



St. Joseph Catholic School
Student and Parent Handbook
2026-2027

St. Joseph Catholic School
1210 Anniston Ave, Shreveport, LA 71105
Phone: 318-865-3585 FAX: 318-868-1859
www.sjsfalcons.org

Academic Excellence Surrounded by Faith

PARENT/STUDENT HANDBOOK Revised Date: June 3, 2026

“What greater work is there than training the mind and forming the habits of the young?”

St. John Chrysostom

Dear Parents,

Welcome to St. Joseph Catholic School! As parents are called to be the primary teachers of their children, we are committed to partnering with you in fulfilling this responsibility by forming and educating your child in the Catholic tradition. We accept the call to serve our families with great care. It is our duty to provide the pathways of wisdom, knowledge, and understanding, while forming them in the virtues of the Gospel and the teachings of the Catholic faith.

The Parent/Student Handbook reflects the policies of St. Joseph Catholic School for the 2026-2027 school year. Please read this document carefully in its entirety and sign the attached agreement, which is required. The agreement states that you intend to abide by the policies of St. Joseph Catholic School for the 2026-2027 school year.

The faculty and staff of St. Joseph Catholic School look forward to working with you to promote academic excellence and spiritual development in accordance with the teachings of the Catholic Church. In prayer, let us ask that God would guide us along His path, which leads to the understanding of all truth. It's a great time to be a Falcon!

In Christ,

Clayton Cobb

Principal

St. Joseph Catholic School

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School's Right to Amend

While a concentrated effort has been made to address all issues related to the school environment, some regulations and policies may have been omitted. St. Joseph Catholic School, a ministry of St. Joseph Parish, adheres to the tenets of the Roman Catholic Church. The school reserves the right to amend and enforce any policy to reflect such teachings and beliefs. Additionally, in the absence of a policy in this handbook, the principal (*in accordance with Diocesan policy*) reserves the right to determine policy as needed, particularly when repeated attempts to correct student behavior require additional disciplinary action not outlined in the handbook.

St. Joseph Catholic School

History

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

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

The first school building was completed, and the school opened in September 1951. In attendance were 102 pupils and four teachers, comprising kindergarten and three grades. Today, there are over 320 students enrolled in K3 - Eighth grade. The physical plant of St. Joseph Parish now has over 12 permanent structures.

Catholic education is a priority among the missions of St. Joseph Catholic Church. The school is encouraged and supported by the parish community. Today, St. Joseph is still a growing and dynamic parish under the pastoral leadership of Father Jerry Daigle.

Mission Statement

It is the mission of St. Joseph Catholic School to provide an authentically Catholic education directed towards academic excellence and the formation of each child in the virtues of the Gospel of Jesus Christ.

Philosophy

In accordance with the mission of the Catholic Diocese of Shreveport and of St. Joseph Parish, our school is a vibrant Christian community where students are encouraged and supported to reach their full potential in spiritual, intellectual, aesthetic, emotional, social, and physical areas.

St. Joseph Catholic School recognizes that parents are the primary educators of their children and views the school as an extension of the family. It is the school's responsibility to help educate the child in a Christian environment. We recognize that each child has individual gifts and needs.

Through a carefully planned curriculum and qualified staff, we help to develop these gifts and meet the needs of every child.

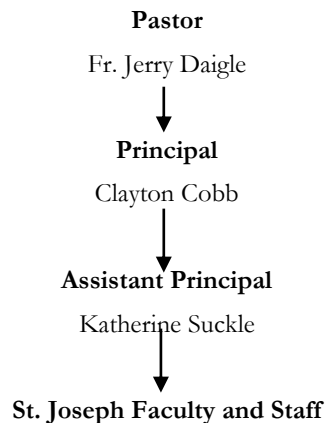
As a Catholic school, faithful to the tenets of the Roman Catholic Church, we support the teachings of the Roman Catholic Bishops of the United States in their pastoral letter, "To Teach as Jesus Did." That is, the education of the young is fundamentally the responsibility of the home. Thus, it is the function of the school to complement, to reinforce, and to extend the Christian development begun within the home:

Through communication between home and school regarding students' progress and the expectations of parents and the school.

1. Through staff awareness of the obligation to remain abreast of current trends in education.
2. Through challenges, which encourage students to continue their development beyond the boundaries of home and school.
3. By providing an atmosphere in which faith is fostered through liturgies, religion classes, and visible signs of faith, such as the crucifix and other religious symbols.
4. By cultivating through word and example a respect for the person, rights, and properties of others, and a respect for the religious beliefs of others.
5. By encouraging everyone to greater love by cultivating a greater acceptance of one another, by community solidarity, and by lasting friendships.
6. By meeting our individual responsibilities with maturity that elicits trust.
7. By offering as wide a variety of choices as reasonably possible.
8. By individual and group guidance in relating consequences to choices.
9. By offering a range of academic and extracurricular choices, we give every student an opportunity for growth.

The first responsibility of St. Joseph Catholic School is to be an expression of a Christian community in which we strive to love one another with love, which Jesus said would be the sign of His followers. Therefore, each member of the St. Joseph family is an example of a Christian center of learning. We accept as a basic reality that in a Christian center of learning, rights bring responsibilities. As responsibility develops, it calls for choices that encourage good, reflective decision-making. Respect for and trust in one another is the basis from which an active sense of responsibility grows. Because students have varying needs and learning abilities, we endeavor to offer a variety of experiences both inside and outside the classroom in order to help them realize their potential.

Administrative Structure



Admissions Policy

Non-discriminatory Policy

St. Joseph Catholic School does not discriminate on the basis of race, color, or national or ethnic origin, or disability in violation of state law and federal law or regulation in the administration of its education policies or programs. The information provided in an application will not be used for any discriminatory purpose.

Entrance Requirements

The parents or guardians of every prospective new student must submit a completed application, complete an admissions screening, and submit a complete set of previous school records upon registering. Administration reserves the right to review screenings and records to determine grade placement.

- Three-year-old (K3) students **must be potty-trained AND be 3 by September 30** of the year they enter.
- Four-year-old (K4) students **must be potty-trained AND be 4 by September 30** of the year they enter.
- Bridging (TK) students **must be 5 by July 30** of the year they enter. **NOTE: Enrollment in the bridging program may be at a parent's request or at the school's recommendation. Once a parent agrees to enroll the child in the bridging program, the student may not be moved.**
- Five-year-old (K5) kindergarten students **must be 5 by September 30** of the year they enter.

St. Joseph Catholic School reserves the right to deny admission to students who have been dismissed or expelled from a previous school.

St. Joseph Catholic School may not admit an eighth-grade student after the beginning of the school year.

By signing the K-Village form, parents indicate that their child is school-ready because he/she is potty trained. Your child must be fully potty trained, with no diapers or pull-ups, and able to use the restroom independently upon entering our program. This is absolutely essential. Students who have more than 3 accidents in one week will be asked to take time out to work on potty training, and their spot will be held. If a student returns and continues to have accidents, the administration may dismiss the student from the pre-kindergarten program.

Registration

Registration will open during Catholic Schools Week at the end of January. All current students will be automatically re-enrolled unless parents or guardians notify the school that the student will not be returning. At the time of registration, all new students seeking admission to St. Joseph Catholic School are evaluated through admissions interviews that include testing, current standardized test scores, and report cards. All new students are placed on a nine-week probationary period. This is done for the benefit of both the student and the school.

St. Joseph Catholic School accepts students of varying abilities; however, the school reserves the right to decline admission when a prospective student has a learning challenge that the school is not properly equipped to address. The school reserves the right to refuse admission to a student who has demonstrated a serious and persistent behavioral problem. Students who are expelled from any other school may not enroll at St. Joseph Catholic School.

If a student's complete school records are not available upon registration, the student will be placed on probationary status until the records are received.

The following data is necessary before registration is complete:

- *Verification of Active Parish Affiliation/Stewardship**
- *Immunization Records**
- *Birth Certificate (original)**
- *Social Security Card**
- *Baptismal Certificate (Catholic applicants only)**

***Report Cards**

***Standardized Test Results**

***Record of IEP/Accommodations Plan (if applicable)**

All new students will be given a trial period of one quarter (9 weeks) to prove themselves both socially and academically. If any problems arise during this trial period, a student may be asked to withdraw from St. Joseph Catholic School. The school's recommendation and decision are final.

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

Priorities for Admission

As openings become available, the following priorities will be used to accept students to St. Joseph Catholic School:

1. School families (families with children presently enrolled)
2. Members of St. Joseph Catholic Church Parish
3. Members of other Catholic parishes
4. Non-Catholic students

Accommodations for Students with Exceptionalities

St. Joseph Catholic School welcomes students with learning differences and may be able to provide reasonable accommodations in some circumstances. Students will need to qualify for an Official Accommodation Plan when they have diagnosed impairments that substantially limit one or more major life activities (those functions that are important to most people's daily lives). Examples of major life activities include walking, talking, hearing, seeing, caring for oneself, performing manual tasks, and major bodily functions. Where the diagnosis has caused learning struggles not experienced by most people, this will be the foundation of qualification for an Official Accommodation Plan.

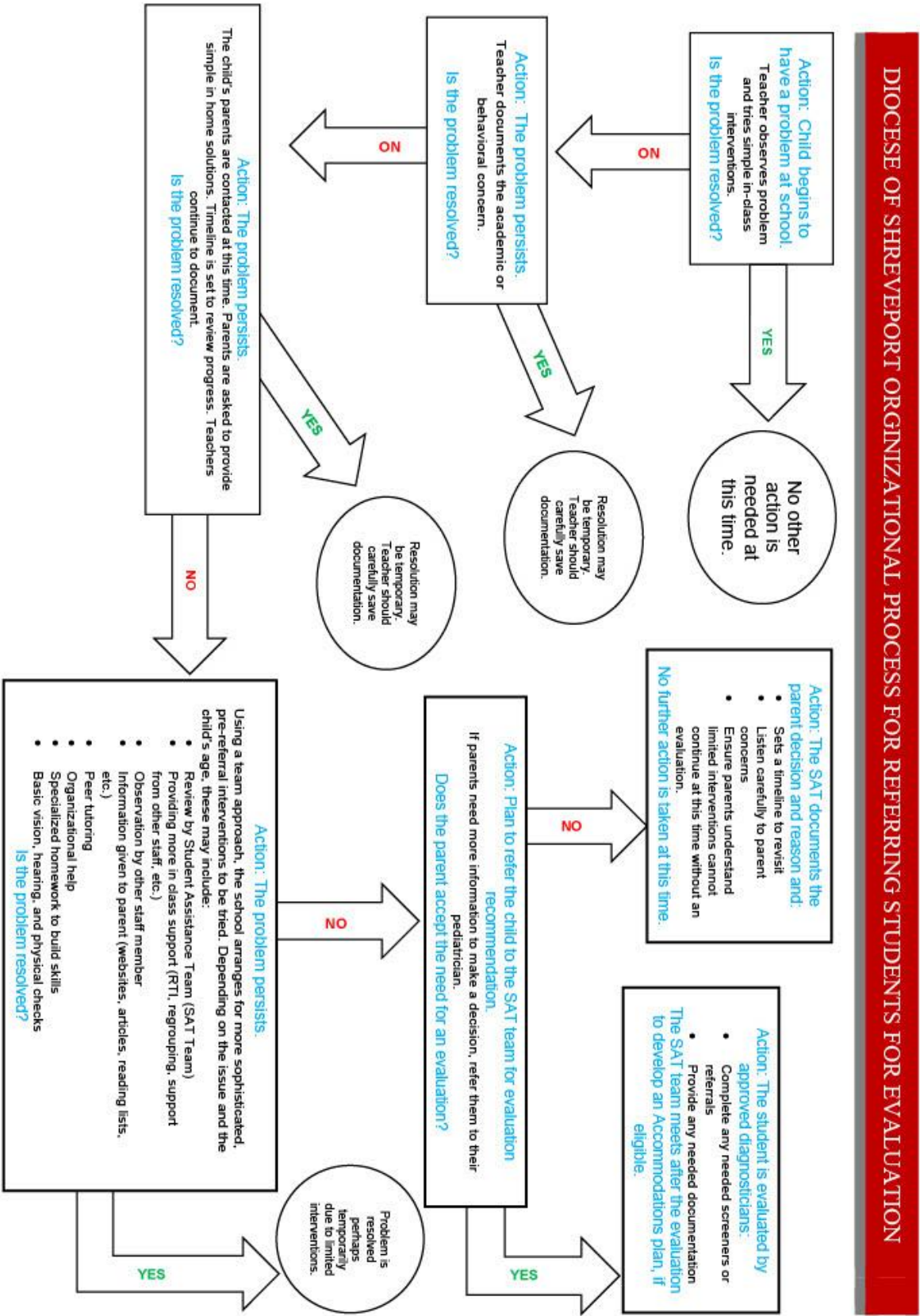
A list of organizations that can provide acceptable evaluations is available from the school administrative office.

The administration office requires that parents provide up-to-date educational evaluations to support the student's need for accommodations. Psychoeducational evaluations are valid for three years. Letters from doctors to verify diagnoses, such as ADHD, Anxiety, etc., are valid for one year. If, after admission, a student's educational and/or behavioral needs exceed what the school considers reasonable, the student may need to be separated from St. Joseph Catholic School.

There are times when parents consult multiple professional evaluators to provide a diagnosis. When such an occurrence occurs, the school will consider the opinion of the higher-degreed professional.

NOTE: St. Joseph Catholic School will require 2 qualified sources of documentation regarding a child's diagnosis in order to be considered for an accommodations plan.

Diocese of Shreveport Organizational Process for Referring Students for Evaluation Chart:



Student and Classroom Placement

St. Joseph Catholic School strives to provide an equal and fair classroom environment for all students. The administration and faculty determine students' needs based on grade-level data. St. Joseph Catholic does not honor homeroom teacher requests from teachers or parents.

Withdrawals

Families must notify the school in writing if a student is withdrawn from the school. Registered students who withdraw before the first full day of school forfeit their registration, technology (see "Fees for all Students"), and PTO fees. Registered students who withdraw after the first day of school through December 15th are responsible for each quarter of the tuition for the semester in which they were enrolled. **Registered students who withdraw after December 20th are responsible for the full tuition amount.** The school will not forward students' records until all accounts have been settled.

Dismissals

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

Parent Cooperation Statement

An integral part of the educational philosophy of St. Joseph Catholic School is the conviction that the school assists parents/guardians in carrying out their primary responsibility to provide for the religious and secular education of their children. Therefore, it is the right and duty of parents/guardians to serve as the primary role models in the development of your child's life: physically, mentally, spiritually, emotionally, and psychologically. As partners in the educational process at SJS, we ask parents:

- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To meet all financial obligations to the school;
- To inform the school of any situation regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems;

-To not post negative comments about students, teachers, or the administration on social media or school communication apps.

An ongoing positive working relationship between parents/guardians and the school is critical to the school's and students' success. Your choice of St. Joseph Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. A good example is the strongest teacher. Your personal relationships with God, with each other, and with the Church community will affect how your child relates to God and others. Having chosen to enter into a partnership with us at SJS, we trust you will be loyal to this commitment. Dividing authority between school and home or within the home will only teach disrespect for all authority. **If there is an incident at school, you, as parents, must investigate the complete story as your first step. Understand that the school can only discuss your child with you.** Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships. Talking negatively about a child's teacher at home will only foster distrust of the teacher, the school, and the parent.

While SJS encourages the constructive exchange of ideas, feedback, and suggestions intended to foster the continued growth and improvement of the school, SJS is ultimately responsible for the orderly administration and operation of the school, including the policies and procedures implemented to achieve the school's goals. **Thus, St. Joseph Catholic School reserves the right to terminate the enrollment of any student(s) if it is determined by the school's administration that** (1) a positive working relationship between the school and the parents/guardians no longer exists and/or is irreparably damaged, or (2) that the parents/guardians have failed to provide the support and assistance necessary for the religious and secular education to which each child is entitled. Furthermore, failure by any student and/or parent/guardian to abide by the rules, regulations, and policies outlined in the school handbook may result in termination of the student's enrollment at the school.

Financial Information

Tuition and Fees

The tuition rates for the 26-27 school year are as follows:

\$9,590 (Non-Catholic)

\$8,341 (Catholic)

Multi-child discount (this is subtracted from the total tuition per family):

	Non-St. Joseph Parishioner	Catholic Non-St. Joseph Parishioner	St. Joseph Parishioner
2 children	\$1200	\$1250	\$1300
3 children	\$1800	\$1850	\$1900
4 children	\$2200	\$2250	\$2300

- 10% discount provided for Active Duty Service Men/Women
- Registration Fees: \$350 per child. The fee will increase to \$400 per child on 3/1/2027.
- **Supply Fee:** \$125
- **PTO Fee:** \$25
- **Homeroom Fee:** \$25

- **Technology Fee:** \$185
- **Security Fee:** \$150

Fees cover registration materials, rental of hard-cover textbooks, consumable workbooks, classroom supplies, assignment books, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), audio-visual licenses, Science lab fees for consumable materials; **DOES NOT COVER FIELD TRIPS, BEFORE/AFTER SCHOOL CARE, ATHLETIC PROGRAMS (basketball, cheer, volleyball, etc.) or other after school activities.**

Payment Options

You may pay your tuition to FACTS by:

- Paying in full to FACTS by August 1.
- Paying in semiannual installments to FACTS, due August and January.
- Monthly installments to FACTS, due the 10th or 20th of the month from August 2026 to May 2027. Payments may be automatically deducted from your bank account.

Tuition Policy

Families will not have access to grades or be issued a report card if tuition payments are more than thirty (30) days past due. Parents will also be contacted by the school principal to ensure that parents understand why such measures are being taken. This communication also allows parents to contact the school with any concerns. Final report cards will not be issued if tuition, cafeteria fees, book fees, technology fees, athletic fees, library fees, or after-school fees are not paid in full. For 8th-grade students, all accounts must be paid and current prior to their last day of school (May 14, 2027) for the student to participate in end-of-year activities or commencement. **When tuition is sixty (60) days past due, the school will no longer allow the student to attend classes unless the past due tuition and any accumulated late fees are paid in full. A \$25.00 return fee will be assessed to your account for any returned tuition payment. Please address all tuition questions to the school office.**

Scholarship Recipients

Families of St. Joseph Catholic School may apply for scholarships from Arete or LA Gator. Scholarship Recipients are still required to make regular monthly payments in accordance with the tuition agreement. Payments from scholarships are paid out quarterly. Any difference between the tuition amount and the scholarship amount awarded is expected to be paid by the family each month. Failure to do so will result in the 30 and 60 day penalties mentioned above.

FACTS Tuition Management

Our school has an agreement with FACTS Tuition Management Services to handle tuition collection. You will receive an email from FACTS to set up your account. All tuition payments should be made promptly to FACTS. **All tuition is paid electronically for the 2026-27 school year. Please note: if there is a reason tuition cannot be paid online, one must obtain permission from the principal to make the payment. Any payments made in the school office will incur a 3% fee when paying by credit card. Unfortunately, we are unable to receive debit payments in the office.**

Final Payments

8th Grade families are required to have no delinquent balances by the Friday before graduation. Failure to do so will result in a student being prevented from participating in graduation activities. Report cards and transcripts will not be forwarded to a student's next school until all balances have been paid in full.

Families who have registered their child for the following school year are required to have all accounts paid in full by the end of the current school year. If there is a balance after the close of the current school year, records will be held until the entire balance is paid. NOTE: If a family has an outstanding balance after June 30, the student will no longer be considered registered for the following school year, and all rules regarding non-refundable fees will be applied.

Office Procedures

Office Hours

The school office hours are from **7:30 AM to 3:30 PM (12:30 PM on half-days)** during the school year. Summer office hours are 8:00 AM to 12:00 PM. Mondays-Thursdays, with the office closed on Fridays. The school office is closed the last two weeks of June and the first week of July.

School Hours:

- The school doors open for students at 7:20 AM.
- The school day is **7:45 AM-3:05 PM** for Grades K3- 8th.

Students not in their homeroom at 7:45 AM are considered tardy. From 7:45-8:00 AM, students are to go directly to their classroom.

ALL students arriving after 8:00 AM MUST be signed in to school by a parent.

At St. Joseph Catholic School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building independently each morning. Various classes invite parent involvement or visitation on particular occasions; however, this should not occur at morning drop-off.

Change of Address/Phone

It is vital that the school be able to reach you in the event of an emergency. Please notify the school office immediately in writing of any change of address, custody, home telephone number, cell phone number, work phone number, email address, and/or phone numbers of emergency contacts so that FACTS may be updated.

Parent Volunteers

Parents have several opportunities to volunteer at St. Joseph Catholic School with the approval of the school administration. Roles may include room parents, chaperones, coaches, and helping with clubs and organizations- if requested by the faculty sponsor or homeroom teacher. All parents serving in a volunteer role with students are required to complete the Virtus® Protecting God's Children training, stay current on training, and have a background check, as this is part of the Code of Pastoral Conduct of the Diocese of Shreveport: <https://www.dioshpt.org/wp-content/uploads/2025/12/CodeofConductRevised2014.pdf> Parents are to conduct themselves in a manner that is directed towards the good of the students, faculty, administration, and school community.

Campus Visitors

St. Joseph Catholic School asks that families limit school visits to when they are absolutely necessary. School visitors (volunteers, parents, etc.) must check in at the main office. For safety and security reasons, each person must sign in at the office upon entering the building. All visitors and volunteers are required to wear a designated badge, which may be picked up in the office.

Visitors are not allowed past the lobby without a visitor pass, and access to the campus will only be given with permission from the administration- even to walk one's child to the classroom. Visitors and/or volunteers are to sign out upon departure. Visitors may be asked to show identification, such as a driver's license or other government-issued identification.

Parents who volunteer in the school **are not permitted** to drop in on a classroom to see their child during the day. This is an interruption to the teacher and to the educational process.

Delivering Items to Students

Any items to be dropped off to students must be brought to the front office, and will be delivered to the student by a faculty or staff member.

Media Policy

St. Joseph Catholic School reserves the right to create still and moving images of all students through the use of photography, videography, etc. These images will be used in various school publications, school and Church websites, newspapers, magazines, and other publications, as well as television. These images will be used to share news about the school and to promote it and its students' accomplishments.

If you **do not** wish to have your child appear in these venues, please ensure that the media release on your application via FACTS has been filled out. Please also inform your children that they are not to be photographed so they can inform teachers, administrators, and parents who may be documenting an event, activity, or competition.

Conferences and Messages

A. Teacher Conferences- are scheduled when deemed necessary by the school administration and faculty members. Throughout the school year, SJS faculty will gladly meet with families regarding a student's needs. To ensure there is adequate time to meet, an appointment must be made. Appointments are made through the school office by email or by phone. The best way to schedule an appointment with a teacher is by email. Appointments will only be scheduled before school, after school, or during the teacher's planning period. Teachers will not be disturbed from their primary duties once the school day begins. Conferences are not to occur at carpools.

B. Messages-Telephone messages to students during school hours are not permitted. ONLY messages deemed of vital importance by the administration will be relayed to students during school hours. If, through urgent necessity, a parent comes to the school to deliver a message or bring something to a student, the parent must go to the school office. Under NO circumstances is the parent to go directly to the student's classroom. Students are permitted to use the office telephone only in cases of emergency and then only with permission from the school administration. Parents may not call to speak with their child. If a parent wishes to speak to their child during the school day, they may come to the school and check their child out. Students are not permitted to use the phone at their leisure or at their parents' request.

Changes in Transportation

Please make sure your child knows the arrangements for afternoon transportation prior to coming to school, should they differ on a particular day/s from his/her usual method of transportation. If there is to be a change in your child's usual transportation arrangements, the teacher MUST be informed IN WRITING if the change is known in advance. Notice of sudden changes in transportation MUST be telephoned to the office by THE PARENT OR GUARDIAN by 2:00 PM. We ask for your cooperation in this matter for your child's safety and protection.

Conflict Resolution

Complaints of students and parents should always go through proper channels. Discussing a problem with others who are not involved or unable to resolve it does not eliminate the problem. On the contrary, it may only create more discontent and animosity between the parties actually

involved. Any issues concerning school matters can and should be solved by communicating with one another in a Christian manner. Communication between parents and teachers is integral to the student's success. The direct approach is often best.

The following steps are required for addressing student and parent concerns in order to achieve a resolution that is just and fair to all parties:

1. Begin by communicating concerns with the appropriate faculty member regarding your child. This faculty member is most familiar with the concern and will be best able to address it initially. To bring the matter to the administration's attention, this critical step must occur first.
2. If communication by phone or email does not prove effective, please schedule a conference with the teacher and an administrator.
3. If satisfactory adjustments or explanations are not made, please schedule a conference with the principal.
4. If satisfactory adjustments or explanations are not made, please schedule a conference with the pastor.

Final decisions may not be reached in the presence of the grieved party but only after a closed session to discuss the matter privately. Normally accepted standards of due process will be followed in the exercise of these procedures.

Fundraising Policy

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

Any funds raised for a group within St. Joseph Catholic School will belong to the school if the school is closed for an extended period due to natural disasters, pandemics, or similar events.

The St. Joseph Catholic School **Partners in Education** is a fundraising campaign to cover operating costs and enhance educational programs not covered by tuition fees. Donations and sponsorships are tax-deductible. Contributions to **Partners in Education** ensure continued growth and financial strength for our school and parish. St. Joseph Catholic School welcomes any gifts of securities or life insurance, as well as consideration in estate planning.

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

Communication

Communication with Parents

In order to ensure that all communication from school reaches home in a timely manner, we draft a weekly newsletter that is sent out on the first day of every week. The school also uses a **Wednesday folder system for grades K3-5th**. Official folders containing all correspondence are sent home on Wednesday and should be returned the following school day. Your child is responsible for returning an empty folder to their homeroom each Thursday. Information is not sent home if the Wednesday folder has not been returned. Official school-wide emergency communications are sent via **FACTS** text and/or email messages and **Bloomz**; therefore, it is imperative that contact numbers are up to date.

Confidentiality

St. Joseph Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to the privacy of student records and the rights of non-custodial parents. It is

the parents' responsibility to share any custodial information as determined by the courts. Official custodial agreements will be kept in a confidential file in the principal's office. In the absence of any court document, the school will assume that each parent has full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to multiple home addresses. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will be responsible for paying the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.). It is a great benefit to the child to have both parents involved in his/her education.

St. Joseph Catholic School protects the confidentiality rights of all students. When discussing disciplinary action with parents, only their children's names and records will be discussed.

FACTS Family Portal

FACTS Family Portal is a computer-based management program that allows you to view your child's grades, homework assignments, school calendar of events, and other school information. You will be given the specific information needed to access this site at Back to School Night. Teachers post their weekly calendar by Monday afternoon, including homework and test dates, and grades are updated weekly. FACTS is our major means of communication with parents, so it is very important to visit it frequently to stay informed. A FACTS Parent Parent App is available for smartphones and tablets, but it is not required. Access to FACTS may be suspended by the front office for any parent whose tuition and/or fees (lunch, library, extended day, etc) are overdue.

SJS Social Media

St. Joseph Catholic School utilizes social media as a means of informing the community of happenings at our school (Facebook® and Instagram®). We wish to promote a very positive image of the school. Content posted on the internet that is derogatory toward the school, faculty, other students, or the parish is not permitted and may result in disciplinary action.

No parent, student, or teacher is to open a social media account under the name of the school, a faculty or staff member, a particular grade, or an organization. The only official pages are the ones created and monitored by St. Joseph Catholic School. Individuals who choose to create such an account may subject themselves to separation from the school. During the school day, students are not permitted to utilize social media. Any such practice will result in disciplinary action.

SJS Website

The St. Joseph Catholic School website, www.sjsfalcons.org, is designed to provide information about the school to parents and the general public.

Falcon News

Each Monday, SJS parents receive a weekly newsletter from the principal via email and text, featuring the week's calendar, upcoming events and activities, and other pertinent information. Important announcements are communicated here each week. Please read the newsletter carefully.

Email

Email is also a very effective means of communication if questions or comments need to be addressed with teachers, administrators, or other staff members. Email for faculty and staff is the first initial and last name of the person @sjsfalcons.org.

Curriculum

Spiritual Formation

The initial goal of any Catholic institution is to permit the members of the community to experience Christ while on the path to heaven. It is the intent of St. Joseph Catholic School to foster within each student the importance of an authentic relationship with the Holy Trinity- God the Father, Son, and Holy Spirit. Our faith curriculum strives to form each child in the virtues of Jesus Christ

and to prepare them for an encounter with him in the Sacraments. Through formation in the Catholic faith, our students are therefore prepared to minister to others in their school, home, the Church, and community.

- Our enrichment classes and special liturgies will enhance liturgical experiences.
- Students are actively involved in weekly Eucharistic liturgies.
- Family and friends are welcome to attend weekly mass and other special events.
- **ALL STUDENTS (K3-8th grade) ARE REQUIRED TO ATTEND MASS**, which is considered a religion class for grades K3-8th, and students are to wear the appropriate uniform for the day. (K3 students start to attend school Mass later in the school year).
- All middle school students become responsive to the needs of others by participating in community service projects;
 - 8th-grade students have **20 hours** of required service hours
 - 7th-grade students have **15 hours** of required service hours
 - 6th-grade students have **10 hours** of required service hours
- Service hours will be a major 4th 9 weeks grade (equal to a project grade of 100 points) in Religion.

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Joseph Catholic School. Grade 2 students will prepare for Reconciliation and First Holy Communion. Students in **Grades 7 and 8** will prepare for Confirmation. In accordance with the diocesan guidelines, candidates for First Communion will receive the sacrament of Reconciliation prior to First Communion. Parents are required to be active partners in preparing their children for these sacraments. The sacraments of Reconciliation and the Eucharist are conferred only on students baptized in the Roman Catholic tradition.

Academics

The curriculum followed by St. Joseph Catholic School is in compliance with the state curriculum regulations for approved schools in Louisiana. The academic needs of each student are not only fulfilled by required courses but also supplemented by library resources, computer-assisted instruction, educational field trips, audiovisual materials, and enrichment activities. The religious instruction included in the curriculum helps develop the students' attitudes of faith, love, care, and service to others.

Homework

Formal home-study is assigned **and taken for a grade** to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, supplement and enrich classwork, and prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to determine exactly how much time to spend on an assignment. A good range would be 10-15 minutes per grade, increasing incrementally. For example, students in Grade 1 would have approximately 10-15 minutes of homework; Grade 3 – 30-45 minutes, etc. If a problem arises, the teacher should be contacted. Reading is not included in the homework time, and students should read for at least 20 minutes each night.

Homework may be assigned to students **Monday through Thursday**. Homework will not be assigned to students on Friday evening or during long, seasonal breaks. **However, students may be asked to study over the weekend for an upcoming test or quiz.** No large projects, including research papers, will be due on Monday or on the first day of the week. However, students enrolled in Algebra may expect weekend homework. **Homework is due by the due date to receive full**

credit. Homework may be turned in late on the following day for no more than ½ credit. Students will not receive credit for attempting to turn in assignments beyond this point.

Testing

The purpose of assessment is to gauge student progress and the mastery of basic skills appropriate to the subject. Students will not be permitted to retake a quiz or test to improve their academic standing. Grades are posted weekly on FACTS for 1st - 8th grade. Report cards are sent home every nine weeks for all grades.

Students may be given a maximum of three quizzes or tests per day. To reduce the number of tests assigned in a single day for middle school students, a teacher may use Monday as a testing day from time to time. In addition to teacher-made tests given in the classrooms, St. Joseph Catholic School students in grades 3-8 are required to take the TERRA NOVA Next annually. This test is a standardized, norm-referenced test. It is used to compare a student's progress with that of students nationwide or to identify specific strengths or weaknesses of a child or a program.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are re-evaluated each year to determine their compatibility with curricular goals. A field trip is a privilege and not a right. Not all grades have the same number of field trips.

Field trips are permissible for all grades when advanced planning, location, and experience ensure a successful learning opportunity. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

An official written permission slip, signed by the parent, is required before a child may attend a field trip. Verbal permission cannot be accepted. **A telephone call will not be accepted in lieu of the proper field trip permission slip.**

Parents may refuse to permit their child to participate in a field trip by stating so on the proper form. Students who do not attend a field trip are to remain at home and will be marked with an unexcused absence for the day.

Students who are participating in the field trip must ride in the vehicle to which they are assigned. Forms to be a driver must be completed and filed in the office. See forms in the Appendix of this handbook.

All monies collected for the field trip may NOT be refundable. Cell phones are not allowed on field trips. Parents who chaperone a field trip may not bring preschool- or school-age siblings. All chaperones must be 21 years of age or older, have completed Protecting God's Children, and be current on their Virtus training modules at least 3 days prior to the Field Trip, per the policy of the Catholic Diocese of Shreveport. All drivers are to avoid unnecessary stops or detours unless approved by St. Joseph Catholic School personnel. St. Joseph Catholic School may cancel or postpone planned field trips.

7th and 8th-grade field trips are overnight events. St. Joseph follows diocesan policies for the required number of chaperones, which means that a certain number of parents must attend. While the school recognizes that not all parents can make arrangements to attend the event, those who do are expected to room with their own child and are required to supervise other students in small groups. **Chaperones are unable to share rooms with children who are not their own.**

Textbooks

All textbooks are provided by St. Joseph Catholic School or by the State of Louisiana for use by students. All non-consumable textbooks must be covered. Students are fully responsible for the care of the textbooks issued to them. All textbooks are to be handled with care at all times, so that they are returned at the end of the year in the same condition in which they were received. It is

recommended that students use backpacks to carry books to and from school. Textbooks should be kept free of ink or pencil marks. Answers to problems, quizzes, or tests should NEVER be written in textbooks. If a textbook is lost or damaged, the student or the student's family will be expected to pay for its replacement. Damaged textbooks remain the school's property and are used as supplemental resources. They are not sent with students after replacement fees have been paid.

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year, or every nine (9) weeks. First-, second-, and third-quarter report cards are sent home with students. The final report card will be mailed. Progress Reports will be given midway between each nine-week grading period.

No student will be given a Report Card (or standardized test results) if tuition, cafeteria, library fines, or After-School Care Program fees are in arrears.

Grading

The purpose of grading is to give some indication of a student's progress. A close working relationship between the school and home is recommended to ensure your child's success at school. Parents are encouraged to regularly check student progress (grades) on FACTS. The grading scale is as follows:

For all core subjects(RLA, Math, Science, Social
I:

Studies, Religion), MS Spanish, and Elem. Conduct:

A 90-100

B 85-92

C 77-84

D 69-76

F 68 & below

For students in Algebra I and Spanish

A 93-100

B 80-89

C 70-79

D 60-69

F 59 and below

For Elementary Art, Music, P.E., Library, STREAM, Spanish, and Handwriting, the following scale will be used:

E 93-100

S 77-92

N 76 & below

All Core Subjects will have weighted grade books. Grades are divided into minor and major grades. Homework and Classwork are considered minor grades and carry less weight. Major grades include quizzes, tests, and projects, and have a higher weight. Homework will count as 10 % of the total grade, Classwork will count as 15% of the total grade, Quizzes will count as 30% of the total grade, and Tests/Projects will count as 45% of the total grade.

Awards

Honor Roll is recognition for students in grades 1-8.

Grades 1-5: To be eligible for "Straight-A" Highest Honors, a student must have all A's on his/her report card in core subjects (Conduct, Reading, ELA, Math, Science, Social Studies, and Religion).

To be eligible for the "A/B" Honor Roll, a student must have all A's and B's on his/her report card in core subjects (Conduct, Reading, ELA, Math, Science, Social Studies, and Religion). If a student has an "N" in an enrichment or non-core class, they will not be eligible for Honor Roll.

Grades 6-8: To be eligible for "Straight-A" Highest Honors, a student must have all A's on his/her report card in core subjects (Literature, Grammar, Math, Science, History, Religion, and Spanish).

To be eligible for "A/B" Honor Roll, a student must have all A's and B's on his/her report card in core subjects (Literature, Grammar, Math, Science, History, Religion, and Spanish).

Perfect Attendance is awarded at the end of each semester to students who have not missed a day of school, have no more than two tardies, and have not had an early dismissal.

Christian Witness Awards will be given to one student per class each month. This is given to the student who is exhibiting the virtue of the month. Students will be recognized monthly at a school Mass.

St. Teresa of Calcutta Award is awarded to one student per class in grades 1-5 at the end of each semester. This award is given to students who “do small things with great love.” Recipients of the Award are recognized at the awards ceremony at the end of each semester.

St. Pier Giorgio Frassati Award is awarded to **one male and one female** student per grade in grades 6-8 at the end of each semester. Frassati once said, "One act of charity at a time." This award, then, is given to students who are seen performing acts of charity over time.

Academic Awards Assembly

The administration of St. Joseph Catholic School has established awards to recognize students who achieve outstanding results in various areas. The goal is to help students recognize their gifts and further develop them. The purpose of the awards given at the school is to help students recognize the personal growth that comes with accomplishing something. The award should not take precedence over the internal motivation we hope to instill in students as they grow. **The Awards Assembly is held at the end of the first semester (January) and the fourth semester (May). Students are recognized by the Principal and faculty.**

Participation in Athletics, Cheer Squads, and Academic Clubs

St. Joseph Catholic School encourages students' participation in extracurricular activities. We believe that it is part of the formation of the whole person. Still, the primary focus of any academic institution is academic success. **Students wishing to participate in school athletics, cheer squads, and clubs must maintain a grade point average of 2.5 or higher. A student may not have an “F” on their report card or progress report regardless of their GPA.** Honor Society organizations will have a higher GPA requirement. Students who do not maintain the required GPA or have an “F” for a grading period **(from the beginning of the 9 weeks to progress report or from progress reports to report cards)** will be placed on academic probation and will be unable to practice or participate in activities. If a student raises his or her grade to a satisfactory level, he or she will be permitted to participate again. If a student fails to meet academic requirements for the consecutive grading periods listed above, the student will be dismissed from the team, squad, or club.

Fees: All athletic teams require a \$50 **annual participation fee**. With the principal's approval, coaches assess additional fees to cover the cost of uniforms and participation in special activities. **Students must have fees paid prior to the start of the season.**

Sports Physicals: To participate in school athletics, an up-to-date sports physical is required and must be completed and returned to the school athletic director prior to the start of the season.

Attendance and Participation: To participate in an athletic event, whether for cheer or competition, a student must be present at school. If a student is too ill to be at school, he or she is too ill to cheer or compete.

Promotion/Retention

Advancement to the next grade is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas and daily attendance requirements.

Pupil Progression Plan

PRE-KINDERGARTEN Promotion to Kindergarten is based upon the following:

- a. Students develop a positive self-image through successful daily experiences.
- b. Students demonstrate responsible behavior by caring for personal belongings, developing friendships, taking turns, and having respect for others.
- c. Students develop mathematics skills by counting, sorting, and classifying groups.
- d. Students develop good listening, speaking, and pre-writing skills.
- e. Students develop visual discrimination skills such as identifying letters of the alphabet, numbers 1 to 10, and recognizing their names.
- f. Students develop and display a level of age-appropriate independence in completion of assignments and tasks.

KINDERGARTEN Promotion to 1st grade is based upon the following:

- a. Mastery of at least 70% of the school's Reading curriculum on the End of Year assessment. **OR**
- b. Mastery of at least 70% of the school's Math program on the End of Year assessment.
- c. A student may be retained only once in Kindergarten.
- d. Maturity is considered if a student has displayed a lack of readiness needed in first grade.

GRADES 1-2:

To be eligible for promotion to the next grade, the student must have successfully completed the area of study with the determined passing mark (70, D). If a student fails ***Reading/Language Arts*** **or** two core subjects (R/LA, Math, Religion), he/she will be retained.

GRADES 3-8:

To be eligible for promotion to the next grade, the student must have successfully completed the area of study with the determined passing mark (70, D). Core subjects at SJS are: Reading/Language Arts, Math, Social Studies, Science, and Religion. ***If a student fails two core subjects or three overall subjects, he/she will be retained.***

For all grades (1-8), "Failing" means that a student is to be retained in his or her present grade. A student fails a subject if they receive an "F" as their final grade. The decision to voluntarily retain a student (hold back) who has not acquired the necessary fundamental skills will be made in consultation with the administration and parents. No student should be put in the position of undertaking a task for which he/she has not mastered the requisite skills, of becoming unduly frustrated, or of experiencing a feeling of failure, if it can possibly be avoided. The student will be given every consideration, and such facts as general development and social maturity will be taken into account. A conference with the parents of a child in danger of failing should occur no later than the end of the second nine-week reporting period. To retain a student, the teachers and the school principal will engage in dialogue with the parents or guardians. The following must be considered:

- a. Is retention in the best academic interest of the student?
- b. Physical/social maturation level of the student
- c. Has the student been retained previously?
- d. Emotional maturity /self-esteem and well-being

SJS does not socially promote students. Pupil progression allows a student to fail once in K-3rd and once in 4th -7th. A student who does not pass 8th grade will not advance to 9th grade and will not be permitted to repeat the 8th grade at St. Joseph. SJS administration reserves the right to retain a student who does not demonstrate a satisfactory understanding of the course material, even after completing 30 hours of remediation (if available), in the student's best interest. A student who fails more than once within these time frames will not be able to continue their education at St. Joseph Catholic School.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on an improvement plan for 1/2 a quarter. At the end of the 1/2 quarter, the student's academic progress will be assessed, and the student may continue on academic probation (on a case-by-case basis).

Make-up Work/Test Policy

When a student is absent for three or more days, a parent is to call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office **between 2:00 PM and 3:30 PM**.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teachers when they return to school or through FACTS or Google Classroom.

Students will be allowed **one day for make-up for each day of absence due to illness**. For example, a student who was absent Monday-Wednesday will receive their make-up work upon return on Thursday and will have Friday, Monday, and Tuesday to complete and turn it in. Extended absences due to illness or emergencies will be handled on an individual basis. Tests and quizzes are also allowed **one day for make-up for each day of absence due to illness**. If a student checks in after the assigned test on the given day, the test is to be made up the following school day.

To receive full credit, all work should be turned in by the due date. If an assignment is turned in 1 day late, students will receive half credit. If an assignment is turned in two or more days after the due date, students will receive zero credit. Teachers may mark the assignment as a zero until the assignment is completed and submitted.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in advance of the vacation. All make-up work will be given upon the student's return. Any assessment may take place AFTER the first day of the student's return.

Transfer Students

When a student transfers to another school, the parents should notify the school office at least one week in advance. The student must turn in all textbooks, iPads, and accessories (Middle School and 5th graders), return all library books, and pay all outstanding fees and fines before transferring to another school. Official records are released from the school office at the school's request, after a signed release from the parents is secured, to the school to which the student transfers. Records will not be released until all fees and fines are paid, and all school property is returned.

Placement of transfer students shall be based on careful consideration of the following:

- Records from the previous school
- Testing
- Other data necessary to render a prudent decision regarding the student's placement.

Students who transfer into SJS are subject to all provisions of the Louisiana Compulsory Attendance Law. Also, any child who transfers into SJS is subject to the entrance age requirements. Any student

who transfers into SJS may be denied admission to the school if the principal finds convincing evidence that admitting such a student would likely be detrimental to the orderly academic processes of other students, or if there is a possibility or threat of friction or disorder among the students involved. In addition, if SJS is unable to meet the needs of a student with exceptionalities, the student may be denied admission to our school in the student's best interests and for the student's welfare.

Policies on Records and Reports

St. Joseph Catholic School adheres to the Buckley Amendment (Family Educational Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will be sent only via the US Mail.

No records will be given to parents to deliver to the new school. Additionally, when parents request that educators complete forms for a student evaluation, all forms must be submitted to the school counselor and will be sent directly to the institution when completed.

Students requesting records/transcripts/recommendations must make a five-school-day request to the School Office. All forms should be submitted to the St. Joseph Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. Records are maintained for every student in Grades PK-8. The cumulative folder includes students' records of the following:

- a. Course/subject grades
- b. Scores on local testing programs and other screening instruments
- c. All data or reasons for student placement
- d. Information on remedial or alternative programs
- e. IEP and multidisciplinary evaluations
- f. Necessary letters to and from parents
- g. Attendance
- h. Other relevant data, such as health, etc.

No records will be sent to the transfer schools of students whose financial commitments are in arrears.

Student Discipline Policy

Rules of Behavior

St. Joseph Catholic School strives to form the entire person in the Catholic tradition by instructing students to develop a life of virtue as understood in the teachings of the Roman Catholic faith. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster mature development and personal responsibility.

The purposes of disciplined behavior are:

1. To adopt the virtues which are necessary in order to live a Christian life in love.
2. To provide an avenue for personal development of the entire person.
3. To guarantee the student and fellow students a path to success in the classroom.
4. To display proper self-control and self-respect.
5. To value cooperation with others on the path to success.
6. To see authority figures as individuals who will provide academic guidance and life blessings through obedience.

Disciplined behavior is said to exist when there is evidence of a cooperative spirit. Parents are the first teachers and should instill in the child good, healthy behavioral habits as well as proper attitudes towards school.

To assist the child, the parent should:

1. Recognize that each administrator, teacher, and school employee takes the place of the parent while the child is in school, and teach the child to respect these individuals accordingly.
2. Become familiar with the school rules and guide the child in complying with them.
3. Teach the child respect for law, authority, sacred environments (church), the rights and property of others.
4. Permit open and proper communication for parents, teachers, and students when necessary.
5. Provide a suitable home environment and establish a daily routine resulting in organizational and study skills.
6. Teach the child to value the unique character that God has given to each of us, all created in His image and likeness to know him, love him, and serve him.

Discipline and Behavior Procedures

As a school, we have adopted Education in Virtue as our guiding principles regarding behavior and discipline.

“The Disciple of Christ, Education in Virtue”[@] is a Christian curriculum structured on the teachings of St. Thomas Aquinas regarding the virtues and gifts of the Holy Spirit. It aims to provide a consistent structure and systematic instruction to help youth learn about the virtues, so they can form the habits and dispositions necessary to live as disciples of Jesus Christ. This curriculum emphasizes Christian discipleship as indispensable toward human flourishing and the quest for joy. It has been developed in response to the call for a New Evangelization, firmly conveying the reality that happiness is found in a life of holiness. In the school setting, the call to discipleship is extended not only to students but also to their parents, faculty, staff, and administration. It is the fruit of a personal encounter with Christ that affects one’s intellectual, spiritual, physical, and social life. ‘The disciple of Christ must not only keep the faith and live on it, but also profess it, confidently bear witness to it, and spread it’ (CCC, 1816).”

It is a fundamental necessity that students, teachers, and parents act as ladies and gentlemen at all times on and off campus. When it is necessary to follow disciplinary procedures, parents can be assured that behavior will be corrected in a Christ-like and appropriate manner for the common good of the child and the academic community. The correction will be made immediately to ensure maximum effectiveness.

The teacher's decision regarding the correction is final and will not be appealed unless the administration has found reason to increase or reduce the disciplinary action. Students should accept consequences with obedience and understanding. Teachers are here to educate, form, and mentor students. Students will have a clear understanding of what is expected of them and why certain actions are considered virtuous, and they will receive instruction as to how to meet those expectations. When a student fails to do so, he or she will be given an explanation as to how the rule/virtue was broken, how to cultivate the virtue, and what the consequences are for such violations.

It is important for parents to support teachers in these efforts, as teachers will communicate with parents in a timely manner. SJS faculty and administration will ensure that each student is treated justly in disciplinary procedures throughout the school day.

The standard procedure for minor offenses is for the teacher to handle the issue until the administration needs to intervene. Each classroom teacher has their own set of classroom rules related to our adopted virtues and in line with our handbook, which students are obligated to follow.

All grades use Bloomz® as a behavior-tracking tool. Our goal is to form students to become saints.

	<u>GODLY</u> Irreverent	<u>RESPECTFUL</u> Disrespectful	<u>ACCOUNTABLE</u> Irresponsible	<u>CHARITABLE</u> Cruel	<u>EDUCATED</u> Thoughtless
Classroom	-Proper posture and attitude during prayer -Verbal participation when expected	-Raise a hand to speak and leave seat -Respect others' feelings, belongings, and space -Follow all instructions	-Complete work when assigned -Be responsible for one's items -Comply when corrected	-Keep the classroom clean -Assist others unfamiliar or confused	-Stay on task -Arrive and depart on time and when instructed
Hallway	-Mindful of classes engaged in prayer -Line up quietly	-WALK in single-file -Quietly move between classes, speaking at a low volume	-Leave hallways clean -Be respectful of other classes -Get to where you are supposed to be	-Greet others politely -Assist others carrying items -Pick up any trash	-Get to class without playing around
Cafeteria	-Thankful attitude when receiving food -Eat all of your lunch	-Enter in a single-file line -Speak quietly -Clean up after yourself	-Throw away trash -Let the teachers know if there is a mess -Raise a hand to leave the seat	-Speak at an appropriate volume -Help others clean -Sit with students who look lonely	-Do not take items off another's tray
Church	-Enter/leave quietly and respectfully -Proper reverence at all times	-No talking -Pray, respond, gesture and SING!	-Pay attention to the priest -Show up for readings and altar serving	-Remind others of proper reverence -Shake hands at the sign of peace	-Allow others to worship Christ without distraction
Playground	-Honor God with speech and actions -Treat others fairly	-Use equipment properly -Follow game rules -Use appropriate language	-Be a good sport -No horseplay or foul language -Stop playing when instructed by teachers	-Invite others to play -Share game equipment -Report concerns to the teacher	-Stay in permitted areas -Do the right thing at all times
Restrooms	-Respect the privacy of others	-Keep restroom clean -No horseplay or noise -Go in and get out	-Report to teacher if something has been defaced or damaged -Report the need for paper or soap	-Enter and leave in a timely manner	-Use restroom facilities for intended purposes
Carpool	-Be courteous and helpful	-Line up properly -Observe helpful silence	-Have all items needed to take home -Comply when corrected -Be at proper location and on time	-Talk quietly -Alert younger students to follow rules	-Be on time -Remain seated -Listen for your name

Grades 1-5: Elementary students may be rewarded with behavior points for exhibiting virtuous behavior. A student at St. Joseph is expected to display behavior that is:

Godly, Respectful, Accountable, Charitable, Educated (see graph below).

Students may be eligible for certain awards and privileges for doing so. Elementary students who repeatedly exhibit negative behavior that does not display **GRACE** will lose behavior points. When students lose behavior points, they may be required to complete a reflection sheet or perform a restorative action that complements the virtue they are struggling with. More severe behavior will necessitate immediate corrective action. If behaviors continue, they will warrant the attention of the principal and parents, and a conference may be necessary, followed by corrective action that corresponds to the nature and circumstances of the transgression, such as a reflection paper or reflection time, detention, or suspension.

Grades 6-8: are also expected to display behavior that is:
Godly, Respectful, Accountable, Charitable, Educated

Middle school students **do not** receive weekly conduct grades, as they are expected to display a higher level of virtue and serve as role models to the younger grades. Both virtuous and negative behavior will be recorded daily in Bloomz for documentation and communication purposes. If a middle school student receives five infractions in a single class within a week's time, the student will be assigned detention. Each class is looked at individually. Matters of a more grievous nature will be addressed with immediate disciplinary actions such as detention and/or suspension.

NOTE: CHEWING OF GUM IS NEVER PERMITTED for any student.

Detention

Detention may be issued for a breach of classroom and/or school rules. Any staff member of St. Joseph Catholic School can issue a detention. A detention period will be held on **Tuesday and Thursday after school (3:05 pm – 4:15 pm)**. Students may begin to serve detention in third grade. While detention is normally assigned as 1 day, there are cases where the administration may assign multiple days of detention to be served.

Parents are provided with a Detention Form with written notification of the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ball games, and other commitments. **This may prove to be inconvenient, but no exceptions will be made.**

- Failure to serve a detention, without a proper excuse or communication with the principal, will result in an additional detention.
- The student must report to the library immediately upon dismissal from school. If a student is five minutes late for detention, he/she will serve an additional detention. The student is not allowed to talk, move about the room, create a disturbance, or leave the room without permission.
- Failure to follow detention rules will result in an additional detention.

After the student receives **3 detentions**, a conference will be scheduled with the student, the parents, and the teacher(s). Upon receipt of **6 detentions**, the student will be assigned a suspension. Detention counts are cumulative throughout the school year and do not reset every 9 weeks or at the end of each semester. **MULTIPLE SUSPENSIONS MAY RESULT IN EXPULSION.**

Specific Offenses Which May Warrant a Detention

- Willful disobedience
- Disrespect for authority (may result in 2 detentions assigned)
- Using obscene language or gestures- written, spoken, or other methods
- Damaging school property or property of others
- Failure to wear appropriate school uniform (4 violations in 9 weeks)
- Cheating/Plagiarism – 1st offense
- Cell phone or other electronic device violation
- Forging a signature – 1st offense
- Overt hitting of another student- 1st offense (may result in 2 detentions)
- Cutting classes
- Tardy to a teacher's class (3 violations in 9 weeks)
- Immoral or vicious practices

- Disrupting a class
- Three (3) iPad violations
- Middle School students failing to have a reflection paper signed and returned the following day.
- **Disruptive or disrespectful behavior at an extracurricular event (game, field trip, or dance; on-campus or off-campus)**
- **Any behavior that is deemed inappropriate by the administration, such as initial bullying**

Some behavior may be deemed more severe than a single detention but less egregious than a suspension, and may result in multiple days of detention if determined by the administration.

Suspension

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students will receive zero credit for all assignments, including quizzes and tests, while they are serving a suspension.

Major Offenses Which May Warrant An Immediate Suspension

- Theft of another person's property
- Fighting
- Receiving the 6th detention from a teacher for any reason/reasons within a school year
- Leaving school grounds during school hours without permission
- Displaying blatant, obscene behavior
- Cheating on homework or an assignment – **2nd offense**
- Forging a signature – **2nd offense**
- Vandalizing school property
- Intentionally or carelessly causing serious injury to another student
- Blatant disregard for school policies
- Improper use of the computer or the Internet
- Plagiarism- **2nd offense**
- Overt and harmful contact (administrative discretion)
- Bullying or Harassment
- Behavior at an extracurricular activity that is more egregious than meriting detention.

Additionally, if a student is suspended from school that day, the student may not participate in extracurricular activities such as pep rallies, dances, ball games, or cheer. When a student is suspended, a conference with the principal will be scheduled.

Students who participate in extracurricular activities at St. Joseph Catholic School are to reflect the virtues taught during the school day and at extracurricular events such as games, matches, or dances. This includes proper displays of sportsmanship by anyone representing St. Joseph Catholic School. Failure to do so will result in the administration forbidding a student from participating in and/or attending an individual event. Frequent violations may result in the student's dismissal from the team, squad, or club. If a student was suspended from school on the day of an event, he or she will not be permitted to participate or attend the function (game, match, dance). Depending on the severity of the offense or frequency of occurrences, the administration may forbid a student from

attending or participating in future events.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Joseph Catholic School. Students who have been expelled will not be allowed to return to the campus for any reason without prior permission from the principal.

Students whose parents have violated the Parent Cooperation statement agreement in this handbook may also be excluded from St. Joseph Catholic School.

Offenses Which Warrant An Immediate Expulsion

- Substance abuse of any kind
- Bringing or using alcohol at school or any school-sponsored event
- Smoking, including e-cigarettes, on school grounds or at a school-sponsored event
- Bringing tobacco, e-cigarettes, lighters, or matches to school or a school-sponsored event
- Being involved in extreme cases of vandalism.
- Bringing any type of weapon (firearms, knives, etc.) to school.
- Repeated offenses resulting in suspension.
- Inappropriate/obscene material on a cell phone or computer

Some behavior may be deemed more severe than a one-day suspension but not as egregious as an expulsion, which may result in multiple days of suspension, if determined by the administration.

St. Joseph Catholic School reserves the right to suspend or expel any student whose behavior is deemed detrimental to the school's Catholic values by the school administration.

Bullying/Harassment

Bullying

“A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons, and he or she has difficulty defending himself or herself.” (Dan Olweus, “Bullying at School: What We Know and What We Can Do”)

Allegations of bullying will be promptly and confidentially investigated. **Any incident occurring during the school day or at school functions should be reported immediately to a school representative, such as a faculty member or administration,** as students are taught and encouraged to advocate for themselves. Any proven egregious behavior consequences and conduct grade will be determined by the Administration.

Students who are found to have falsely accused another student of bullying will face disciplinary consequences.

Harassment

SJS will not tolerate harassment in any form. The school administration investigates all complaints of harassment. Thus, anyone who harasses or demeans another person will be subject to appropriate corrective action. Sexual harassment refers to behavior that is not welcome, personally offensive, fails to respect the rights of others, lowers morale, and, therefore, interferes with a student's right to be at school.

Sexual harassment may take different forms and includes, but is not limited to:

- Verbal: Sexual innuendo, suggestive comments, jokes of a sexual nature, sexual propositions, threats
- Non-verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures

- Physical: Unwanted physical contact, including touching, pinching, brushing the body, or pushing
- Technological: (Sexting) The act of sending sexually explicit materials through mobile phones/devices, social media, and/or e-mail.

Violations of this policy may result in disciplinary action up to and including dismissal from St. Joseph Catholic School.

Sportsmanship

St. Joseph Catholic School is a founding member of the Shreveport Private School League. We participate in all athletic activities with a sense of sportsmanship. It is expected that anyone present at the events refrain from using any vulgar or offensive language or making gestures towards the players, coaches, cheer squad members, referees, or other attendees. Those who engage in any action deemed harassment towards another will be asked to leave the event. This applies to students, faculty, parents, and other guests. If a parent has a concern about sportsmanship or fair play, please bring the matter to the school athletic director's attention. If there is no satisfaction after speaking with the athletic director, please bring the matter to the principal's attention. It is expected, whether coaching or attending, that St. Joseph faculty and parents set an example for the students.

Administrative Leave of Absence for a Student

Under certain circumstances, the administration of St. Joseph Catholic School may deem it necessary that a student be placed on administrative leave for a defined or indefinite period of time. Several factors may determine such decisions, including the child's health and other extenuating circumstances. During such a time, the student will be excused from school and permitted to make up any missed work. The administration will meet with the student's parents/guardians to determine the appropriate conditions for the student's return. If the student is placed on administrative leave for disciplinary reasons, the administration may conclude that the student is incapable of returning to school.

Academic Integrity

The students of SJS are expected to uphold high ethical standards in accomplishing their work. Completing one's own work is the expectation. Cheating of any type will not be tolerated. This includes copying answers from verbal, written, printed, or electronic sources; plagiarism; submitting another student's work as their own; **permitting another student to copy their work; or providing verbal, written, or electronic communication to a student to cheat.**

With the development of many AI programs, such as ChatGPT®, Google Gemini® (as examples), SJS is aware that such software may be utilized by students; however, the use of such programs is considered a matter of academic integrity and will not be tolerated, as it is not the work of the student.

Students who are caught cheating or plagiarizing in any class will be dealt with in the following manner:

- **First offense:** Any student cheating on a test or assignment will receive a zero "0" and detention
- **Second offense:** "0" for said assignment, suspension, and a conference with the parents
- **Third offense:** "0" for said assignment, conference with parents, and the student will be recommended for dismissal from the school

A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extracurricular competitions.

Regarding the Use of Artificial Intelligence

In an effort to prepare our students for the responsible and ethical use of 21st-century technology,

including artificial intelligence, or AI. This policy is designed to guide the responsible and ethical use of Artificial Intelligence (AI) programs, such as ChatGPT, across all educational activities within the school. While AI can significantly enhance the educational experience by supporting learning and creativity, its improper use may undermine academic integrity and learning objectives. This policy ensures that the use of AI tools aligns with our educational values and standards.

Approval and Oversight: The use of AI programs for any school-related activity must be approved in advance by the relevant authority (teacher, department head, or administrator). This ensures that the integration of AI tools into the curriculum or administrative tasks is pedagogically sound and meets our educational objectives.

Responsible and Ethical Use: AI programs should be used to supplement and enhance learning, not to replace student effort or traditional learning methods. Users must engage with these tools ethically, respecting copyright and privacy laws.

Originality and Attribution

Work produced with the aid of AI must be original and include proper attribution when AI-generated content is used. The school does not tolerate plagiarism, regardless of whether the content is generated by AI or obtained through other means.

Academic Integrity

Students and staff must maintain the highest levels of academic integrity when using AI tools. This includes honesty in how AI-generated work is presented and used within the school's academic and administrative frameworks.

Privacy and Data Security

Users must respect privacy and data security guidelines when using AI programs, ensuring that sensitive information is protected and that AI tools are used in compliance with data protection regulations.

Educational Enhancement

AI should serve as an educational tool to assist learning and understanding, not as a substitute for critical thinking or personal academic effort. It's crucial that the use of AI remains aligned with the educational goals.

Verification and Accountability

Assignments or projects created with the assistance of AI are subject to review. If the proper authority believes a student has improperly or unethically utilized AI for the assignment, the student's work will be submitted for review under AI detection programs.

Consequences

Violations of this policy will be taken seriously and may result in disciplinary action, including but not limited to:

First Offense - Grade Reduction (50%) and Warning. The student will be expected to redo the assignment.

Second Offense - Student will receive a zero on the assignment and be assigned detention.

Uniform Dress Policy

St. Joseph Catholic School takes pride in the appearance of its students. Students are required to wear a regulation uniform every day. Following the dress and grooming code is the first sign of readiness to begin each day in an atmosphere of love and cooperation with an emphasis on academics.

To ensure we keep with the uniform regulations, students are only allowed:

- One (1) monogram (initials) on their uniform. Monograms are allowed on girls' collars and boys' sleeves. This monogram must be "navy blue" or "white" stitching and cannot be larger than 2 inches.
- No ruffles on collars, sleeves, or any additional material or stitching that changes the shirt from the regulation-type shirt described below. This includes no color trim on a collar or sleeve.

Uniforms are available at:

Shreveport Gymnastic Supply Company
4727 Line Ave.
Shreveport, LA 71106
(318) 869-1206

Used uniforms are available in the uniform closet on campus (near the front entrance doors). The uniforms in the closet are in good condition and available at no cost.

UNIFORM GUIDELINES FOR GRADE LEVELS

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

- Plaid uniform dress
- **Skorts or shorts no shorter than 2 inches above the kneecap may be worn on Fridays with spirit shirts.** Solid navy knit or moisture-wicking polo shirt with school logo on left (worn with skort only).
- ***Shoes are to be Velcro only. Boots, Crocs, and sandals are not to be worn.***

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

- Navy elastic-waist classic fit pants and shorts. **No belt**
- Light blue knit or moisture-wicking polo shirt with St. Joseph Catholic School logo
- ***Shoes are to be Velcro only. Boots, Crocs, and sandals are not to be worn.***

Grades 1-5 Girls:

- Plaid uniform jumper or skort (**no skirts**), no shorter than **two inches above the top of the knee cap**
- Solid white blouse with Peter Pan collar (worn with jumper only)
- Solid navy knit or moisture-wicking polo shirt with St. Joseph Catholic School logo on left

Grades 1-5 Boys:

- Navy classic fit shorts or pants. Shorts are to be no shorter than **two inches above the top of the kneecap**
- Light blue knit or moisture-wicking polo shirt with St. Joseph Catholic School logo on left
- Belt-navy, brown, or black required

Middle School Girls:

- Solid navy knit or moisture-wicking polo shirt with St. Joseph Catholic School logo
- Plaid uniform skirt or skort no shorter than **two inches above the top of the knee cap.**

Middle School Boys:

- Light blue knit or moisture-wicking polo shirt with St. Joseph Catholic School logo on left

- Navy shorts or pants. Shorts are to be no shorter than **two inches above the top of the knee cap.**
- Belt – Navy, Brown, or Black

All Students:

- Shirts must be tucked in except for spirit shirts.
- All girls are expected to wear shorts or bloomers under jumpers and skirts.
- **Shorts, skirts, or skorts are not to be rolled up. Repeated offenses can be considered willful disobedience.**
- **Socks:** white, black, or navy – must be visible and cannot be the type of socks that are below the top of shoes. Socks are required with all shoes and should reach or come close to the student's ankle. Socks are not required when wearing tights. PTO socks may be worn any day by any student- even to Mass.
- **Shoes:** Rubber sole shoes suitable for school wear. **LIGHT UP SHOES, CROCS, SANDALS, HEELS, AND BOOTS OF ANY KIND ARE NOT PERMITTED**
- **Undershirt:** only plain white or navy short- or long-sleeved undershirts will be permitted.
- **Turtle-neck:** solid white or navy (no writing, graphics, or logos) worn with jumpers and under shirts (long or short sleeves)
- **Leggings/Tights: (Girls only)** Navy, gray, or white tights or leggings. Must be plain in style and solid in color.

Outerwear approved for inside wear:

- Navy or Green sweatshirt with St. Joseph Catholic School crest
- Navy fleece or sherpa jacket – SJS crest required
- Navy or white cardigan - SJS crest optional
- Any SJS team sport jacket
- Any SJS Spirit shirt or sweatshirt (e.g., sold by BSN Sideline Store, PTO, or Shreveport Gymnastics)

****Only SJS Navy/Dark Green/White/Gray outerwear is approved for Mass. Hoods are not allowed in church. ****

Any other outerwear must be removed when indoors. The hood of a jacket is not permitted to be worn indoors.

Other Uniform Exceptions:

- Students are allowed to wear SJS team jerseys **with undershirts** on game days. Girls may wear cheer uniforms on game days (except on a Mass day). Fridays will be spirit shirt days unless announced otherwise. Any SJS spirit shirt or SJS team shirt can be worn on this day with uniform bottoms. Cheerleaders may wear their uniforms on spirit days. Undershirts must be worn under basketball jerseys.
- Girls may only wear clear nail polish.
- **No makeup or artificial nails.**
- All students must have hair that is combed, clean, neatly groomed, and **above the eyebrows.**
- **Boys' hair must be above the collar and above the top of the ear.**

- Unusual haircuts are not acceptable, and hair must be of natural color for boys and girls. Platinum, vibrant colors, or other unnatural highlights are not allowed.
- Animal ear headbands, hair wraps, and tinsel are not allowed.
- Only jewelry appropriate for school will be allowed. Girls may wear a single earring per earlobe, either a stud or small closed hoops no larger than a dime, with nothing dangling from the earring. Boys may not wear earrings and/or metallic accessories. Only small cross necklaces or saint necklaces are allowed. One single-band bracelet per wrist and only one ring may be worn. No other piercings are allowed.
- Students are not allowed to have tattoos, including the washable type.

Free Dress Days:

- No spaghetti strap shirts/dresses or halter tops.
- No tank tops or low-cut tops.
- No jean shorts.
- No tennis skirts.
- Skirts and skorts should be no shorter than uniform skirts or shorts (2 inches above the knee for girls). They must be visible.
- Both boys and girls wearing shorts must meet uniform length (2 inches from the top of the knee).
- No inappropriate artwork or writing on clothing (i.e., politics, alcohol, tobacco, sexually suggestive, etc.)
- Leggings must be worn with a tunic, dress, or skirt. Yoga pants and athletic leggings are not allowed.
- All joggers and shorts must be loose-fitting. Boys may wear loose-fitting shorts or pants.
- Jeans must be free of tears and holes.

A student who chooses not to follow the uniform dress code will receive a violation notice (uniform violation slip). This notice is to be signed by the parent. **Four violations in a nine-week period will result in a detention.** Students are not to write on, tear, or destroy any part of a St. Joseph Catholic School uniform. **Good Rule: If you do not think you should wear it, do not wear it.** If a student arrives inappropriately dressed, parents will be contacted to provide appropriate clothing before the student is allowed into class. **ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.**



ST. JOSEPH CATHOLIC SCHOOL UNIFORM POLICY

K3, K4, K5



Girls

- Plaid uniform skirt no shorter than two inches above the knee
- K-Village Plaid dress
- Solid navy polo shirt with St. Joseph Catholic School logo on left
- Shoes are to be Velcro only

Boys

- Navy elastic-waist classic fit pants and shorts. No belt
- Light blue polo shirt with St. Joseph Catholic School logo on left
- Shoes are to be Velcro only



ELEMENTARY



Girls:

- Plaid uniform jumper or skirt (**no skirts**) no shorter than two inches above the knee
- Solid white blouse with Peter Pan collar (worn with jumper only)
- Solid navy polo shirt with St. Joseph Catholic School logo on left

Boys:

- Navy classic fit shorts or pants
- Light blue polo shirt with St. Joseph Catholic School logo on left
- Belt-navy, brown, or black required



MIDDLE SCHOOL



Girls:

- Solid navy polo shirt with St. Joseph Catholic School logo on left
- Plaid uniform skirt or skirt no shorter than two inches above the knee

Boys:

- Light blue polo shirt with St. Joseph Catholic School logo on left
- Navy classic fit shorts or pants
- Belt-navy, brown, or black required



ALL STUDENTS

- Shirts must be tucked in (except for spirit shirts)
- All girls are expected to wear shorts or bloomers under dresses, jumpers, and skirts.
- Shorts, skirts, or skorts are not to be rolled up. Repeated offenses can be considered as willful disobedience.
- **Socks:** solid white, black, or navy – must be visible and cannot be the type of socks that are below the top of shoes. Socks are required with all shoes and should touch or come close to the ankle of the student. Socks are not required when wearing tights. Small visible logos are permitted.
- **Shoes:** Rubber sole shoes suitable for school wear. **LIGHT UP SHOES, CROCS, SANDALS, HEELS, AND BOOTS OF ANY KIND ARE NOT PERMITTED**
- **Undershirt:** only plain white, short sleeves will be permitted.
- **Turtleneck:** solid white or navy (no writing, graphics or logos) worn with jumpers and under polo shirts (long or short sleeves)
- **Leggings/Tights:** (Girls only) Navy, grey, or white tights or leggings. Must be plain in style and solid in color.
- One (1) initial monogram is allowed on girls' collars and boys' sleeves. This monogram must be "navy blue" or "white" stitching and cannot be larger than 2 inches.
- No ruffles on collars, piping on sleeves, or additional material or stitching that changes the shirt from the regulation type shirt.
- See the handbook for outerwear guidelines and out-of-uniform day guidelines.

Transportation

Carpool Directions

Carpool – begins at 7:20 A.M. for all grade levels

Morning carpool begins at 7:20 A.M. for all grade levels

Students cannot be dropped off before 7:20 A.M. No child is **“old enough”** to be on campus alone without adult supervision. This includes the safety patrol students.

The first bell for all students will be at 7:40 A.M., and the tardy bell will be at 7:45 A.M.

Tardies:

- Between 7:45 and 8:00 A.M., students are considered late but will report directly to the classroom; teachers will indicate tardy during attendance check
- After 8:00 A.M., a parent must sign the student in at the school office; the student will receive a tardy slip to take to the classroom.

Afternoon carpool

- Grades K3-8: 3:05 – 3:30 P.M.
- Students in grades K3-8 not picked up by 3:30 P.M. are taken to After-School Care, and a fee will be charged

There are three (3) carpool drop-off/pick-up locations:

- **K3, K4, K5** - on the church side of the main office; students will exit and enter the cars on the sidewalk side
 - Inclement Weather Change – students will be dropped off/picked up under the cover at the Church entrance
- **1st-4th** – Drop off between the gym and Family Life Center. Pick-up will be at the entrance to Gremillion Hall
 - Inclement Weather Change - students will be picked up at the gym
- **5th-8th** – between the gym and Family Life Center

*****NOTE** Students with siblings in different grade levels (K5-8) are to be dropped off and picked up at the carpool location of the youngest sibling. For example, a family with a student in K5 and a student in 5th grade will drop off and pick up both students at the Church side carpool.***

I. CARPOOL GUIDELINES

1. **PLEASE do not** turn left into the parking lot from Atlantic Ave. This is a safety issue and is unfair to parents waiting in line to drop off their student(s). This also blocks both lanes of traffic to our neighbors.
2. **PLEASE do not** turn around in any neighbors' driveways. It is not fair to our neighbors.
3. **PLEASE do not** drive down Patton Avenue and turn right into the parking lot. This is a safety issue and is unfair to parents waiting in line to drop off their student(s).
4. **PLEASE follow** the assigned speed limit of 15 mph in the school zone. Remember that school zones are HANDS-FREE zones. These safety measures are in place for the good of our students.
5. **If your child has reported to After School Care instead of carpool, please enter the school lot through the carpool line at Atlantic Avenue- NOT ANNISTON.**

K-VILLAGE MORNING AND AFTERNOON CARPOOL (dismissal at 3:05 PM):

1. Access Patton Ave from Grover Place, travel East on Patton. Turn LEFT into the Church parking lot.
2. Faculty members will be on duty to assist your student out of the car in the morning and into the car in the afternoon. Faculty Members can help students into the vehicle, but are not responsible for buckling students into car seats.
3. As you leave the carpool line, turn RIGHT onto Anniston Avenue to avoid the carline exiting the Gremillion lot.
4. All students should enter and exit the vehicle on the driver's side. Students cannot pass through the carpool line.
5. Pick up is the same location and procedure.

GRADES 1-8 MORNING CARPOOL:

1. Access Atlantic Avenue from Grover Place and travel East on Atlantic.
2. Turn "right" into the Family Life Center parking lot.
3. Follow the outside lane of the parking lot to the road that runs between the school gym and the Family Life Center.
4. Under the covering between the Family Life Center.
5. Faculty members will be on duty to greet and supervise students.
6. When leaving the parking lot, please go "straight" to the exit, turning left to leave.

GRADES 1-4 AFTERNOON PICK UP OF STUDENTS

1. Access Atlantic Avenue from Grover Place and travel East on Atlantic.
2. Turn "right" into the Family Life Center parking lot.
3. Follow the outside lane of the parking lot to the road that runs between the school gym and the Family Life Center.
4. Proceed to the front of Gremillion Hall where faculty members will be present to supervise students.
5. When leaving the parking lot, please go "straight" across to Fremont to avoid the carline leaving the Church parking lot.

GRADES 5-8 – AFTERNOON PICKUP OF STUDENTS

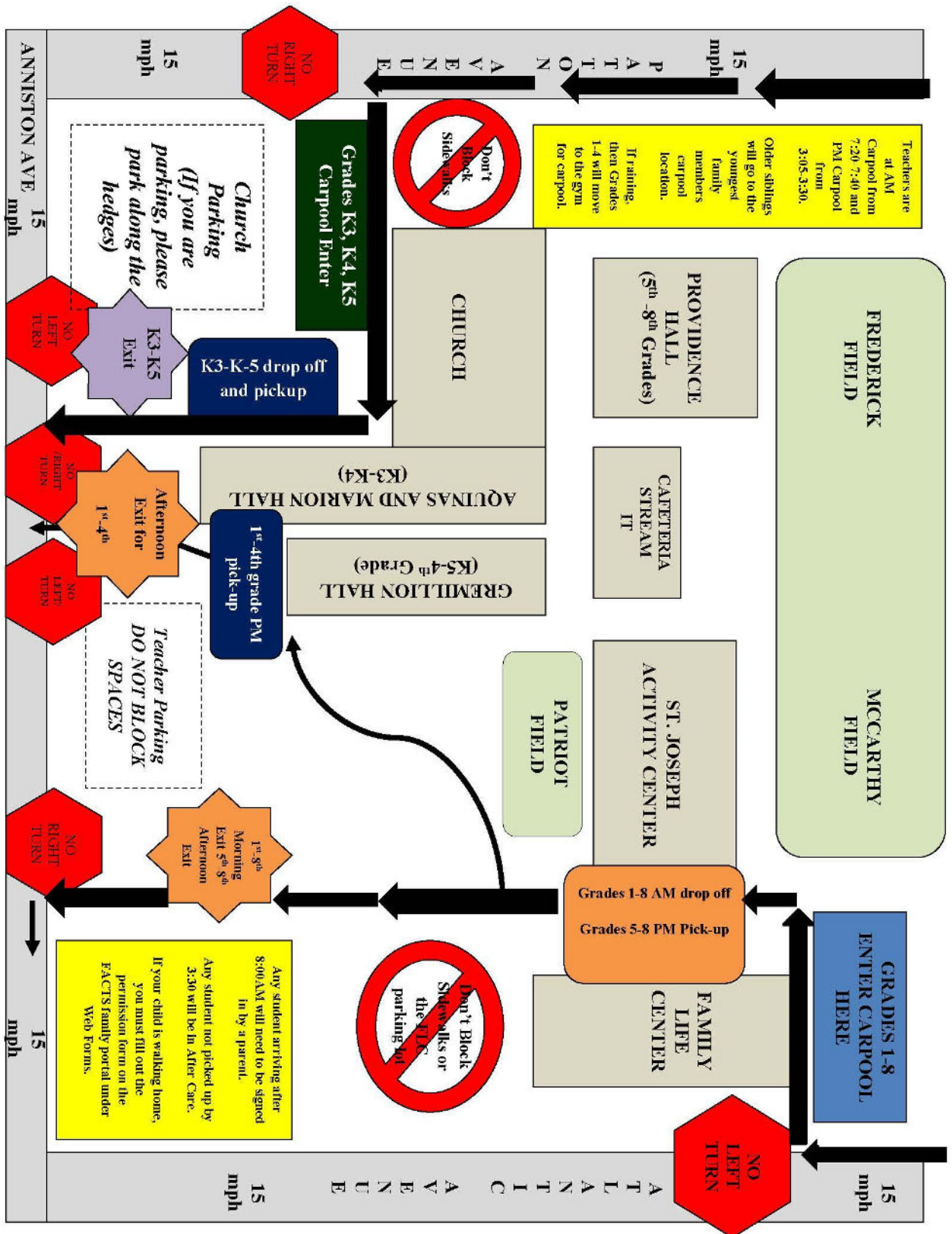
1. Under the covering between the Family Life Center and the gym.
2. Faculty members will be on duty to greet and supervise students.
3. When leaving the parking lot, please go "straight" to the exit, turning left to avoid the car line leaving the Gremillion Hall parking lot.

WALKING HOME AFTER SCHOOL

Students in grades 5th-8th are permitted to walk to and from school. Parents choosing to walk their child to school from the church parking lot must utilize the crosswalk. Parents are permitted to walk their child to the school's front door.

If you intend for your 5th-8th-grade student to walk home from school unaccompanied by an adult, you must submit a letter to the school office stating that you give your child permission, along with completing the walk home permission form on the FACTS Family Portal. No students in grades K3– 4 will be allowed to walk home from school unaccompanied.

These rules exist first and foremost for the safety of your children. Violation of carpool routes and rules endangers SJS students and parents. If everyone follows these procedures, traffic will flow safely and smoothly. Patience will be required, and courtesy will always be expected. We ask for your full cooperation with all of these regulations.



Attendance

Absences

When a student is absent from school, **a parent must call the office by 9:00 AM each day** of the absence. If the office does not receive a call, a parent will be contacted. This policy protects St. Joseph students and aligns with Louisiana state statutes.

-Students with more than 15 days of unexcused absences per year are subject to failure unless it is due to an extended illness. All absences due to vacation are considered unexcused absences.

For every 5 unexcused absences, the school will contact the student's parents or guardians to schedule a MANDATORY conference with the principal.

-A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return.

-If a parent is unable to secure a doctor's excuse at that time, it must be brought to the office no later than three days from the student's return. It is the parents' responsibility to ensure that excuses have been received, and no extensions will be granted. These notes/letters will be retained in the office for one year.

-If a student is absent due to illness for three consecutive days or more, a note from the child's physician is required upon returning to school.

-Should absence for any reason other than illness seem imperative, parents are requested to consult with the principal and present a written reason for the absence.

-Vacations are unexcused absences. Teachers are not required to give make-up tests or assignments for absences due to vacations. *No assignment will be given in anticipation of the vacation.* All work will be given after the planned vacation. Each child is responsible for requesting assignments and making up the work when returning to school.

-The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times to avoid interrupting a child's learning.

-Students needing medical appointments during school hours require a doctor's excuse. Parents are required to sign their child out. If the child returns to school on the same school day, he/she must be signed back in at the office. Students who are away from school for an appointment or other reason for 3 1/2 hours or more will be counted as absent for 1/2 a day. Three (3) early withdrawals, each of which is less than 3 1/2 hours, are considered a one-half day absence.

-Students who do not attend school due to an illness or check out due to illness cannot participate in extracurricular activities after school (i.e., team practices, ball games, competitions, cheering at events, dances, tutoring, lessons, etc.).

Tardies

Tardies are a distraction to the learning process and to orderly classroom management. Please make the necessary arrangements to have your child at school on time. Tardiness leads to the same unfortunate consequences of unnecessary absences.

The SJS school day begins each morning at 7:45 A.M. A child is tardy when he arrives after 7:45 A.M. If a child arrives after 8:00 A.M., the parent must accompany the student to the front office and sign him/her in. A student will not be admitted to the classroom without their tardy slip from the school office. Six cumulative tardies to school will equal one day unexcused absence, which will be reflected on a student's attendance record. Additionally, parents will be required to have a conference with the principal.

-As attending school Mass is a requirement, students who check in after Mass will be considered absent for a half-day. If a student is unable to be on time for Mass, parents must either bring the student to Mass or check the student in after 9 AM.

Tardy Between Classes

Students are given plenty of time between classes to get to where they need to be. **Middle school students who are tardy to a teacher's class 3 times during a 9-week grading period will receive detention for each occurrence.** Students must check with their teacher if they need to use the restroom or get water between classes. It is best to request permission from the teacher whose class they are entering. If a student arrives at class after the required time, they will be considered tardy. If a student has obtained permission from the previous class teacher to get water or use the restroom, the previous class teacher will contact the upcoming class teacher.

Checking Out

We strongly urge parents to make appointments for their children after school hours. If a student must be checked out during school hours, the parent should come to the front office to sign the student out. Checking out a child during school hours is excused only when a child is ill or if a doctor's appointment is necessary. A doctor's excuse must be presented upon the child's return to school. All parents must report to the front office to check in or check out their child between school hours. All students must be checked out through the front office. An unexcused check-out prior to lunch will result in an unexcused absence. *****No students will be allowed to check out after 2:30 P.M.*****

Medical

Health Records

The Louisiana State Department of Health requires that all students have a current record of immunizations on file at the school. Students may not begin school in August if immunization records are not on file or are not up to date. The only exception to the policy is when a student has an illness that would compromise his/her life if immunized. Documentation of a compromising condition must be presented prior to the first day of the school year.

The student health records will be reviewed each year to ensure compliance with the regulations of the Louisiana State Department of Health. Each student receives a certificate of immunization for immunizations from the local health unit or their medical provider. All health records should be kept up to date. It is the parents' responsibility to notify the school office of any changes.

Medication Policy

- Proper procedure for each medication will be followed, or the medication will not be administered. No exceptions will be made.
- Students are not allowed to possess any prescription or nonprescription medication at any time on school grounds. Only students with completed forms from a licensed physician stating the need to keep medications on their person will be allowed (e.g., inhalers, EpiPens).
- Teachers and school administrators have the right to take any medication from a student and contact the parent for appropriate action.
- A consent form for medication administration must be completed and signed by the parent and the physician for each medication. We accept the standard form used by Caddo and Bossier Schools.
- The physician's portion of the form must include: the child's name, diagnosis, name of medication, time and frequency to be administered at school, dosage, and length of time to be administered.
- Prescribed medication must be in an updated container that meets acceptable pharmaceutical standards. The label must include the name of the student to be administered the medication, the name of the medication, the strength, and the time it is to be administered.

- Medication must be brought to school by a parent or guardian.
- Verbal phone orders from physicians or parents will not be accepted.
- The child will come to the office at the prescribed time to receive medication.

Illness or Injury

When your child is ill, please call the front office before 9:00 A.M. to inform school officials.

Students exhibiting the following illnesses must be symptom-free for 24 hours without the assistance of medication given to reduce symptoms:

- **Fever of 100 degrees or higher**
- **Chills that are not from simply being cold**
- **Vomiting caused my illness**
- **Diarrhea**

If a child becomes ill or is injured while at school, school personnel will notify the designated parent or guardian and provide only simple first aid. Therefore, it is most important that the school office knows where to reach a parent or guardian during the school day. A current emergency telephone number (home, work, relative, friend, or neighbor) should be on file in the school office at all times. It is the parents' responsibility to keep this emergency information up to date. No student will be released to anyone not appearing on the approved list.

When the school calls to pick up a sick or injured child, the child must be picked up within 30 minutes. If there are extenuating circumstances that will delay the person contacted, please inform school officials.

Parents are asked to inform the school if their child becomes ill with a contagious disease (e.g., chickenpox, measles, flu, lice, pink eye). A student with an infectious or contagious disease is not permitted to attend classes until the risk of transmitting the infection or disease to other students has passed. A signed release from a family doctor is required for any student returning to school after such illness. Should a student be absent over an extended time period for causes of hospitalization, a statement from the physician as to the nature of the illness and recovery information should be presented to the receptionist upon return to school.

Immunizations

All students enrolled in St. Joseph Catholic School must have current immunizations. The only exception to the policy is when a student has an illness that would compromise his/her life if immunized. Documentation of a compromising condition, such as, but not limited to, leukemia, must be presented prior to the first day of the school year.

Asthma/Allergy

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school avoids using chemicals in science and art lessons that could trigger asthma in children.

Immediate access to reliever inhalers is vital. Parents are asked to ensure that the school receives a signed medication consent form from a licensed physician. It is recommended that a student carry a labeled spare reliever inhaler in the office.

All inhalers must be labeled with the child's name.

St. Joseph Catholic School recognizes that life-threatening food allergies are an important condition affecting many schoolchildren and welcomes all pupils with food allergies. In order to minimize the incidence of life-threatening allergic reactions, St. Joseph Catholic School will maintain a system-wide procedure for addressing life-threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian and physicians have informed the school in writing that the student(s) has a potentially life-threatening allergy. **No peanut products will be served in**

the cafeteria. St. Joseph Catholic School is a nut-restricted campus.

Classroom Teachers must be familiar with the Emergency Action Plan for the students in their classes and respond to emergencies in accordance with the protocol documented in the Plan.

In the event of a suspected allergic reaction (with no known history of allergies), the school's Emergency Response Plan will be activated. The emergency medical services will be called immediately.

- The classrooms have easy communication with the front office and have the ability to call 911.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder accessible by teachers, substitutes, or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food-related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Special Services

Library

We offer a wide range of learning services and media resources for the children of St. Joseph Catholic School to help students become successful readers and effective seekers and users of information. It is used as a support system for the reading aspect of the curriculum, specifically comprehension.

Pre-K through 5th-grade classes will visit the library on a scheduled basis throughout the week. Teachers can also schedule additional library visits for lessons and research.

During visits, students in grades 1-8 may check out 1-2 books. Books are due back to the library in two weeks. Borrowed books are to be returned on time and in good condition. Students may renew their books. Parents/Students will be notified when books are overdue. If a student has an overdue book, they may not check out any items until the book is returned.

Books damaged or lost must be paid for by the student before any other materials may be checked out. According to policy, report cards will be held until outstanding balances are paid or lost books are returned.

Bean Stack is for students in grades 1-8. Bean Stack is an online reading log that encourages students to read without being tied to quizzes or reading ranges. Bean Stack reading challenges can be taken during library class or on classroom iPads at the teacher's discretion.

Child Nutrition Program

The Diocese of Shreveport participates in the National School Lunch Program. The Child Nutrition Program serves quality meals to students in a Christian environment. This is done by ensuring the meals are healthy, correctly prepared, and attractively served in pleasant surroundings. The Diocese of Shreveport Catholic Schools Food Policy is provided in the Appendix of this handbook.

Free and reduced applications will be available to all families. Applications will be available on the first day of school. You may ask for an application from the cafeteria manager or school office personnel. All applications are handled confidentially and used only for eligibility determination and

data verification. Parents may apply for Free and Reduced benefits any time during the 2026-2027 school year. **The cost for lunch is \$3.70.**

Monthly menus are published on the website (www.sjsfalcons.org) and PTO page. Menus are also posted in the lunchroom and classrooms. Menus are subject to change without notice. Parents have the option to send payments to the school or create an account through MySchoolBucks, available on the school website.

The Director of the Child Nutrition Program is Sr. Ann Middlebrooks, SEC. Her office is located at 3500 Fairfield Avenue (Catholic Center). Her office number is 219-7298. The Cafeteria Manager is Cynthia Jackson. Her office is located in the St. Joseph Catholic School Cafeteria. Her office number is (318) 841-8220.

After-School Care

St. Joseph Catholic School offers an After-School Care Program (ASC) at a cost of \$10.00 a day for 1 child. For 2 or more children, it is \$9.00 a day. A fee of \$1.00 per minute is charged for students remaining in the program after 5:35 P.M. After School Care follows the 2026-2027 Parent-Student School Handbook for all policies.

Parents are to make arrangements for their child(ren) to be picked up at dismissal time (3:05 PM or 5:30 PM for ASC). Students who are not picked up by 5:30 PM will receive:

1. A phone call reminding you to pick up your students on time
2. A registered letter reminding you that failure to pick up your child on time constitutes neglect.
3. Students who remain after 6:30 PM will be sent home via the Shreveport Police Department.
4. Repeated early drop off or failure to pick up your child from After-School Care on time will result in expulsion from the After-School Care Program.

Students not picked up by the end of carpool (approximately 3:30 PM) will be sent immediately to the After-School Care Program.

After-School Care is billed through Incidental Billing on FACTS. One's account for after-school care must remain current for a child to attend. If an account is beyond 30 days delinquent, students may not attend ASC until the balance is paid.

Please Note: A student may not attend after school care once an ASC account is 30 days delinquent.

After-School Tutoring

Tutoring is available on Tuesdays and Thursdays in the St. Joseph Catholic School library from 3:05 PM - 4:15 PM. Tutoring is provided by members of the Loyola College Prep National Honor Society. This is a time for students to receive help in areas where they may be struggling. This is not homework completion time. Although tutors can help with homework questions, students should have specific work to complete. If tutoring is canceled, a text and email will be sent to parents. Students are required to seek academic help during this time. If your child is not actively seeking assistance, he or she may be dismissed by the on-duty teacher to the ASC.

Safety Procedures

Child Abuse Laws

St. Joseph Catholic School abides by the Child Abuse laws of the State of Louisiana. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow

these regulations:

1. Rise in silence when the alarm sounds
2. Close windows and doors
3. Walk to the assigned place briskly, in single file at all times, and in silence
4. Return to the building when a signal is given.

Tornado drills are held periodically. The procedures are:

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

Crisis Management

St. Joseph Catholic School has implemented a crisis management plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of a crisis involving law enforcement personnel, the school will defer to law enforcement procedures and request that parents do likewise.

Emergency Closings

In certain extreme cases, usually due to inclement weather, it is necessary to close the school. The school will only do so after communication between the administration and the Catholic Schools Office. Parents are responsible for discussing with their children proper emergency procedures in the event the school is dismissed before the end of the regular schedule. The school will use its normal dismissal procedure should this occur.

In the event of an emergency, parents will be notified by text or email with all pertinent information and specific directions for the closure. Public media may also be used in specific situations. Please DO NOT call the front office about possible school closure. You will be contacted as soon as a decision has been made.

Campus Safety

St. Joseph Catholic School attempts to provide a safe environment for all individuals and has a closed campus to ensure your child's safety. For the 2026-27 school year, SJS will have school resource officers employed throughout the school day. All gates and outside doors are locked after 8:00 AM. All visitors must check in at the front office before going to any area of the school. If the school suspects a threat to a student or the school community, it reserves the right to call the police. The school reserves the right to search anything brought onto school property.

Asbestos Management

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

Asbestos-containing building materials are located within St. Joseph Catholic School. In their present condition, they present no hazard to school occupants. An Asbestos Management Plan has been developed to prevent asbestos from becoming a hazard, and you may find this document on file in the school office. The plan is available for inspection upon request and appointment.

Drug-Free Policy

St. Joseph Catholic School and its grounds are drug-free zones. According to the Louisiana State Policy, the use, possession, or sale of alcohol or drugs by students on school premises or at school-sponsored functions on school property is prohibited. Students who possess drugs and/or alcohol at school or at any school function face suspension and/or dismissal.

Smoking/Tobacco Policy

St. Joseph Catholic School and the school grounds are a smoke-free zone. No smoking is allowed on the school grounds or in any of the school buildings. Smoking or the use of smokeless tobacco by a student is strictly prohibited. Also, the use of any tobacco products is prohibited for students at all school-related functions (on or off campus). Possession of any tobacco product, e-cigarettes, or vapes is never permitted on campus and is grounds for suspension and possibly dismissal.

Technology (Acceptable Use Policy)

iPad Policy

The following procedures have been established to address electronic devices on St. Joseph Catholic School property during school hours of 7:20 AM -3:30 PM and also during the hours of After-School Care (dismissal – 5:30 PM).

St. Joseph Catholic School is a 1:1 iPad school in grades 6-8 and classroom sets of iPADS are used in other classrooms on campus. The use of an iPad is a privilege. When inappropriate behavior with the iPad is identified, the following discipline guidelines will be followed.

a. Minor Offense – 3 violations result in detention

- i. Leaving an iPad unattended
- ii. Using an “app” when not specifically directed to use
- iii. Using an iPad when instructed not to use

b. Major Offense – Loss of iPad for 2 weeks from the time of the incident, and a detention is issued

- i. Misuse of email, camera (students are not permitted to take pictures of others unless it is relevant to an assignment), or “apps” on iPad
- ii. Using another student’s iPad without permission, downloading offensive or inappropriate images or verbiage
- iii. Accessing or attempting to access inappropriate websites
- iv. Tampering with the security or other settings on the iPad
- v. Being in the possession of someone else’s iPad without permission
- vi. Using inappropriate language or having inappropriate images on the iPad

Please note that parents are expected to regulate the use of a student’s iPad outside of school. Students should utilize their school iPad for academic purposes.

Any misuse of an iPad not listed above will be reviewed, and appropriate disciplinary action will be taken. This includes, but is not limited to, using a school iPad to engage in bullying of another student.

Cell Phones and Smart Devices- Powered Down and Put Away

- If a parent believes it is necessary for his/her student to have a cell phone at school, the parent must complete and sign the required form. The signed form will be kept on file at the school office. This will serve as verification that your child has your permission to use a cell phone on campus and that you are aware of the restrictions and procedures regarding cell phone use at school during school hours.
- If a signed form is received at the school office, the student may possess a cell phone on campus and must adhere to the following restrictions and procedures that apply during school hours of 7:20 AM - 3:30 PM and also during the times of carpool (dismissal- 3:30 PM), tutoring (dismissal-4:15 PM), and After-School Care (dismissal – 5:30 PM). Students are not permitted to use cell phones or smart devices to communicate during sports practices.
 - **The phone must be turned OFF and kept in the student’s locker for middle**

school and in the student's backpack for elementary until the end of the school day or the end of ASC. The phone cannot be on the student's person, such as on a belt, in a waistband, in a pocket, or in a backpack/purse, when taken into a restroom or dressing room. If a phone is found on a middle school student or in their backpack outside of permitted times, it will be confiscated, and a detention will be issued. If the phone makes any noise (ring, music, vibration) or is taken out without proper approval, a detention will be issued, and the phone will be confiscated. If the phone is found on an elementary student's person outside of permitted times, it will be confiscated, and detention will be issued.

- **Students are not permitted to have phones out or in use at carpool time for any reason.** Students may only use their phones at the office with permission. Additionally, students are not permitted to have cell phones on their person at after-school care. The same rule applies to after-school practices. Cell phones may be used at school events when not at practice, aftercare, detention, or tutoring, such as basketball games. If a member of the school faculty deems that the phone is being used inappropriately, it may be confiscated and given to the adult responsible for the student
- The student's parent(s) must come to the office to retrieve any confiscated items.
- Since a student may not receive a phone call on a cell phone during the school day, emergency contact with a student at school can always be made by phoning the school office.
- If a faculty member suspects a student of using a cell phone, an appropriate search may be conducted.

Other Mobile and Electronic Devices

- Mobile Electronic devices such as gaming devices, cameras, etc., are not allowed on campus.
- Smart Devices must be kept in one's locker during the school day. Smartwatches can connect to phones and now function as standalone devices. Students who communicate with others during the school day via a smartwatch will receive the same consequences as those who use a cell phone.

St. Joseph reserves the right to conduct appropriate searches if there is suspicion that a student is using a mobile device during the school day.

Social Media

Engagement in social media such as, but not limited to, Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, YouTube®, BReel®, etc., may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students, or the parish. Parents should refrain from creating a class/grade Facebook® page without the principal's written authorization. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the parent's children being dismissed from the school. In the event that a student is dismissed from the school, there will be no reimbursement for tuition and/or fees. Students wearing St. Joseph Catholic School uniforms (daily or athletic) who engage in inappropriate behavior will be subject to disciplinary action.

Cyberbullying

Cyberbullying is being cruel to others through electronic means by sending or posting harmful material over the Internet. This can be done through e-mail, instant messaging, chat rooms, or online social media sites. In Louisiana, this is considered criminal behavior. Any form of harassment is a direct violation of our school's mission. St. Joseph Catholic School will not tolerate harassment in any form. Harassment will be handled as outlined in the school discipline policy. Appropriate conduct is expected in both face-to-face and electronic interactions. Parents or students who feel that they have been the victims of cyberbullying should print a copy of the material and report the incident to the school administration. Reports will be fully investigated. If it is proven that such violations occurred while on campus or during a school day, consequences may include, but are not limited to, the loss of computer privileges, detention, suspension, dismissal from school, and/or police involvement.

School Information

Birthday Observances

Students in Grades Pre-K through Grade 8 may bring birthday treats to school to be eaten after they finish lunch in the cafeteria. All treats should be pre-packaged with ingredients listed on the package. Items, such as cupcakes and/or cookies, that are individual, are requested. No cakes or candy, and please, no candles.

Invitations for parties (birthday, slumber, etc.) should be sent to students' homes via the U.S. Mail, not through classroom teachers.

Water Bottles

St. Joseph Catholic School has installed water-filling stations throughout the campus to help prevent the spread of germs and disease. Parents are to provide a refillable bottle for their child if they wish their child to use the filling stations. **Water bottles are to be used only with the teacher's permission. PLASTIC water bottles are preferred. Water bottles are to contain water ONLY. Water bottles must have a closable, leak-proof lid. Cups and tumblers are not allowed.**

Recess

Recesses are provided for students to take a break from learning. Grades K3-5th grade have two recesses a day. Grades 6th-8th have recess immediately following lunch. If the "heat index/real feel" temperature is above 95°, students will have indoor recess.

Playground Rules

1. Students do not enter or leave the playground without permission and supervision of school faculty, as deemed necessary by the faculty member.
3. Play-fighting, rough play, kicking, tackling, wrestling, teasing others, or unsafe play on climbing equipment, etc., is prohibited.
4. Students are not allowed to pick up or throw rocks, sticks, pine cones, gumballs, etc.
5. Students should use playground equipment correctly.
6. Students should be courteous and respectful to others at play.
7. At the end of recess, students should bring all play equipment to the storage bin and line up quietly.

Extracurricular Activities

The purpose of the extracurricular program at St. Joseph Catholic School is to encourage our students to develop their talents and learn to live and work cooperatively with others. Extracurricular activities not only enhance the enjoyment of school life but also provide students

with deeper insights and experiences in cultural and religious areas. A key goal of the program is to accommodate as many students as possible while maintaining a manageable and high-quality program. Due, in part, to the number of students we are attempting to serve, we will have to limit the number of activities in which a student participates. This is for the benefit of all.

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

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

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

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

Lockers

Students in grades 6-8 are assigned a locker and issued a school-owned combination lock (\$3) to use to protect their personal items during the day, evening, and on the weekends. To maintain a quiet atmosphere during class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of St. Joseph Catholic School. Students will be responsible for replacing any lost locks.

Lost and Found

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found basket in the uniform closet. Items placed in the Lost and Found remain there for 10 days. **After 10 days, items are donated to charity.**

Students who lose a library book, textbook, or workbook must pay the replacement cost of the book, plus shipping, to receive a new copy. Parents are encouraged to look for their child's item in the Lost and Found.

Parent Teacher Organization – PTO

St. Joseph Catholic School's Parent Teacher Organization (PTO) supports and enhances the school's educational ministry. Fundraising, parent education, and building community are goals of this organization. Whether visiting for lunch, helping with fundraisers, attending PTO meetings, or joining the school on field trips, the parents' presence at school is a welcome part of life at St. Joseph Catholic School. Your support is very valuable to the school, so please consider where you can realistically assist.

- Monthly PTO meetings are held on the third Tuesday of each month at 5:00 PM in the Library unless a special meeting is needed. The SJS PTO has a Facebook page, SJS PTO SHREVEPORT.
- PTO fundraising events support many projects at SJS, including, but not limited to, Catholic Schools Week, Silent Auction, World's Finest Chocolates, Prayers for staff, National Teacher

Appreciation, and many other items.

- PTO Room Moms assist the classrooms with events and parties.
- PTO has several opportunities to earn donations for the school, including Box Tops for Education, Amazon Smile, and Kroger Community Rewards.

Parties

All school parties will be arranged by the classroom teacher in collaboration with the Room Mother Coordinators. As a school, we celebrate with 2 parties annually – **Christmas and St. Valentine's**. Other holiday celebrations are observed in class with a special treat. Any additional school parties may be held only at the principal's discretion.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or any other personal property will be obligated to pay the full amount of repairs, labor, or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Search

The school reserves the right to search anything brought onto school property. This includes cell phones and other electronic devices.

Title IX

St. Joseph Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Use of School Grounds

Permission shall be obtained from the principal for the use of the school grounds. School property is always for official school and church use.

APPENDIX

ALL FORMS CAN ALSO BE FOUND ON THE FACTS FAMILY PORTAL.

- Responsible Use of Technology and AI Policy Contract – pages 46-50
- Cell Phone Use Form – page 51
- Volunteer Driver's Agreement Form – pages 52-53
- Walk/Ride Bike Home Permission Form -page 54
- Diocese of Shreveport Catholic Schools Food Policy – pages 51
- Parent/Student Signature Page - 56

St. Joseph Catholic School

Responsible Use of Technology and Artificial Intelligence (AI) Policy



Purpose & Goal

Technology is a valuable educational vehicle. St. Joseph Catholic School is committed to teaching its faculty, staff, students, and school community to work with technology and to ensure its responsible use. Our overarching goal is to prepare all school members for life in an electronic, global community. To accomplish this, the school will actively engage in the following practices:

- Provide a wide variety of collaborative electronic tools.
- Explicitly teach fundamental and advanced technology skills.
- Seamlessly integrate digital technology directly into the core curriculum.
- Encourage rigorous critical thinking, objective evaluation, and creative problem-solving skills.
- Facilitate the effective evaluation and synthesis of information sourced online.
- Encourage ethical practices, digital citizenship, and compliance with institutional standards.

General Responsibilities of the User

The school will make every effort to provide a safe, secure environment for learning with technology, including implementing rigorous Internet safeguards. The faculty, staff, students, and broader school community are granted the distinct privilege of using computer hardware, software, peripherals, and electronic communication tools. With this privilege comes the permanent responsibility to use the equipment correctly, respect the name and intellectual property of others, and strictly adhere to the policies outlined below.

Core Technology Guidelines

- **Training:** All users are required to successfully complete baseline training on the proper use, handling, and maintenance of ALL hardware and software, including personal student technology.
- **Authorization:** Students will utilize computers and iPads across a variety of classes. Explicit permission must be received from a supervising authority before operating any hardware or software in any area of the school campus.
- **Monitoring:** The school reserves the right to monitor all technological activities. This includes real-time monitoring of activities while students are actively using either school-provided or personal devices. Devices may be confiscated by the administration for manual inspection at any time.
- **Security:** Any attempt to circumvent system security, guess network passwords, bypass filters, or gain unauthorized access to secured resources or another user's files is strictly forbidden.
- **Integrity:** Users must respect others' digital rights. Users are prohibited from cutting, copying, or plagiarizing Internet content. Assume everything encountered online is copyrighted unless it specifically indicates otherwise.
- **Use of Software & Hardware:** Users will not install, move, delete, download, upload, reconfigure, or modify any software, applications, or files on school equipment without explicit administrative permission. Users are prohibited from moving, repairing, reconfiguring, modifying, or attaching unauthorized external devices to school systems. This includes a complete restriction on syncing any Apple iOS device (e.g., iPad or iPhone) with any unauthorized computer.
- **Misuse:** The utilization of school equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy anyone is strictly forbidden and subject to immediate disciplinary intervention.

- **Reporting:** Any technical damage, system malfunction, or unauthorized configuration changes to the school's hardware or software that a user notices must be reported immediately to a teacher or staff member.
- **Additional Electronic Devices:** The use of additional devices—including, but not limited to, digital assistants, calculators, gaming systems, cellular phones, and smartwear—will be determined entirely at the discretion of the school administrator. The school's core guidelines regarding authorization, integrity, and monitoring apply to these items.
- **Administrative Rights:** The Office of Catholic Schools and the school administration reserve the absolute right to add, modify, or enforce additional rules and technical restrictions at any time.

Internet & Telecommunications Guidelines

- **Educational Purpose:** Internet access is provided strictly for educational research purposes. The use of all electronic applications must directly align with and support teacher assignments. Expressed permission is required prior to accessing the network.
- **Intellectual Property:** Transferring copyrighted material to or from a school-owned device without the expressed, written permission of the owner constitutes a violation of Federal Law. The user is personally responsible for ensuring copyright violations do not occur. Always cite your sources properly.
- **Personal Responsibility:** Each individual user is fully responsible for the web domains and digital sites they visit. Students may not deliberately access a site known for containing unacceptable or inappropriate material, nor may they encourage peers to do so.
- **Reporting Unacceptable Sites:** If a user accidentally encounters an unacceptable site or inappropriate media, they must immediately turn off the monitor (or obscure the screen), click the browser's back button, and notify the teacher.
- **Unauthorized Use:** Commercial use of the Internet for personal financial gain, business profit, or advertising is strictly prohibited in this educational domain.
- **Email:** The deployment of Internet access for student, faculty, or staff email remains completely at the discretion of the school administration. All standard telecommunications guidelines apply directly to email environments.

Artificial Intelligence (AI) Policy

In an effort to prepare our students for the responsible and ethical use of 21st-century technology, this policy guides the integration of Artificial Intelligence (AI) programs, such as ChatGPT and Google Gemini, across all educational activities. While AI can significantly enhance the educational experience by supporting creative learning, its improper use may undermine academic integrity and core learning objectives. This policy ensures that the use of AI tools aligns seamlessly with our educational values.

- **Approval and Oversight:** The use of AI programs for any school-related activity or assignment must be approved in advance by the relevant authority (teacher, department head, or administrator). This ensures that integration into the curriculum is pedagogically sound and directly meets our established educational objectives.
- **Responsible and Ethical Use:** AI programs should be deployed to supplement and enhance learning, not to replace personal student effort or traditional learning methodologies. Users must engage with these platforms ethically, respecting copyright, structural ownership, and privacy laws.
- **Originality and Attribution:** Work produced with the aid of AI must remain highly original and include proper, explicit attribution when AI-generated content or outlines are used. The school does not tolerate plagiarism, regardless of whether the content is synthesized by AI or obtained through traditional means.
- **Academic Integrity:** Students and staff must uphold the highest standards of academic integrity when using AI tools. This includes absolute honesty in how AI-assisted or AI-generated work is presented and evaluated within the academic framework.

- **Privacy and Data Security:** Users must strictly adhere to privacy and data security guidelines when entering prompts into AI programs, ensuring that sensitive personal or institutional information is fully protected and compliant with data protection regulations.
- **Educational Enhancement:** AI must serve as an educational asset to assist understanding, not as a shortcut or substitute for critical thinking, logical analysis, or personal academic effort.
- **Verification and Accountability:** Assignments, papers, or projects created with the assistance of AI tools are subject to rigorous administrative review. If the proper authority has reason to believe that a student has improperly or unethically used AI for an assignment, the student's work will be submitted for formal review through designated AI detection programs.

Personal & School-Issued Devices (iPads)

Personal devices under this framework are defined as school-issued technology (including, but not limited to, Apple iPads). Students must adhere to the following hardware-specific mandates:

6. **System Integrity:** Devices must never be "jail-broken" or subjected to unauthorized operating system modifications.
7. **Access Security:** Devices must be securely passcode-protected at all times. Passcodes must not be shared with other students.
8. **Network Routing:** All internet usage must occur exclusively through the school-provided, filtered network infrastructure while on campus.
9. **Charging Responsibilities:** Students are solely responsible for bringing their issued devices to school fully charged every morning. Because classroom electrical outlets are extremely limited, students should not expect access or availability to charge devices during the school day.
10. **Damage & Insurance Coverage:** Each student-issued iPad is covered for accidental damage, spills, liquid submersion, and cracked screens. The premium for this comprehensive coverage is built directly into the student Technology Fee and covers the device for the entire current academic year. Should a covered incident happen to the iPad, the family will be required to pay a **\$55 deductible** for each claim filed.

Violations and Disciplinary Action

Violations of general technology and telecommunications rules are taken seriously and will be addressed by the school administration. General technology infractions may result in the issuance of detentions, an out-of-school suspension, expulsion, immediate loss of school hardware/software privileges, or loss of school network access (in which the student will be required to complete assignments on a non-networked, stand-alone computer system). Major infractions may result in dismissal and/or legal action by the school or involved parties.

1. Personal Device (iPad) Disciplinary Matrix

Classification	Specific Infractions Included	Disciplinary Consequence
Standard Offenses	- Leaving an iPad unattended overnight on school premises. - Using an "app" or program when not specifically directed by the teacher. - Operating an iPad when explicitly instructed not to use it (after warning). - Misuse of school email, built-in camera, or standard applications (after warning). - Touching, handling, or using another student's iPad without explicit permission.	Immediate issuance of a school Detention.
Major Offenses	- Downloading offensive, inappropriate, or harmful images or verbiage. - Accessing or deliberately attempting to access inappropriate web domains. - Tampering with system security, MDM profiles, or core infrastructure settings. - Deploying inappropriate language or storing illicit images directly on the iPad.	Loss of iPad privileges for two (2) weeks from the incident date AND immediate issuance of a school Detention.

Note: Any misuse of an iPad not explicitly categorized above will be reviewed directly by the administration, and custom disciplinary measures will be applied.

2. Artificial Intelligence (AI) Policy Disciplinary Matrix

Offense Tier	Academic Consequence	Behavioral Consequence & Mandate
First Offense	Immediate Grade Reduction (50%)	Official behavioral warning issued. The student will be strictly expected to redo the entire assignment under supervision.
Second Offense	Receive a Zero (0%) on the assignment	Immediate issue of school detention and conference with administration.

Responsible Use of Technology and AI Policy Contract

Student / Parent / School Contract

I explicitly understand that when I am utilizing the Internet or any other school computer or telecommunications device, I must adhere to all rules of courtesy, digital etiquette, institutional policies (including AI usage), and civil laws regarding the copying and sharing of information as prescribed by Federal, State, or local laws, the Diocese of Shreveport, and St. Joseph Catholic School. My signature below and that of my parent(s) or guardian(s) indicate that I fully agree to follow the guidelines of this integrated Responsible Use of Technology and AI Policy.

Student Name (Printed): _____

Student Signature & Date: _____

Parent or Guardian Acknowledgment & Release

We ask that you thoroughly review this entire policy document with your child and return a signed copy of this contract section.

I hereby release St. Joseph Catholic School, the Diocese of Shreveport, its operational personnel, and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or personal inability to use, the aforementioned school technology. This includes, but is not limited to, claims arising from the unauthorized use of the school network system to purchase products or digital services. I will explicitly instruct my child about any additional family boundaries or restrictions on access to materials, in addition to those set forth in this school policy. I will emphasize to my child the critical importance of following these structural rules for personal safety. As the parent or guardian of this student, I have read the complete integrated policy. I hereby give my structural permission for my child to use school technology and will not hold the institution liable for their use of the network. I understand that my child has formally agreed not to access inappropriate material on the Internet.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature & Date: _____

ST. JOSEPH CATHOLIC SCHOOL CELL PHONE USE FORM SY 2026-2027

Personal cell phones and other electronic communication devices are common among our students, and their use on the school campus can pose potential problems. These devices in schools can hinder the educational process and, with cameras and text messaging, raise privacy and security concerns.

The following procedure has been established to address personal cell phone and other electronic devices on the St. Joseph Catholic School campus during school hours (7:20 a.m. – 3:30 P.M. This means phones are not to be out at carpool since it falls under school hours) and also during the hours of After School Care (dismissal at 5:30 P.M.).

- If you believe it is necessary for your student to have a cell phone at school, you must complete and sign the required form. The signed form will be kept on file at the school office. This will serve as verification that your child has your permission to use a cell phone on campus and that you are aware of the restrictions and procedures regarding cell phone use at school during school hours.
- If a signed form is received at the school office, the student may possess a cell phone on campus and must adhere to the following restrictions and procedures during school hours (7:20 AM - 3:30 PM) and during After-School Care (dismissal – 5:30 PM). Students are not permitted to use cell phones or smart devices to communicate during sports practices.
 - The phone must be turned OFF and kept in the student's locker for middle school and in the student's backpack for elementary until the end of the school day or the end of ASC. (The phone cannot be on the student's person, such as on a belt, in a pocket, in a purse, or in a backpack/purse that is taken into a restroom or dressing room.)
 - If the phone makes any noise (ring, music, vibration) or is taken out for any reason without proper approval, a detention will be issued, and the phone will be confiscated. The student's parents must come to the office to retrieve any confiscated phone.
- Since a student may not receive a phone call on a cell phone during the school day, emergency contact with a student at school can always be made by phoning the school office.

Other Electronic Devices

- Smart devices (including watches) must be kept in one's locker during the school day. Smart devices can connect to phones and can also be used independently. Students who communicate with others during the school day via a smart device will receive the same consequences as using a cell phone.

- AI Glasses are not permitted on campus.

St. Joseph reserves the right to conduct appropriate searches if there is suspicion that a student is using a mobile device during the school day.

Students violating these procedures will be issued a detention.

My student and I have read the St. Joseph Catholic School guidelines regarding my student's use of a personal cell phone or other electronic devices during the school day, and we will adhere to them.

Parent Printed Name: _____

Parent Signature: _____

Student Printed Name: _____

Student Signature Name: _____

Date Signed: _____

VOLUNTEER DRIVER'S AGREEMENT SY 2026-2027

The following transportation agreement is made by and between St. Joseph Catholic School and _____ (Transporter), of _____ (city), Louisiana.

By our signatures, it is agreed that :

1. All vehicles used for the transportation of individuals shall be designed for enclosed passenger transportation, shall be licensed according to law, and shall display a current state safety inspection sticker.
2. Transporter warrants that he or she has a valid Operator's License; that the driver's license number supplied in this contract is for that license; that he or she has no other vehicle operator's license and has never had such a license canceled by Louisiana or any other state or entity.
3. No more than 15 persons (including the driver) shall be transported in any of these passenger vehicles, but in no case more than the number of seat belts available.
4. No one under the age of 21 shall be permitted to operate the vehicle.
5. The Transporter agrees to abide by the Diocesan Driver and Vehicle Safety Policies and warrants that he or she is carrying at least the minimum vehicle liability insurance required by the state.
6. Upon compliance with the above requirements and in consideration of the fact that the Transporter is volunteering his or her time without remuneration, the Diocese of Shreveport shall provide excess liability insurance coverage while the Transporter is operating vehicles in compliance with the purpose and terms of this Agreement.
7. By signing this Contract, Transporter authorizes the diocese, parish, or school to check with all available state agencies regarding the validity of Transporter's license and Transporter's driving record. Transporter agrees to cooperate with such an investigation and provide any necessary information to enable a license check through a Motor Vehicle Report (MVR).

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the day and year listed on the next page.

VOLUNTEER DRIVER'S AGREEMENT (cont'd, page 2)

SY 2026-2027

Name of Driver _____ Birth Date ____/____/____

Address _____

Telephone _____

Driver's License Number _____ Exp Date _____ State Issued _____

Vehicle Year/Make/Model _____ License Plate _____

Insurance Company's Name _____

Policy Number _____ Expiration Date _____

Liability Limits of Policy _____

To ensure the safety of our students, other members of the parish, and those we serve, we must ask each volunteer driver to list all accidents or moving violations they have had in the last five years (please indicate the date, type, and city and state).

Please note: Louisiana state law requires minimum Bodily Injury Liability coverage of \$15,000 per injured person up to a total of \$30,000 per accident, and Property Damage Liability coverage with a minimum limit of \$15,000. This basic coverage is often referred to as 15/30/15 coverage.

All volunteers are required to attend the Protecting God's Children training and keep up with the continuing education portion of the program, called Virtus, an online education resource with annual training modules. All volunteers must complete and submit the form for a criminal/sex offender search/background check and Motor Vehicle Report. Please verify that you are current with these requirements:

- I have attended the Protecting God's Children training. Yes No
- I have completed the Motor Vehicle Report and background check. Yes No
- I am current with my Virtus annual training modules. Yes No

Certification:

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that, as a volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have a current license and vehicle registration, and have the required coverage in effect for any vehicle used to transport the children.

Please be aware that, as a volunteer driver, your insurance provides primary coverage in the event of an accident.

Thank you for helping us with our transportation needs.

Date _____

Signature of Volunteer Driver _____

St. Joseph Catholic School

Walk / Ride Bike Home Permission Form

School Guidelines & Policies

Please review the following official school policies regarding students walking or riding their bicycles to and from school. This document serves as the official authorization form for St. Joseph Catholic School.

- **Grade Eligibility:** Only students enrolled in grades 5th through 8th are permitted to walk or ride their bikes to and from school unaccompanied by an adult.
- **K3–4th Grade Policy:** Under no circumstances will students in grades K3 through 4th be allowed to walk home from school unaccompanied.
- **Parent Escorts:** Parents choosing to walk their child to school from the church parking lot must utilize the designated crosswalk. Parents are permitted to escort their child as far as the school's front door.
- **Submission Requirement:** If you intend for your 5th–8th-grade student to walk home from school unaccompanied by an adult, you must submit a signed copy of this permission form to the school office stating that you give your child explicit permission.

Student & Parent Information

Student Name: _____ Grade: _____

Homeroom Teacher: _____

Parent/Guardian Name: _____ Phone Number: _____

Emergency Contact: _____ Emergency Phone: _____

Parental Acknowledgment & Authorization

By signing below, I certify that I am the parent or legal guardian of the student listed above. I have read, understood, and agree to abide by the St. Joseph Catholic School walking and biking policies.

- I confirm that my child is in the 5th–8th grade and has my permission to walk or ride their bicycle to and from school unaccompanied.
- I accept full responsibility for my child's safety and conduct during their travel to and from the school campus.

Parent/Guardian Signature _____ Date _____

Diocese of Shreveport Catholic Schools Food Policy

To help ensure the health and welfare of each student attending the Diocese of Shreveport Catholic Schools and to provide guidance to school personnel in the areas of nutrition, health, physical activity, and food service, the Office of Catholic Schools subscribes to the following: The Office of Catholic Schools will ensure that no student in the Diocese of Shreveport Catholic Schools goes hungry while in school.

The Office of Catholic Schools will ensure that an economically sustainable meal program providing a healthy, nutritious lunch is available to every student at every school, so that students are prepared to learn to their fullest potential.

The Office of Catholic Schools will ensure that the nutritional value of the food served by the Diocese of Shreveport Catholic Schools significantly improves upon USDA and State Dietary Guidelines by providing nutritious, fresh, tasty, and, when possible, locally grown food. The Office of Catholic Schools encourages staff to use food from school gardens and local farmers, based on availability and acceptability.

Meals served to students are prepared in Peanut-Restricted and Shellfish-Restricted kitchens and shall be attractively presented in a pleasant environment, with sufficient time for eating. It shall be the responsibility of the entire school staff to foster good manners and respect for fellow students.

Students will have minimal involvement in the sale of candy, sodas, cookies, and other sweets at any school-sponsored event or fundraising activity.

Bake Sales and/or Ice Cream Socials may be held with the permission of the school principal, in moderation and with consideration and consistency of the goals of this policy.

Foods offered to students during the school day as a snack, incentive, or reward, whether arranged by parents or staff, shall be consistent with the Healthy Snack List Options provided by Pennington Biomedical Research Center in cooperation with the Louisiana Department of Education.

The Office of Catholic Schools recognizes that class parties are a tradition in Catholic School education. However, parents and staff are encouraged to provide healthy party snack options consistent with the policy's goals. Parties are to be held after the lunch hour.

The Office of Catholic Schools will ensure that teachers, principals, and Nutrition Services employees recognize that the lunch period is an integral part of the educational program of the Diocese of Shreveport Catholic Schools and work to implement this policy's goals.

Student Rules & Regulations: All students are encouraged to participate in the school's meal programs.

- Students who bring breakfast or lunch must bring food of nutritional value based on the Diocese of Shreveport Healthy School Environment & Wellness Policy guidelines.
- Drinks may include milk, 100% fruit drinks, or water. No carbonated beverages (canned sodas) are allowed.
- **No Fast Food restaurant meals are allowed in the cafeteria during lunch time.**
- All meals from home must be ready to eat. Microwaves and warming facilities are not allowed in the cafeteria.
- Students must bring their meals when they arrive in the morning. Meals will not be delivered to students by the office staff during the school day.

The Office of Catholic Schools supports all efforts that encourage healthy eating experiences, school gardens, and nutrition education as integral components to the core academic curriculum for all grades.

Parent-Student Handbook Acknowledgment and Agreement Form

Purpose of the Handbook

The Parent-Student Handbook is published to provide families with a clear understanding of the policies, procedures, rules, and expectations that govern our school community. Successful education requires a strong partnership between the school, parents, and students. Reading and understanding this handbook ensures that all parties are aligned in promoting a safe, respectful, and academically rigorous environment.

Please review the handbook thoroughly with your child, sign the appropriate sections below, and return this completed form to your student's homeroom teacher by **Friday, August 28, 2026**.

Student Agreement

I acknowledge that I have received and read (or have had read to me) the St. Joseph Catholic School Parent-Student Handbook. I understand the rules, regulations, and behavioral expectations outlined within it, including the Responsible Use of Technology and AI Policy.

By signing below, I agree to follow these rules, respect school staff and peers, and cooperate fully with the administration to maintain a positive and faithful learning environment. I understand that failure to follow these guidelines will result in disciplinary consequences as outlined in the handbook.

Student Printed Name: _____

Grade / Homeroom: _____

Student Signature: _____ **Date:** _____

Parent / Guardian Agreement

As the parent(s) or legal guardian(s) of the student named above, I/we acknowledge receipt of the St. Joseph Catholic School Parent-Student Handbook. I/we have reviewed its contents with our child and have discussed the importance of abiding by the school's expectations, policies, and code of conduct.

I/we understand and agree to accept and support the school's right to enforce these policies, including all academic standards, dress code requirements, attendance rules, device policies, and disciplinary measures. I/we accept the responsibility to partner with the faculty and administration of St. Joseph Catholic School to support our child's spiritual, intellectual, and moral growth.

Parent Printed Name: _____

Parent Signature: _____ **Date:** _____

Note: A separate signed form is required for each child enrolled at St. Joseph Catholic School.