

ST. JOSEPH CATHOLIC ELEMENTARY SCHOOL

501 Cardinal Drive
Thibodaux, Louisiana 70301
(985) 446-1346



Handbook of Policies 2021-2022

***Due to the circumstances surrounding the COVID-19 pandemic, some of the policies and procedures outlined in this handbook have been adjusted to reflect the health and safety guidance from Diocesan, federal, state, and local officials. Please note that the guidelines in the Return to School Plan supersede the handbook policies.**

Handbook of Policies 2021-2022

Administration

Bishop.....Most Rev. Shelton J. Fabre
Pastor.....Very Rev. Vicente N. DeLa Cruz, JCL, V.F.
Principal.....Gerard Rodrigue, Jr.
Assistant Principal.....Jami Chadwick
Secretaries.....Rita Carrier, Ann Ledoux, Rhonda Chance
Financial Secretary.....Brittan Stevens

School Hours.....7:45 a.m. to 2:45 p.m.
School Office.....985-446-1346
School Fax.....985-449-0760
St. Joseph Life Center.....985-446-1387



Mission Statement

With Jesus as our role model, St. Joseph Catholic Elementary School exists to educate the youth of the area spiritually, morally, academically, and socially in a safe, Catholic, Christ-centered environment.

Vision Statement

St. Joseph Catholic Elementary School is dedicated to forming missionary disciples of Christ while providing a rigorous academic program and promoting a virtuous life focused on service to others.



A
Prayer
to
St.
Joseph

O blessed Joseph, faithful guardian of my Redeemer, Jesus Christ, protector of thy chaste spouse, the virgin Mother of God, I choose thee this day to be my special patron and advocate and I firmly resolve to honor thee all the days of my life. Therefore, I humbly beseech thee to receive me as thy client, to instruct me in every doubt, to comfort me in every affliction, to obtain for me all the knowledge and love of the Heart of Jesus, and finally to defend and protect me at the hour of my death. Amen

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***Please note that policies, rules, and regulations outlined in the Handbook of Policies this year are subject to change and/or adjustments based upon guidance due to the current Pandemic situation.**

Philosophy

We profess a belief in Jesus Christ. Through personal and community prayer, all are encouraged to develop a meaningful relationship with Jesus that leads to a total commitment to Him. We value and honor the dignity of each person as a unique reflection of God.

In this environment we integrate within our curriculum the four-fold dimensions of Christian education: message, community, worship, and service, so as to effectively communicate our culture in the light of faith. Our instructional goals focus on the total spiritual, intellectual, social, emotional, and physical development of the student.

Safe Environment

Those persons who work with or have regular contact with the children at school must be trained through the Diocesan Safe Environment Program. If you plan to assist in the classroom, serve as a chaperone for any school function, or volunteer to work with students in any way, you must be certified through the Safe Environment Program. Both initial and on-going recertification trainings are available online at the Diocese of Houma-Thibodaux website at www.htdiocese.org.

Organizational Structure

St. Joseph Catholic Elementary School is a state-approved parochial elementary school operating under the auspices of the Diocese of Houma-Thibodaux which is nationally accredited by AdvancED that provides educational facilities for children in Pre-K through seventh grade. A certified principal staffs the school with qualified, dedicated teacher-ministers committed to Christian educational excellence. It must be emphasized that the mission of St. Joseph Catholic Elementary School is the shared responsibility of parents, students, the principal, school staff, pastor, parish priests, and parishioners. To facilitate this process of co-responsibility, the following structures exist:

St. Joseph Catholic Elementary School Consultative School Board

The Board shall be advisory to the principal and pastor in school matters including, but not limited to, mission, planning and policy, buildings and grounds, finance, advancement, communications, marketing, and enrollment. Proposals and/or recommendations shall be subject to the approval of the principal and pastor. The Board consists of the pastor (ex-officio), the principal of St. Joseph Catholic Elementary School (ex-officio), and other members appointed by the pastor and principal. The Board meets once a month except in June and July. Meetings are open to the members of the parish and to all parents of children receiving their education under the auspices of St. Joseph Co-Cathedral Parish. Those persons seeking to address the Board at a monthly meeting must contact the school office and be placed on the agenda at least one week in advance.

St. Joseph Catholic Elementary School P.T.C.

The objectives of this association:

1. To support the educational and strategic planning goals of St. Joseph Catholic Elementary School
2. To promote cooperation and understanding between the home and the school
3. To provide a channel of communication and interchange between parents and teachers
4. To strengthen home-school-parish-community ties
5. To provide a vehicle for community ties

Office Procedures

Parents and students can assist in helping our school operate in a safe, efficient, and effective manner by adhering strictly to the following:

Medication Policy

Parents are advised to give medication (prescription and nonprescription, including cough drops) at home on a schedule other than school hours. If it is necessary that medication be given during school hours, the following procedures must be followed: Students are not allowed to keep any type of drug, prescription or over-the-counter, on their person. This includes cough drops, breath mints or strips, lip balm, and hand cream. Nonprescription medication will not be stored at school. If nonprescription medication is needed, parents must bring it to the office and administer it to their child at the appropriate time. Office personnel will only administer prescription medication to students after the proper paperwork has been completed.

The medicine must be in the original prescription bottle and properly labeled with doctor's orders. A medication log will be maintained by the school for any prescription medication dispensed. All medication left in the office for more than a week after last dispensing date will be properly disposed (exceptions will be made in cases of chronic illness). In the case of illness or accident, the office will notify the parent or the person designated on the emergency card. Arrangements will need to be made by the parent to pick up the child and sign him/her out for the day. No pupil who feels ill will be released without this procedure. Early dismissal for any other reason must be requested in advance in writing by the parent/guardian.

THIS POLICY WILL BE ENFORCED FOR THE SAFETY AND PROTECTION OF ALL CHILDREN.

Messages

Only messages of vital importance will be relayed to students during school hours. Please make children aware of any changes in routine dismissal before he/she leaves home in the morning. A note should be sent to school informing the teacher of the change in the child's normal routine. Parents are asked not to bring forgotten items to school to be delivered to their child.

Visitors

Visitors should ALWAYS enter the school through the main gate on Cardinal Drive, report to the office, sign in, and receive a pass upon entering the school building. Appointments with teachers should be made by calling the school office or sending a note/email to the teacher. Visitors are required to wear appropriate attire when coming to school. This serves as a reminder that school is a special place. Visitors are required to sign out in the office before leaving campus.

Special Information Needed

Parents are expected to inform the administration and classroom teachers concerning students having physical, emotional, or mental conditions that require special considerations. In order to keep emergency information current, parents are required to notify the office, in writing, of any change of address, telephone, or cell number. Any changes in parental job information should be forwarded to the school in writing. If parents become divorced and custody of the child is part of the decree, a copy of the court decree must be secured as part of the student's file. This notification should be an official court document signed by a judge.

Party Invitations and Birthday Treats

Invitations to private parties cannot be distributed at school unless all children (at least same-sex children) in the class receive one. Birthday treats should consist of a small, wrapped treat that can be brought to the classroom by the student rather than delivered to the office. No drinks are allowed.

Money

Any money sent to school for payment of any fee or bill must be placed in a sealed envelope, clearly marked with the child's name, grade and section, purpose of payment, and teacher's name. Each fee should be in a separate envelope. Students whose parents owe the school fees for tuition, cafeteria, before/after school care, or other may not receive final grades until accounts are cleared.

Admissions

Admission Policy

The schools of the Houma-Thibodaux Diocese admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to all. They do not discriminate on the basis of race, policies, scholarship and loan programs, admission policies, and other athletic or school-administered programs. A child entering Pre-K must be four years of age by September 30th of the school year of entry, be potty trained, and able to take care of their personal bathroom needs. A child entering kindergarten must be five years of age by September 30th of the school year of entry. A child entering first grade must be six years of age by September 30th of the school year of entry. The pastor and principal will determine jointly how many sections of each grade level are warranted each year. The current estimate of the maximum capacity of the school is three sections per grade level. Registration is conducted annually. **All new students are admitted on a probationary basis for a nine-week period.** Tuition refund for withdrawal of a student prior to the completion of the school year is as follows: Weeks 1-4, 75% reimbursed; Weeks 5-9, 50% reimbursed; Weeks 10-13, 25% reimbursed; After 13 weeks, no reimbursement.

Order of Admissions:

1. All students currently enrolled in St. Joseph Catholic Elementary School
2. Siblings of students currently enrolled in St. Joseph Catholic Elementary School
3. Catholic students registered in St. Joseph Parish
4. Children of St. Joseph Alumni
5. Catholic students registered in other church parishes
6. Non-Catholic students

Records required of all new students:

Birth and Baptismal Certificate
 Immunization Certification
 Report cards and standardized tests of previous grade (for students entering grades 1-7)
 Copy of Social Security Card
 Completed Registration Form

Transfer Policy

Parents seeking to transfer their children from one Catholic school to another, or from a public and/or private school, must request that the child's records be forwarded to the new school.

Attendance

Instructional time is of vital importance, therefore prompt and regular attendance at school is essential. Arriving at school on time is ultimately a parental responsibility-every effort should be made to have your child arrive before the first bell rings. In order to be promoted to the next grade, elementary students shall be in attendance a minimum of 168 days a school year. Absences are not to exceed 10 days. This is in accordance with Louisiana state-adopted policies for non-public schools. Exceptions may be made only in the event of extended illness as verified by a physician or at the discretion of the principal. In the latter case, documentation of reasons for absences must be presented. Therefore, parents should monitor their child's school attendance very closely. A doctor's excuse should be obtained any time a child is taken to the doctor.

Daily Attendance

Arrival at School - All students in grades K-7 who arrive at school before 7:15 A.M. will report to the cafeteria and sign in for the Before School Care Program. Students arriving after 7:15 A.M. should report to the area designated for his/her grade level. Pre-K students should go directly to the Pre-K fenced-in play area after 7:25 A.M. Students are not allowed in classrooms before school, during recesses, or after school unless a teacher is present. No one (students or parents) is to enter the classroom to retrieve items before or after school without the permission and/or presence of a faculty or staff member.

Tardiness – Students arriving after the first bell has rung (7:43 A.M.) are considered tardy. Once the duty teacher removes the green flag and leaves the walker/rider area, parents must escort their child to the office to sign in. Parents will be asked to sign a tardy log. Excessive tardiness will result in disciplinary action.

Absences - Parents are requested to call the school office before 8:15 A.M. if a student will be absent. A student who has been absent must present to the teacher a written excuse from the parent or doctor on the day they return stating the reason for the absence, even though the phone call has been made. **Failure to do so may result in an unexcused absence.** Parents are asked to report communicable diseases to the school office before the child returns to school. Any child returning to school after having a communicable disease must have a doctor's excuse. Students who have been ill must be fever free for 24 hours before returning to school. **Students who are absent for the day are not allowed to come to school to take scheduled tests.** Generally, a student who is absent has one day for each day they have been absent to make up scheduled tests. **Make-up tests will be administered for 2nd through 7th grade students before school from 6:55-7:45 a.m.**

Excused Absence – The student is absent for a justifiable reason such as illness or death/serious illness in the immediate family. For other specific reasons, an excuse must be secured in advance by submitting a **written request to the principal** signed by the parent/guardian. The student is responsible for making up any work or tests missed. Excused absences may be granted to students who must go out of town to attend a funeral, wedding, graduation, or other special event of a member of the student's family. Excused absences for other out of town travel will not be granted except under **extreme circumstances.**

School-Related Absence – The student is absent due to a school related activity and is not counted as absent but is responsible for the work missed.

Unexcused Absence – If the student is absent from school for an unjustifiable reason or matter of convenience such as a family trip, vacation, or outing, the absence is unexcused. The student will have the opportunity to make up graded work for 100% of the grade earned upon returning from the event. The student is responsible for all subject matter missed and assignments must be handed in and tests taken on the day they return. Failure to make up work/tests on the day of return may result in a grade of "0". Excessive unexcused absences are subject to additional consequences.

Half-Day Absence – The student is considered absent one-half day if they miss more than two hours. By the same token, they must be present for at least two hours to get half-day attendance.

Homework - Parents can request that homework assignments be gathered for absent students in KN-2nd grade. This request must be made by 8:15 A.M. by calling the school office. Homework assignments for a student who is absent will be placed on the shelves opposite the boy's restroom in the main hallway and can be picked up between 2:45 and 3:45 P.M. **For all grades,** homework and test dates will be posted daily in Google Classroom.

Appointments - Students who have medical or dental appointments which cannot be scheduled outside of school hours should bring a written excuse to the teacher at the beginning of the school day stating the time and reason for dismissal. Parents must come to the office to sign their child out. A doctor's excuse must be submitted to the office upon return.

Checkout Procedure - Request for student checkout must be made in writing or in person at the school office. Parents are discouraged from checking out students early for after school activities. Students will be marked tardy if checked out early for convenience. Students can only be released to adults listed on the student's sign-out card. Students may only be signed out in the office; adults may not pick up students directly from the classroom.

Parking

The turn-in area on Cardinal Drive is designated as the “School Bus” loading and unloading zone. Loading and/or unloading from automobiles on Cardinal Drive is prohibited and parking is never permitted in this area. The turn-in area on Menard Street across from the cemetery is the “Automobile” loading and unloading zone. **Please do not park in the drive-in area.** All the streets around the school allow for parking. You may utilize these areas when you visit the school. Please do not block driveways or take homeowners’ parking places. The parking lot in front of the multi-purpose and music buildings as well as the parking spaces along Menard Street between the cemetery and automobile loading/unloading zone is reserved for faculty and staff parking.

Morning Drop-Off Procedure

Bus transportation is provided by the Lafourche Parish School Board for St. Joseph students **to and from their home address only** according to boundaries designated in L.P.S.B. policy. A teacher is on duty at the bus unloading area on Cardinal Drive beginning at 7:15 A.M. each day. Children who walk to school or brought to school by private vehicle **are not to arrive before 7:15 A.M.** as no supervision is provided prior to this time. When students are brought to school by private vehicle, they are not to be dropped off at or near the bus stop area on Cardinal Drive. They must be dropped off on Menard Street in the car rider turn-in area. Students in Pre-K, Kindergarten, and the G.R.A.C.E. Program should follow directions as stated by their teachers.

Dismissal

If a change in departure is necessary a note must be brought from home by the student. The school will not change a customary departure method on a child's word alone.

Walkers and Riders - Students who walk home will be escorted to the campus boundaries from the assigned area and should stay on city sidewalks as they walk home. Bike riders must exit the campus at the same time as walkers. Parents are not allowed to park in the school parking lot, the neighboring Baptist Church parking lot, or on the street next to the cemetery. Students who are to be picked up by car must be picked up in the drive-thru areas by 3:00 P.M. (**put name of student(s) on mirror/dashboard**). Students who are not picked up as of 3:00 P.M. will be brought to the After Care program and parents will be charged the After School Care fee. No student will be released except to a parent or carpool driver as they drive through the pick-up areas. **Parents may not walk to this area to pick up students nor park on adjacent streets and have students walk to meet them.** As cars leave the pickup area, **no left turn is allowed;** cars must continue down Menard Street towards Nicholls State University.

Bus Area - Students going home by bus are released to the bus pick-up area on Cardinal Drive where they await bus pick-up under the supervision of duty personnel. If a permanent bus change is required, please contact the office for directions. Piano lessons, Cub Scout meetings, gymnastics, etc., are not valid reasons to request a bus change.

Before School Care/After School Care

Before/After School Care is an **optional** program provided at an additional cost per child/per day/per session. Parents must register their child annually at a designated time. Students are monitored by faculty members and are expected to follow all school rules and policies. Before School Care begins at 6:30 A.M. The After School Care Program, consisting of a supervised homework period, daily snack, and a monitored free play session, begins after dismissal and ends at 5:30 P.M. After 5:30 P.M. there is an additional charge of \$1.00 per child for every minute the child remains. Parents or their designee must sign their child out each day. Payment is to be remitted on a weekly basis for the days the child has attended.

Emergency School Cancellation or Dismissal

In the event of emergency situations regarding cancellation of classes or early dismissal of students, information will be disseminated via news and social media, email/text messages. Usually, Catholic schools follow the direction of the local civil parish. Depending on the situation, lessons, assignments, and assessments may be provided to students via Google Classroom.

Curriculum

St. Joseph Catholic Elementary School is a state-certified diocesan parish school that stresses religion and academics. Instruction fosters religious formation and academic excellence. The curriculum includes classes in religion, mathematics, science, social studies, and language arts. It also includes physical education, band, technology instruction, music, and library.

Religion Program

St. Joseph Catholic Elementary School exists to provide a Catholic education for its students. The religious activities are the core of the total school program and attendance/participation is required of all students. Religion is taught on a daily basis. The religion program is a comprehensive religious educational experience achieved through school liturgies, Sunday liturgies, reconciliation, service projects, and special events such as Christmas, Easter, Catholic Schools’ Week, and St. Joseph Day. Through examples of prayer, Christian love for each other and reflection on God’s importance to us, St. Joseph Catholic

Elementary School students are afforded the opportunity to experience a nurturing Christian community as the foundation of their education. As parents, you are called on to act with a consciousness of Christ's presence in your family life. Since the home is the center of family life, it is of the greatest importance that parents attend mass on weekends with their children.

Academic Enhancement Program

The Academic Enhancement Program services students with special needs and learning differences. Formal plans stating accommodations and modifications are utilized to enhance the learning process and provide continuity of student services. St. Joseph Catholic Elementary School uses the *Guidelines for Catholic Schools in the State of Louisiana for Addressing Individual Student Needs* for remediation and accommodations to the standard instructional program. The **Individual Needs Committee** determines eligibility of a student for academic enhancement services. This committee, in conjunction with the school counselor, assists in recommending and/or requesting a student evaluation by a licensed evaluator and for implementing formal accommodations based upon receipt of a completed evaluation.

Procedure: A five step process is utilized to identify and establish accommodations for individual needs.

- Step One:** Identification of specific academic needs by the classroom teacher with minor modifications.
Step Two: Parent/teacher conference, utilization of various academic/emotional screening tools, ADHD screening tools, and provisional accommodations.
Step Three: Referral to Individual Needs Committee for review and further recommendations.
Step Four: Referral to private evaluator or Lafourche Parish Pupil Appraisal Services. If necessary, a provisional plan is signed by student, parents, and teachers for a specified period pending the results of a professional evaluation.
Step Five: Accommodation plan signed by student, parents, and teachers, with formal accommodations reviewed and re-written each school year.

Students who have been identified with learning challenges qualify for Academic Enhancement Program services such as individual accommodations and/or skills assistance. **In cases of unexcused absences, Academic Enhancement students forfeit their accommodation provisions.**

Evaluation of Student Progress

Evaluation is an important component of the educational program. No single method of evaluation can present an adequate profile of strengths, weaknesses, accomplishments, and the potential and creativity of an individual student. Therefore, evaluation of a student's work involves parents, teachers, and student. Parents are encouraged to contact teachers at any point during the school year when they wish to discuss their child's progress. If a problem arises, parents are asked to communicate with the teacher first. If a conference is needed, the time and place will be jointly scheduled by the teacher and parent. Appointments can be made by sending a note/email to the teacher or by calling the school office. Communicating with faculty and staff concerning school matters via social media, text messaging, or cell phone is prohibited by the Diocesan Electronic Communication Policy.

Grading

Pre-K, Kindergarten and G.R.A.C.E. Program

Students will be evaluated in all areas listed on the report card with symbols indicating levels of achievement.

Grades 1-7

Daily work, including activities, homework, projects, assignments, as well as quizzes and assessments given during the nine-week period, constitute the student's grade. Graded assignments, assessments, and averaging in the content areas will be calculated numerically. 6th and 7th grade students are administered exams during the 2nd and 4th nine weeks which account for 25% of the total grade in that marking period.

GRADING SCALE

A	100-94
B	93-86
C	85-78
D	77-70
F	69 and below

Academic progress can be continually monitored by parents and students online. Report cards are issued four times a year for kindergarten through seventh grade. Pre-Kindergarten report cards are issued at mid-year and at the end of the year. In addition, students in grades 3 through 7 are administered a standardized assessment (typically in the Spring) which is part of the Diocesan Testing Program. Students are required to participate in this assessment.

Test Papers and Other Student Work

Teachers will keep tests, quizzes, or other samples of student work on file. Test papers and assignments requiring a parent signature should be returned to school in a timely manner.

Honor Roll

St. Joseph Catholic Elementary School maintains two Honor Rolls each nine weeks to honor academic achievement in grades 1-7.

Principal's List

A or Satisfactory in all subjects

Honor Roll

A, B, or Satisfactory in all subjects

Additionally, students are honored for academic achievement at the end of the year based on final grades as follows:

Honor Roll – student maintained Honor Roll status for all four nine-week periods with no grade lower than a “B” or “S”

Principal's List – student achieved a FINAL GPA of 4.0 with no grade lower than a “B” or “S” in any 9-week period

Pastor's List – student achieved a FINAL GPA of 4.0 with “A” and “S” in every subject each 9-week period

Promotion / Retention Policy

Kindergarten Retention

In order to be promoted to first grade, kindergarten students must master 78% of skills in reading AND 78% of skills in mathematics. End of year percentages are determined based on cumulative averages from the 1st, 2nd, 3rd, and 4th nine weeks report card.

Promotion/Retention – Grades 1-7

- a. **Average Grade for the School Year** – The average grade for the school year shall be computed by taking the quality point values of the letter grades for the four nine weeks, adding them, and dividing by four to get the quality point average. If the quality points average more than one and the fraction is $\frac{1}{2}$ or more, the letter grade given shall be the higher of the two grades. If the quality point value is $\frac{3}{4}$, the final grade shall be “D” provided the last nine weeks grade is not “F”.
- b. In grades 1, 2, and 3, a student who fails Reading will be retained. In addition, a student in grades 1, 2, and 3 who receives a grade of F in reading in the second semester may be retained.
- c. In grades 1 through 7, a student who fails two or more major subjects will be retained.

Major subjects are as follows:

Grades 1-3 Reading, Language, Math, Social Living, and Religion

Grades 4-7 Reading, Language, Math, Social Studies, Science, and Religion

Homework Policy

Homework is necessary to provide continuity of learning, enrich the curriculum, direct study, and encourage student responsibility and parent interest in the student’s school progress. Homework, which provides additional practice away from the classroom, is an important part of the learning process. Assignments will be posted to the school’s online software; however, the student recording of daily assignments into their agenda is the official record. Homework is assigned on a regular basis for Monday through Thursday nights. Weekend assignments are given when necessary for continuity of the learning process such as completion of a unit, or studying for tests. No homework or tests will be due/given the day following P.T.C. General Membership meetings and Open Houses.

I. Grading Homework

Since homework contributes to academic progress, assignments may assume some credit toward the student's quarterly grade.

Assignments may be graded in the following ways:

1. The assignment may be corrected and given a daily grade.
2. The assignment may be collected and students given credit for completion.
3. The homework may be discussed orally in class and credit given for student responses.

Homework grades affect the quarterly average, however assessments, special projects, and/or exam grades constitute the greater part of the student's grade.

II. Student Responsibility

- a. Record all assignments in agenda.
- b. Using necessary materials, research, and/or ability, homework is to be completed as accurately as possible.
- c. All written assignments are to be neatly completed in traditional blue or black ink or pencil as indicated by the teacher.
- d. The student should request make up work from the teacher at an appropriate time. Make up work should be completed in a timely manner agreed upon by the teacher.
- e. Homework is to be completed at home or in a supervised activity such as After School Care. Homework should not be done on the school grounds before school or at recess.

Student Services

Cafeteria

All students are required to participate in the daily lunch program sponsored by the Archdiocese of New Orleans Child Food and Nutrition Services. Exceptions may be made in medical cases with written doctor's orders. When available, students are allowed to buy extra food and special items with parental permission. Parents are responsible for monitoring the buying of extras.

Computer Lab/Technology

Advancements in technology provide tools that may be utilized by students and faculty to enhance the learning environment and increase opportunities for learning. With the privilege of using technology comes the responsibility to use that technology in a way that promotes authentic learning within the mission and philosophy of St. Joseph Catholic Elementary School. Failure to use technology in appropriate ways may warrant disciplinary action.

The student and the parent agree that the student, not the school, is responsible for his/her actions while using the Internet, and the student and parent agree to release, indemnify, and hold harmless St. Joseph Catholic Elementary School, its teachers and staff, for illegal and/or improper use of e-mail or the internet and/or for claims arising from student actions while at school or at home. A Responsible Internet Use Agreement is signed annually by the student, parent, and school.

Library

St. Joseph Catholic Elementary School library offers students the opportunity to expand their horizons through access to a variety of reading and audiovisual material. Students are encouraged to visit the library and read as much as possible. The library is open at 7:15 in the morning and at the afternoon recesses. Each class visits the library once a week in conjunction with their language arts classes. The librarian instructs students in library skills and etiquette during this period. The Reading Counts Program is a part of the library program for grades 2-7. Each student will take the *Reading Inventory (RI)* test on the computer at the start of the school year. The computer will assess the student's comprehension and give him/her a Lexile score. The Lexile score helps the student select books on his/her reading level. Books are allotted points and the point value is based on the difficulty of the book and the number of words in the book.

In addition to matching Lexile, students must also read books on their grade level that have been identified by color coding. After the student reads the book, then he/she can take a computer-generated test consisting of ten questions. A score of 7 (or more) out of 10 is considered a passing score. 2nd through 7th grade students will have minimum requirements to achieve each nine weeks. Students with identified individual needs are granted accommodations. The points earned are converted to a percentage score and counts as one grade in Reading for the nine weeks. Reading points earned must be on books **READ** during the current nine weeks, and a student is not allowed to retake a test that he/she has already passed during his/her time at St. Joseph. A student may only take one test a day and is allowed three attempts to pass a test on any one book.

The Reading Counts program is based on individual student performance/comprehension, therefore any form of peer assistance is not acceptable and considered as cheating and follows the school's Discipline Policy. Parents may access HMH Book Expert Online to determine if a book is Reading Counts. Library books are checked out for one week in grades Pre-K thru 1 and for two weeks in grades 2-7. No fines are charged on overdue books; however, a student is not allowed to check out more books until the overdue materials are returned. Reminders are sent to the students concerning overdue books. If books are overdue on a report card distribution date, the report card will be withheld until the books are returned. All books must be returned before the end of school to receive the final report card. Students will be assessed a fee equal to the replacement cost for lost or damaged books.

Band

The St. Joseph Catholic Elementary School Band offers students in grades 5-7 an opportunity to learn to play an instrument under the direction of a qualified band director. Membership in the band is optional.

Counseling Services

Counseling Services are provided to students at St. Joseph and include individual sessions, small group, and classroom lessons. Teachers, faculty members, and/or parents may request counseling services for a student, or students may request services for themselves. If you do not wish for your child to be seen on an individual basis by the school counselor, you will need to send a signed and dated letter annually stating your wishes.

Class Trips

Class trips are planned by the teacher to enhance the instructional program and to motivate student interest in the subject matter. Parental consent slips are required for all students participating in the trip. Parents are asked to please remember that class trips are for the students and are not meant to be a family outing. Chaperones are secured by the individual teachers and must be Safe Environment certified. Students not meeting the school's standards of discipline will, at the discretion of the teacher and/or administration, lose class trip privileges. All students must report to school on the morning of the trip and ride the bus with their class to the trip destination. Students may ride home from the trip with **their parent only**, if desired.

Extra-Curricular Activities

St. Joseph Catholic Elementary School provides an extra-curricular program to afford students opportunities for growth in all areas-spiritual, intellectual, moral, and physical. The faculty and staff believe that the privilege of enabling and encouraging each child to develop to his/her full potential constitutes the greatest responsibility that we have toward the child, his/her parents, and to God. A variety of clubs and activities are offered to students such as Student Council, 4-H, Builders Club, Choir, Basketball, Cheerleading, Cross Country, Swim Team, Soccer, and Volleyball. Other activities may be offered as resources and personnel allow. Physicals are required for participation in extra-curricular sports activities.

Participation and Eligibility for Extra-Curricular Activities

Participation in extra-curricular activities and clubs is considered a privilege which may be denied due to unsatisfactory grades and/or conduct. Completion of homework and class assignments, class participation, attentiveness, evidence of study, behavior, and grades will be the criteria for continued participation. School rules and policies (**including cell phone possession and use**) are in effect at all club and extra-curricular activities. At the conclusion of after school activities, parents are asked to be prompt in picking up their children.

Student Dress

By enrolling in St. Joseph Catholic School, the student and his/her parents accept the rules governing dress and agree to abide by these rules. When a student is not dressed properly for school, it is understood that it is the responsibility of the parents to bring proper attire. The administration is the official interpreter of uniform/dress guidelines. Anything that distracts from the learning environment or is not in keeping with the intentions of these regulations is prohibited. Parents should check with the administration of the school before purchasing any school clothing that does not conform exactly to these regulations.

Uniform Regulations

All clothing should be modest. None should be too tight or revealing. Articles of clothing should be clean, neat, and properly mended. The only authorized decoration on any article of clothing is the official St. Joseph school emblem. All articles of removable clothing should be labeled with the child's full name.

Jewelry

Jewelry should be kept simple. Girls and boys may wear traditional wristwatches (with no beeping sound) and only small thin chains of gold or silver (or single strand leather/rope cord) with a cross/religious medal. Rings, bracelets, hair bands on wrists, or any type of wristband (including any type of fitness monitoring band or Apple-type watch) may not be worn. Small earrings in gold, silver, white, or navy may be worn by girls only and must not protrude below the lobe of the ear. Only one earring may be worn in each earlobe. Body piercing in any other form is in violation of dress code. Teachers may confiscate any non-uniform jewelry. Confiscated jewelry will be turned in to the office.

Hair

Hair style should be a traditional, well-blended cut in its natural color. Boys' hair must be cut clean around ears, above the top of the eyebrows when combed, and at least one inch above the collar. No strange or bizarre cuts are allowed including partially shaved heads, bowl-type, or undercuts. Girls must wear their hair as to not obstruct vision. Generally, this means hair should be above the top of the eyebrows or pulled away from the face. Girls may wear ribbons, bows, ties, or headbands of white, navy blue, or the color/fabric of the uniform. Traditional barrettes, clips, bands, and other hair accessories must be navy blue, white, brown, silver, or gold. Students are not allowed to wear non-traditional headbands or accessories. Haircuts/hairstyles/hair accessories are subject to the approval of the administration.

Makeup/Fingernails/Tattoos

Makeup, lipstick, lip-gloss, fingernail polish, artificial fingernails, and tattoos are considered to be in violation of the standard dress code.

Basic Uniform

Boys

Shirts: Navy uniform shirt with the St. Joseph logo on left chest, short or long sleeve. Shirts are to be tucked in pants at all times. No long sleeve shirts are to be worn beneath short sleeve school uniform shirt. Solid white undershirts are allowed under the uniform shirt but cannot exceed the length of the outer sleeve.

Pants: Must be regular long or short khaki uniform pants with belt loops. Pants must be worn at the waist. **Pre-K students** must wear pants/shorts with a full elastic waistband (no belt). Uniform shorts may not be shorter than three inches above the knee when kneeling.

Belts: A plain, flat brown, black, navy, or khaki belt must be worn at all times and must be the type that fits through the belt loops.

Socks: Solid white calf-crew socks (free of logos or decorations) must be worn properly. Socks should not be rolled or stuffed into shoe. Ankle/tennis/no-show socks are not allowed.

Shoes: Solid black tie, low-quarter shoe. Any brand is acceptable; however, the entire shoe must be solid black, including the shoe logo. Shoes must have a rubber sole. **Pre-K and Kindergarten students** must wear black shoes with Velcro fasteners.

Girls

Blouses: White oxford cloth button-down collar (rounded collars are not acceptable) with the St. Joseph logo above left pocket, short or long sleeve, to be worn tucked in the skirts, shorts, pants, or jumpers. No color trim monograms allowed. Solid white undershirts are allowed under the uniform shirt but cannot exceed the length of the outer sleeve.

Skirts/Jumpers/Shorts:

- **Pre-K-3rd Grade**-Uniform plaid jumper or plaid shorts (Pre-K shorts must have a full elastic waistband)
- **4th-7th Grade**-Uniform plaid pleated skirt or plaid shorts (skirt or shorts must be worn at the waist)

The length of the above uniforms must not be shorter than 3 inches above the knee when kneeling. If shorts have belt loops, a plain, flat navy or black belt must be worn (in KN-7th grade).

Shorts: Regulation uniform PE shorts must be worn under skirts. Plastic parachute or nylon shorts are not allowed, and shorts must have no additional colors or trimmings.

Long pants: Navy long pants shall be made of polyester/cotton blend (no leggings). If pants have belt loops, a plain, flat navy or black belt must be worn (in KN-7th grade).

Socks: Solid white, calf-crew, or knee-length socks (free of logos or decorations) must be worn properly. Socks should not be rolled or stuffed into shoe. Ankle/tennis/no-show socks are not allowed. Solid white, navy, gray, or black opaque tights/leggings may be worn under the skirt in cold weather if needed. School socks must be worn over the tights/leggings.

Shoes: Solid black tie, low quarter shoes. Any brand is acceptable; however, the entire shoe must be solid black, including the shoe logo. Shoes must have a rubber sole. **Pre-K and Kindergarten students must** wear black shoes with Velcro fasteners.

Gym Uniform

Boys: Shirt: Plain white t-shirt or school uniform navy shirt

Pants: Regular school uniform pants or shorts

Girls: Blouse: White uniform blouse

Shorts: Regulation PE shorts or uniform plaid walking shorts must be worn as outerwear during gym class. Girls are not allowed to take off skirts after school and wear just shorts to wait for their bus or ride home.

Cold Weather Regulations

Lightweight Garments: Garments worn in the school building or outside must be one of the following:

- Navy blue zip-up fleece jacket with official school logo
- Navy blue or gray pullover sweatshirt (**without hood**) with the official school logo
- Navy blue lined zip-up windbreaker (**with hood**) with the official school logo
- Navy blue zip-up sweatshirt (**with hood**) with the official school logo
- Solid navy blue or gray v-neck pullover sweater
- Solid navy blue or gray cardigan sweater
- Sweaters, sweatshirts, and jackets are to be worn in the proper place and not tied around the waist

Heavy Coats: Heavy coats for extremely cold weather may be worn outside only and may be any color (preferably a solid color). Blue jean (denim) coats, athletic or starter jackets, military-style (camouflage) jackets, quilted vests and sleeveless jackets are prohibited. Logos on coats must be small and inconspicuous.

Dress Down Day Guidelines

1. No open shoes, platform shoes, sandals, Crocs, or boots can be worn; shoes must be closed.
2. Socks must be worn.
3. Usual rules for jewelry and makeup apply.
4. School spirit shirts or when designated, holiday-related or theme-related shirts/sweatshirts may be worn. Other T-shirts are allowed but must not advertise drugs, alcohol, tobacco, or other inappropriate/offensive subject matter. No sleeveless shirts or spaghetti straps are allowed.
5. Jeans, slacks, capris, wind pants, sweatpants, uniform shorts, or walking-type shorts (**at or below knee**) are allowed. **Leggings, jeggings, spandex, yoga pants, or other exercise type pants/clothing ARE NOT ALLOWED with or without shorts or skirt covering them.** Jeans/pants must not be tight-fitting or too baggy. If a skirt is worn, it must conform to regular uniform skirt length.
6. Clothing must completely cover the student's torso. No skin should be seen between shirt and pants when arms are raised or when seated.
7. Caps may be worn outside of the buildings only.
8. Holiday/theme-related bows, hair ribbons, and/or socks **are allowed**.

Final interpretation of dress rests with the school administration. Students who do not comply with Dress Down Day guidelines will be asked to call home for appropriate attire.

Schoolbags

Schoolbags should be appropriate to the grade level and the size of the student. When choosing a schoolbag, be sure your child can carry it. No oversized bags are allowed in the lower grades. Backpacks are to be worn over both shoulders and high on the back. Wheeled bags must be carried up and down stairs and onto the school bus. Schoolbag ornaments/tags are not allowed.

Lost Articles

Because articles of clothing are almost identical, sweaters, jackets, coats, etc. should be clearly marked with the student's name in order to facilitate claims. Items unclaimed may be given to a charitable organization or to the P.T.C. Uniform Give-or-Take Program.

Discipline

Working toward Discipleship

St. Joseph Catholic Elementary students are expected to display a cooperative, positive attitude and be courteous, honest, respectful, and polite to teachers, school employees, other students, and visitors at all times. The ideal of discipline within all Catholic schools is to help students move from externally imposed discipline to self-discipline to discipleship. Emphasis is placed on the concept of correction rather than punishment. Proper discipline originates with parents as the first teachers and continues in the school through the development of the student's appropriate attitude toward school and respect for authority figures. Qualities that foster growth are closely related to the interpersonal expression of basic gospel values. The St. Joseph Catholic Elementary School Discipline Plan is designed to be proactive and progressive in nature and will help provide for the welfare and safety of all. This includes activities both on and off campus. All attempts will be made by the classroom teacher to correct behavioral problems. If unacceptable behavior continues, more serious interventions outlined in this plan will be utilized.

Student Responsibilities

Students are expected to conduct themselves in a manner that will reflect credit upon themselves, their parents, and the school at all times.

All students are expected to:

1. Write in cursive unless special accommodations are prescribed (Grades 3-7)
2. Refrain from writing on clothing or on the body at any time
3. Cover and take care of all textbooks furnished by the school
4. Complete assigned class work and homework on time - this includes reading and studying assignments
5. Take seriously his/her responsibility to deliver messages and communications to parents
6. Refrain from chewing gum on school premises or during school functions
7. Bring candies or snacks from home only when requested by the teacher
8. Properly use restrooms at all times
9. Carry a library-type book to all classes (Grades 1-7) - the book content should be appropriate for the student, thus providing on-task activity as necessary (comic books, catalogs, and magazines are not appropriate)
10. Have all necessary books, supplies, assignments, band instruments, and personal items in their possession at the start of each school day - students will not be allowed to call home for such items.

Playground / Recess Rules and Procedures

Playground rules and procedures should be followed at recess, at aftercare, and any other time the playground is used. The decision to be in the grass will be announced on the PA system or made by the duty teachers.

- All students should remain in designated areas unless given permission by a teacher.
- Do not enter any building without the permission of a teacher.
- Walk to all destinations. Running is only allowed in the grass.
- Be sure to take a turn to get water and use the restroom during recess breaks. Loitering in restrooms is not allowed.
- For recesses during which recess toys are allowed, the toys will be brought out by assigned students only. Do not enter the gym without permission to get recess toys.
- Only recess toys provided by school are allowed. Students are not to bring toys of any kind from home. All recess toys and playground equipment must be used appropriately and shared. Full court basketball is not allowed during recess.
- For safety reasons, randomly throwing or kicking balls during recess is not allowed.
- Students should not be near any school bags and are not allowed to work on homework or read books during recesses.
- While using the apparatus, climb up the ladder or steps, slide down the slides. Tag games and toys are not allowed on or around the apparatus.
- While using the swings, face forward with feet hanging toward the center of the playground area. Swing areas are for swinging only. Students should not play or visit in this area. Students are not allowed to push another student on a swing. To get off of a swing, slow the swing to stop. Never jump off of a swing.
- Throwing foreign objects (rubber/wood chips, sticks, rocks, dirt, etc.) is never permitted. Never throw a ball at another student with the intent to hit the student.
- Do not pull or hang on the basketball or soccer goal nets.
- Two bells will ring to end recess time. After the first bell, all activity stops, all recess toys should be carried to storage containers and no one is allowed to get water. At this time, students should observe silence as they report immediately to their designated area to get in line facing forward. A school wide silence signal will be used to reinforce silence. Teachers will meet students at their line-up area on the first bell. On the second bell all lines move forward to the destination while being escorted by teachers.

General Rules of Discipline

- Classroom and classroom-related behavior is the teacher's responsibility. As much as possible, corrective action is taken directly by the individual teacher. A student is referred to administration when it is judged necessary because of repeated occurrences or the seriousness of the circumstances.
- Directions given to a student by any staff member including office personnel, teacher aides, substitute teachers, cafeteria workers, custodial workers, duty teachers, or other supervising adult must be followed with courtesy and obedience.
- In cases of minor offenses, the teacher will discipline the student. Minor infractions can result in loss of privileges (including recess), extra work, or other consequences deemed necessary by the teacher as outlined in individual classroom policies. Parental contact will be made by the teacher if improvement is not evident.
- When repeated and continuous efforts on the part of the school administrators and/or faculty members fail to motivate a student toward positive results, more serious action may be taken, and a parent/teacher/student conference may be held.
- Students who need to be referred to the office either for a major offense or repeated misbehavior will be documented on a Deficiency/Discipline Form. This form will be sent to the principal or administrative assistant who will meet with the student to determine the action needed. Parents will receive appropriate copies of the Deficiency/Discipline Forms.
- Referral to the school counselor may be a necessary step in the process.

Minor Infraction Policy

A. WARNING

Warnings will be issued by faculty members, substitutes, or any authority figure for a student failing to comply with school rules and/or policies.

B. MINOR INFRACTIONS MAY BE ISSUED AFTER A VERBAL WARNING FOR THE FOLLOWING:

Arguing with another student	Temperamental/Uncooperative
Blaming others for his/her actions or behavior	Name calling behavior/Put-downs
Bored behavior/Showing disinterest	Out-of-seat repeatedly during instruction or inappropriate time
Bothering others	Interrupting constantly
Chair tipping (repeated)	Playing with classroom lights, fire extinguisher, etc.
Complaining or whining constantly	Restroom issues (e.g. playing in the restroom)
Gum chewing/candy	Lack of self-control
Homework issues	Disrespectful/Rude behavior/Inappropriate humor
Inappropriate laughing (excessive)	Talking excessively /Very noisy
Incomplete work	Wasting classroom or personal supplies
Lack of participation/Unwilling to do work	Other misbehavior
Misbehavior during special events/school programs	Violations of Dress Code listed on pages 9 and 10
Misbehavior outside classroom/recess	

C. STUDENTS WILL RECEIVE RECESS DETENTION AND AN EMAIL TO PARENT FOR EACH INFRACTION.

Major Infraction Policy

A. AN AFTER-SCHOOL DETENTION MAY BE ISSUED FOR THE FOLLOWING VIOLATIONS:

3 Minor Infractions
 Rough Housing (Hitting, Pushing, Kicking)
 Disrespect of Self, Others, or Authority
 Willful Disobedience
 Inappropriate Materials/Object
 Inappropriate Use of Technology
 Lying
 Fighting
 Inappropriate Language, Gesture, Writing, Actions
 Rude, Threatening Behavior
 Leaving Classroom/School without Permission
 Destruction of School Property/Vandalism
 Forgery
 Cheating
 Stealing/Any other behavior deemed inappropriate by faculty/staff/administration

- It is **IMPORTANT** to note that after two (2) formal Detentions in a one (1) nine-week period, the next (or 3rd) Detention may result in an In-School Suspension. Any further formal Detention assignments within the nine weeks period may result in an In-School Suspension.
- Parents will receive prior notification of a detention assignment. Students assigned to Detention must report directly to the Detention area at the assigned time. Transportation arrangements are the responsibility of the parent or guardian for Formal Detention assignments. Students serving Detention **WILL NOT** be allowed to receive Before/After Care services the day of the Detention assignment.
- Student must bring the form home for parent/guardian signature and return it to the homeroom teacher the following school day.
- Failure to serve Detention may result in an In-School Suspension.

***Forgery, Cheating, and Stealing** are unacceptable behaviors in a Catholic elementary school setting. Every attempt will be made to provide age-appropriate guidance toward acceptable behavior. **In cases of cheating**, the student will receive **50%** of the total possible points of the test/assignment. Each case will be reviewed individually according to the following guidelines:

Grades 1-2	1 st Offense – Discipline Form AND Parent Conference
	2 nd Offense – Detention
	3 rd Offense – In-School Suspension
Grades 3-7	1 st Offense – Detention AND Parent Conference
	2 nd Offense – In-School Suspension
	3 rd Offense – Out-of-School Suspension

B. IN-SCHOOL SUSPENSION

Suspension is considered a disciplinary measure that follows serious failure on the part of the student to comply with the rules and standards of behavior. Suspensions are assigned in-school for one or more days. The student is to report to the school office upon arrival. They will complete all class work, tests, and other assigned tasks for the day in a designated area. Parents will be required to come to school for a conference.

AN IN-SCHOOL SUSPENSION MAY BE ISSUED FOR THE FOLLOWING VIOLATIONS:

1. *Forgery, Cheating, Stealing, Vandalism
2. Any act detrimental to the well-being or safety of students/adults involved with the school
3. Inappropriate/Unacceptable Use of Technology (computer/internet/cell phone/other resources)
4. Any other behavior deemed serious or inappropriate by faculty/staff/administration
5. The third formal detention assignment within a 9-week period results in an In-School Suspension

C. OUT-OF-SCHOOL SUSPENSION

Out-of-School Suspensions are reserved for the most serious offenses and may be for one or more days. In addition, the third (3rd) In-School Suspension will result in an Out-of-School Suspension. After one (1) Out-of-School Suspension, any one (1) violation of Section B or C may result in a second (2nd) Out-of-School Suspension. Once a student receives a second Out-of-School Suspension, they are placed on probation. A mandatory conference will then be held with the student, parents, school counselor, and school administration. Students on probation may not be allowed to attend before school or after school programs, participate in extra-curricular activities, or attend class trips. A third (3rd) Out-of-School Suspension may result in Expulsion. If a student is suspended Out-of-School, the absence is unexcused (refer to Unexcused Absence on page 3). Any assessments missed as a result of an Out-of-School Suspension must be made up on the day the student returns. Students suspended out of school forfeit the privilege of any test modifications/accommodations.

D. EXPULSION

Expulsion takes place only at the discretion of the principal in extreme cases where the student habitually violates school rules/policies, or the behavior is detrimental to the safety of others and/or the reputation of the school. The criteria for the decision to take serious disciplinary action will always be based on the good of the individual student concerned as well as the common good of others in school.

***Deficiency/Discipline Forms accumulate within the nine-week period. In-School and Out-of-School Suspensions accumulate throughout the school year.**

Health and Safety

Insurance

All St. Joseph students are enrolled in the diocesan insurance program that covers accidents that occur at school or during school-sponsored activities. This policy provides supplemental/secondary coverage with limited benefits. Injuries must be reported promptly to the school office and claims must be filed within 90 days. The diocese also offers a 24-hour coverage policy for an additional premium.

Emergency Drills

St. Joseph Catholic Elementary School conducts monthly fire drills. In addition, other emergency drills (such as tornado and lock-down) are conducted periodically. Students are expected to abide by all emergency drill procedures as outlined and practiced.

Campus as Smoke and Drug-Free Zone

St. Joseph Catholic Elementary School is a smoke and drug-free facility.

Asbestos Report

St. Joseph Catholic Elementary School is in full compliance with the Asbestos Hazard Act of 1987. The Asbestos Management Plan for Compliance is on file in the school office and is available for your inspection upon request. We will continue to monitor our physical plant to assure a safe and healthy environment.

Safe and Respectful Place of Learning: Student Policy on Harassment and Bullying

St. Joseph Catholic Elementary School supports the objective of having a safe and respectful place of learning for all students and adults who are part of the school community. The school promotes the worth and dignity of all individuals regardless of race, creed, religion, physical or mental disability, color, gender, national origin, age, political opinion, or personal appearance. Bullying, relational aggression, harassment, and negative teasing are taken very seriously. The school will not tolerate or condone any act of bias, discrimination, insensitivity, or disrespect toward any person whether these acts are implicit or explicit, verbal, or non-verbal. The school will not tolerate or condone any sexual advances or sexually derogatory or discriminatory remarks or actions. This policy applies to the student and employees of St. Joseph School both on and off of the campus. As our mission statement expresses, we are here to 'educate youth spirituality, morality, academically, and socially'. As we profess a belief in Jesus Christ, we encourage development of a true, healthy relationship with Christ, as well as with each and every one of our fellow men. The school has a comprehensive program for handling these situations. Efforts will be made to evaluate understanding of personal actions and responsibilities in each situation and to educate students on the positive alternative actions and behaviors desired. The discipline and counseling departments work closely with the teachers and students to resolve any conflict, follow through on appropriate consequences for behavior, and constantly monitor outcomes. In keeping with the mission and philosophy of our school, we have a comprehensive pro-social program designed to expose students to positive character development, understanding and regulation of normal emotion, anger management techniques, problem solving, and coping skills for individual use. Students and parents are encouraged to report incidents that have not been resolved through individual efforts and that might need adult intervention.

Public Domain Policy

St. Joseph Catholic Elementary School strives to have a school where administration, faculty, staff, and parents work together to create an environment of open, honest, and fair communication in working with our children, keeping our parents abreast of the rules and regulations, and the implementation of those rules and regulations. We encourage the use of discretion when posting comments about our school on a public forum website (i.e., email, Facebook, Twitter, etc.). Comments of a negative nature about policies, decisions, schoolwork, or teachers are often visible to those directly involved even though that may not have been the original intent. Comments of this nature have the potential to undermine the goal of open, honest, fair communication and can easily be misunderstood or taken out of context resulting in a negative atmosphere among parents, teachers, and ultimately students. We invite you to bring concerns you may have about the operations of the school to our attention through the appropriate channel so they may be addressed in a constructive manner. As a courtesy and respect for others' privacy, please refrain from posting photos of school related activities where other children are pictured.

Possession of Firearms

It is unlawful to carry or possess a firearm, other weapon, or illegal drugs on the school campus.

Possession of Electronic Devices

Electronic devices such as cellular phones, iPods, iPads, Apple watches, other digital electronic games, and laser pointers are not permitted on campus during the school day or at after school practices.

Bus Regulations

St. Joseph Catholic School utilizes the Lafourche Parish School Board Transportation system in providing transportation for students to and from school. St. Joseph students must adhere to all bus safety rules as well as policies governing discipline for riders. Improper or unsafe bus conduct may merit disciplinary action, including suspension of bus riding privileges.

Search and Seizure Policy

A school official may search students' belongings, including but not limited to handbags, cases, and/or book bags for reasonable cause, for purpose of maintaining discipline and order, or for health/safety reasons. The search may also take place when there are reasonable grounds for suspecting that the search will reveal the student has violated either the law or rules of the school.

Student Photo Use Policy

St. Joseph Catholic Elementary School utilizes student photos to publicize the activities of our school and the accomplishments of our students. If you do not wish for your child to be pictured in any media, send a signed and dated letter annually stating your wishes. This letter will be placed on file in the school office and we will make every effort to exclude your child from photographs and publications. By not sending a letter, you are granting St. Joseph Catholic Elementary School and/or the Diocese of Houma-Thibodaux the right to publish and print your child's name and/or likeness on the St. Joseph Elementary website and/or school Facebook page and further release, indemnify, and hold harmless St. Joseph Catholic Elementary, the Diocese of Houma-Thibodaux, the directors, officers, agents, pastors, employees, and insurers from any and all claims and/or damages on behalf of yourselves and your child arising from the publication of your child's name, photograph, or likeness used by the school. This agreement shall remain in force and in effect at all times.

Profile of a St. Joseph Catholic Elementary School Graduate

A Christ-centered person who:

- centers their life around Jesus
- participates in mass, the sacraments, liturgies, and prayer
- lives according to the Gospel teachings
- demonstrates a thorough knowledge of the Catholic faith

A Missionary Disciple of Christ who:

- is a friend of Jesus and calls others into friendship with Jesus
- shares their God-given talents
- serves the church, school, and community
- appreciates diversity

A life-long learner who:

- strives for their personal best
- plans and perseveres to achieve goals
- builds skills to be academically successful
- shows his faith in both words and work ethic

A well-rounded person who:

- sets a positive example and serves as a role model for younger students
- demonstrates good sportsmanship and displays humility
- models Catholic virtues, including respect and forgiveness of self and others
- follows the Golden Rule

School Authority

The education of the child is a partnership between the school, student, and parent/guardian who are the primary educators of the child. If in the opinion of the school administration this partnership is irretrievably broken, the school reserves the right to require the parent/guardian to withdraw the child. The ultimate authority in all school matters lies with the principal of St. Joseph Catholic Elementary School. The principal's decisions regarding the implementation of school policy are final.

* In the event of a natural disaster, disease outbreak, or any other circumstances which, in the judgment of the school administration, make it infeasible, unsafe, or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty, and staff salaries, there shall be no suspension, reduction, or refund of tuition or applicable fees.

*The principal has the discretion to permit classroom instruction to be streamed live online, recorded, or both, in order to provide remote learning for the benefit of students.

*No screenshots, recordings, etc. may be taken of a distance learning lesson/class or an individual participating in the class conducted by a St. Joseph Catholic Elementary School employee.

*Parents are deemed by enrolling their child in the school to agree that they and their children will abide by all health/safety guidelines issued by applicable civil authorities, as well as those issued by the school. The school will comply with all health information reporting mandated by civil authorities.