress brown, navy or black shoes

7th-8th grade - Tennis shoes (Everyday)
Dress brown, navy, or black shoes (Mass)

9th-12th grade - Dress brown, navy, or black shoes (Everyday/Mass)

****NO BOOTS, SANDALS, CROCS, SLIDERS, SLIPPERS OR LIGHT UP SHOES.**

7. Hair **PreK-12th grade** - Student's hair must be neat, clean and combed and of the student's natural hair color. Highlights are allowed, provided that they are not unnatural, excessive or distracting, upon the discretion of the administration. Hats, scarves in hair, feathers and sweatbands are not allowed. Hair accessories such as barrettes, ribbons, bows, etc. must compliment/match the school uniform and should not stand out.
8. Jewelry **PreK-12th grade** - Jewelry should be modest and appropriate. Limited to one earring per earlobe.
9. Makeup **9th-12th grade ONLY** - Makeup worn **MUST** be modest and appropriate. Face painting, decorations, and glitter makeup is not permissible. Fingernail polish **MUST** be light and neutral colors only. Nothing bold and extravagant. Administration has final say on make up.

For Boys Only:

1. Shirts **PreK -6th** – (Everyday/Mass Day) Polos in Navy or Gray with a school crest monogrammed on the left pocket area.
- 7th – 12th Grades** – (Mass Day) Light blue oxford with a school crest monogrammed on the left pocket area and (Everyday) Polos in Navy & Gray with a school crest monogrammed on the left pocket area.
2. Bottoms (Mass) **PreK-12th grade** - Navy or Khaki pants. Bottoms should be appropriately sized. (No jeggings, skinny, athletic, or cargo allowed) *PreK and Kindergarten may wear bottoms with an elastic waistband.*
3. Bottoms (Everyday) **PreK-12th grade** - Navy/Khaki pants or shorts. Bottoms should be appropriately sized. (No jeggings, skinny, athletic, or cargo allowed) *PreK and Kindergarten may wear bottoms with an elastic waistband.*
4. Belt (Everyday/Mass) **1st-12th grade** - Belts must be solid brown or black with a plain buckle
5. Tie (Mass) **7th-12th grade** - Ties must be solid navy and properly worn all day.
6. Socks (Everyday/Mass) **PreK-12th grade** - Socks must be solid white, gray, navy, or black only.
7. Shoes **PreK-6th grade** - Tennis shoes or casual dress brown, navy or black shoes
- 7th-8th grade** - Tennis shoes (Everyday)
Dress brown, navy, or black shoes (Mass)

9th-12th grade - Dress brown, navy, or black shoes (Everyday/Mass)

****NO BOOTS, SANDALS, CROCS, SLIDERS, SLIPPERS OR LIGHT UP SHOES.**

8. Hair **PreK-12th grade** - Student's hair must be neat, clean and combed and of the student's natural hair color. Hair should not extend below the bottom of the collar in the back and must be kept out of the face. Ponytails, mohawks, mullets, or other exaggerated hairstyles will not be permitted. Hats, bandannas, and sweatbands are not allowed.
9. Facial Hair Boys should be clean shaven at all times. Sideburns will tapered and well groomed, not extending below the bottom of the ear.
10. Jewelry Religious jewelry only. No piercings of any kind.

For Boys and Girls:

1. Undershirts Undershirts must be plain white, navy, or gray only.
2. Sweatshirts **Administration will notify students when they are allowed to wear sweatshirts.** All sweatshirts must be navy with the St. Joseph School logo on them or be pre approved by administration (example: Senior and Athletics)
3. Jackets **Administration will notify students when they are allowed to wear them.** Only during low weather temperatures can coats or jackets be worn outdoors only! NO BLUE JEAN OR CAMOUFLAGE JACKETS.

St. Joseph School

Tuition Scale 2021-2022

Revised Scale for Elementary Students

No. Siblings	Elementary Pre-K – 8th Students
One Child	\$262.50/mo. \$3,150/yr.
Two Children	\$472.50/mo. \$5,670/yr.
Three Children	\$650/mo. \$7,800/yr.

Registration Fee

\$100 per Returning Students before April 2021

\$150 per New Student

Facts Fee - \$50.00 per family

Aspire Testing Fee - \$45.00 (3rd grade -8th grade)

Insurance - \$35.00 per student

Diocesan Assessment Fee - \$40.00 per student

Book & Technology Fee

Elementary Student \$100.00

Fair Fee

\$100.00 per Family

St. Joseph School

Tuition Scale 2021-2022

Revised Scale for High School Only

No. Siblings	High School 9 th – 12 th Students
One Child	\$367.50/mo. \$4,410/yr.
Two Children or more	\$650/mo. \$7800/yr.

Registration Fee:

\$100 per Returning Student before April 2021

\$150 per New Student

FACTS Fee - \$50.00 per family

Aspire Testing Fee –\$45.00 (9th-11th grades only) per student

Insurance - \$35.00 per student

Diocesan Assessment Fee - \$40.00 per student

Book & Technology Fee:

High School Student \$200.00

Fair Fee:

\$100.00 per family

Class Dues

9th – 11th grade \$30.00

12th grade \$15.00

Emergency Contact Information

Mater Dolorosa Contacts

Father Martin Laird
Parish Priest
318-229-9238
Email: martinlaird@gmail.com

Elizabeth Darce
Parish Manager
318-922-3131
Email: materdolorosa@suddenlink.net

St. Joseph Elementary and High School Contacts

Billy Albritton
Principal
318-922-3401
Email: albritton.billy@yahoo.com

Rhiannon Moreau
Assistant Principal/Federal Funds
318-359-6630
Email: rhiannon.moreau@sjspla.org

Ashley DeSoto
Financial Secretary
318-264-1551
Email: adesoto@sjsplaucheville.org

Christie Leonards
Secretary
337-692-2557
Email: cleonards@sjsplaucheville.org

Diocese Of Alexandria Contacts

Thomas Roque
DOA Superintendent
318-445-6424 ext. 224
Email: troque@diocesealex.org

Sylvia Davis
DOA Superintendent Secretary
318-445-6424 ext. 227
Email: sylviadavis@diocesealex.org

Plaucheville Contacts

Terry St. Romain
Mayor of Plaucheville
318-922-3111

Eddie St. Romain
Chief of Police, Plaucheville
318-305-4765

Darrell Rabalais
Fire Chief, Plaucheville
318-922-3548

Avoyelles Parish and Other Important Contacts

Don Milligan
Director, 911 Call Center
318-253-9739

Joey Frank
Avoyelles Parish Office of Homeland Security
318-240-9160

Avoyelles Parish Sheriff Office
318-253-8085

David Holcombe, Office Public Health Region 6
Office# 318-487-5262 Cell# 318-542-9790