

OUR MISSION:

It is the mission of St. James Catholic School to educate students in a Christ-centered environment with an emphasis on Catholic teachings and traditions while providing academic excellence for all.

OUR VISION:

As partners in Catholic education, we commit ourselves to:

- Support our parents who are the primary educators of their children. Our school and church community share in this responsibility.
- Foster and encourage the spiritual, intellectual, aesthetic, emotional, social and physical development of each student.
- Develop the moral character of our students by instilling in them the values of respect for life, honesty, service to others and self-discipline.
- Teach the importance of cultural diversity, social justice, equality and the privileges and responsibilities of American citizenship.
- Model the teachings and mission of the Catholic Church. Jesus is the unseen yet ever present Teacher in our school.

The philosophy of St. James School is based on the Church's doctrine and moral principles, with specific reference to its concept of human and Catholic education as portrayed in the Second Vatican Council Documents, The Papal Encyclicals, the General Catechetical Directory, and the teachings of the United States Catholic Bishops as stated in "To Teach as Jesus Did", and the "Catechism of the Catholic Church".

Our school aims at providing the fullest and best opportunity for the harmonious development of each student in his/her physical, moral, emotional, spiritual, and intellectual endowments. This leads him/her to become a self-directed, responsible, integrated Christian, aware of his/her cultural heritage, his/her social responsibilities, while being consistently inspired by truth and justice, in the light of living faith and love.

We, the faculty, see ourselves as a group of people gathered in a faith commitment to Jesus, to His Father, and to His values in the scriptures. We pray, plan, work and recreate together in a spirit of whole-hearted cooperation. The pupils are the junior members of their faith community, where they experience the Christian unity exemplified by their teachers.

We believe that the faculty of St. James School must be an authentic faith community if they hope to present the faith in its fullness to youth. Individual teachers will not be able to present the faith to youth in an effective manner unless the faculty, as a whole, portrays Christian ideals in the way they relate to one another and to students in all areas of school life.

As a school, we see our specific function to be the intellectual development of the pupil, supplementing the role of the family and the Church in religious and moral training, and contributing to his/her aesthetic and physical development. In fostering personal, temporal, and eternal good, we envision a world filled with truth, justice, and the love of Christian principles.

Diocesan Mission Statement:

The Catholic school community within the Diocese of Biloxi, a ministry of the Catholic Church, embracing the teachings and traditions of the past, accepting the challenges and opportunities of the present, and preparing for the demands of the future, provides an education based on Christ's teaching and Catholic values which focus on the formation of strong moral character, the furtherance of academic excellence, the inspiration to serve others, and the motivation to achieve God-given potential in the local and the world communities.

PARENTS AS EDUCATORS

St. James School is an extension of the education that begins in the home. Parents are the primary educators and thus are responsible for providing a family atmosphere filled with love, respect and desire for what is good. The family provides the learning atmosphere where the child develops his/her values, attitudes and love of Christ. Your attitude toward the school and the teachers is most important and will be reflected in your child. Therefore, parents are asked to:

- Maintain a united authority with the school.
- Be consciously aware of the fact that obedience has to be taught. It cannot be learned at school if it hasn't been taught at home.
- Have an objective idea of your child's capabilities. Your child will be successful if he/she is not frustrated into thinking that he/she is expected to perform higher than abilities allow.
- Teach your child respect for people and for the property of others.
- Encourage your child to develop good study habits.
- Monitor your child's television viewing in both amounts and content. Encourage active participation in family activities.
- Monitor your child's use of the computer and the Internet. Place the computer in a family oriented place so you can see what your child is seeing. It is essential that you learn how to check on what your children are doing on your computer and what they are being exposed to when they go to the home of friends.
- Provide a good Christian example for your child through family prayer and attendance at your parish church regularly as a family.

ADMISSION, REGISTRATION, TUITION & WITHDRAWAL

(School Board Approved 6/2/92)

Admission

Our policy in regard to our waiting list is to give preference to students in the following order:

- In-parish practicing Catholics with siblings currently enrolled in St. James School.
- In-parish practicing Catholics whose children attend CCD or whose children have not yet reached school age.
- In-parish Catholics.
- Out-of-parish practicing Catholics with siblings currently enrolled in St. James School.
- Out-of-parish practicing Catholics.
- Non-Catholics with siblings currently enrolled in St. James School.

People having the same status will be accepted according to the date that they made the initial contact with the school, the earliest date of contact being taken first.

Registration

A student is not considered officially registered in St. James School until all school records, compliance form, birth certificate, social security number and arrangements for tuition have been received.

- Children entering **PK-3** must be three years of age by September 1st of the said school year. Children entering PK-3 must be potty trained.
- Children entering **PK-4** must be four years of age by September 1st of the said school year. Children entering PK-4 must be potty trained.
- Children entering **Kindergarten** must be five years of age by September 1st of the said school year.

Compliance

The child is required by law (MS Code 37-7-301) to have a compliance form from the Mississippi Health Department or your doctor's office marked complete for school. Registration is not complete without this compliance form. **No child can enter the school building at the start of the school year without this form.**

In addition to the current school requirements, two doses of the Varicella-containing vaccine or history of typical varicella (chickenpox) will be required for **all PK-4 and first time school entrants.**

The following vaccines are required for school entry for all children for the first time in grades PK4-6:

5 doses of DTaP, unless the 4th dose is given on or after the 4th birthday.

4 doses of Polio, unless the 3rd dose is given on or after the 4th birthday.

3 doses of Hepatitis B

2 doses of MMR

2 doses of Varicella-containing vaccine or a history of typical varicella (chickenpox)

PK-3 students must have a temporary compliance form from the Health Department or doctor's office.

Registration Policy (School Board approved 3/4/93)

Registration fees must be paid no later than March of every year in order to hold a space for your child/children for the coming year. If a child is not registered by this specified time his/her space will not be held for the coming year. Tuition, cafeteria and after school care fees must be paid in full to register for the next school year.

Non-discriminatory Policy as To Students:

In compliance with Title VI of the Civil Rights Act of 1962, Title VI of the Educational Amendment of 1972 and Section 504 of the Rehabilitation Act of 1973, the St. James Elementary School policy assures that no one shall on the grounds of race, color, national origin, sex or handicap be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the school. St. James Elementary School reaffirms that it has a non-discriminatory policy with regards to race and sex, both in the enrollment of students and in the employment of teachers and staff.

Confidentiality Policy

St. James School will protect the confidentiality of all data in its records relative to handicapped children. Information, which could identify an individual child, will be maintained by this agency and will be provided to other agencies only in accordance with the Family Rights and Privacy Act and EHA-B. As a parent, you are guaranteed the right to inspect any such information about your child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person, without informed consent.

If you have any questions regarding the collection, maintenance and use of data about your child, please contact the Principal.

AIDS Policy

St. James Catholic School follows the guidelines and process of admission as set by the Catholic Diocese of Biloxi.

TUITION

The tuition schedule outlines Active Parishioner and Standard rates. In order to qualify for the parishioner rate a family must be registered in St. James parish and be a supporting member of the community (attend church regularly and use the weekly envelopes).

All families must pay tuition and fees in full annually by July or use the FACTS program to make monthly payments. Payments will be collected by FACTS on the 5th or 20th of the month, selected by the family. Families using the FACTS program will be charged an annual fee per family for monthly payments. This fee will be collected by FACTS prior to the first tuition payment and is non-refundable. The following policy is in place for families who are in arrears in their tuition payments. FACTS will attempt to collect tuition using a direct debit to each family's checking or savings account on either the 5th or 20th of the month. If funds are not available at that time, a second attempt will be made during the next processing cycle. During this collection attempt, the family will be charged a \$30 fee after the full tuition payment has been processed. If funds are not available during the second processing, the next cycle will include a payment for 2 months plus an administrative fee to FACTS of \$30.

If FACTS is unsuccessful in collecting the balance due for tuition and fees by the third cycle, the Principal and the Pastor will be notified. The Principal will send a letter to the family requiring the payment in full within 10 days. If full payment is not received within 10 days, the family will be required to withdraw the children from school.

Tuition Assistance

To apply for tuition assistance, an application with the FACTS Grant and Aid Program must be filled out; the forms and instructions are available in the school office. Families receiving assistance are responsible for paying registration, book fees and Blue and Gold. There will be no exceptions.

Tuition Rates

Active Parishioner		Standard Tuition Rates	
Grades K-6	2017-18 Yearly Rate	Grades K-6	2017-18 Yearly Rate
1 Child	\$4,078.00	1 Child	\$5,598.00
2 Children	\$7,341.00	2 Children	\$10,078.00
3 Children	\$10,399.00	3 Children	\$14,276.00
4 Children	\$13,440.00		
Pre-Kindergarten 3 Tuition Rates		Fees	
1 Child	2017-18 Yearly Rate	Registration	\$300.00 per child
Full-time	\$4,785.00	School & Book	\$500.00 per child
Part-time	\$2,880.00	Blue & Gold Club	\$300.00 per family
Pre-Kindergarten 4 Tuition Rates		Juice	50 cents a day per child
1 Child	\$4,785.00		

ATTENDANCE

We ask that parents call the school office before 8:00 A.M. to notify the school of a child's absence or tardy. Our state textbook money is based on the average daily attendance of the students for the year. It is important for every child to be in school every day that he or she is not sick.

The attendance law of Mississippi ensures that parents/guardians have their children attend school unless absence is of absolute necessity.

- A letter will be sent to the parent/guardian of any student who accrues 8 absences (lawful or unlawful) in a semester.
- If a student accumulates 12 unexcused absences during the school year, the school attendance officer, Mrs. Alison Petrangelo, will be contacted. This may result in charges being filed against the parent/guardian for educational neglect.

Lawfully excused absences include the following:

1. Illness or injury.
2. Isolation ordered by county health officials or the State Board of Health.
3. Death or serious illness of a member of the immediate family.
4. Medical or dental appointment (**doctor's excuse must be provided**)
5. Court appearance.
6. Observance of religious events (absences must be approved by the administrator prior to the student's being absent).
7. School functions.

Unlawful absences

1. Any reasons other than those listed above are unlawful.

Tardies

The only excused tardy will be for students who check in with a written medical or legal excuse. The medical or legal excuse must be presented when the student checks in and will not be accepted at any other time. These rules are in accordance with the Mississippi Compulsory Attendance Law. When a student accumulates 5 tardies in a semester a letter will be sent or a mandatory meeting will be held with school administration.

The Principal's office may be reached by calling 896-6631 or fax 896-6638. Office hours are 7:30 A.M. to 3:30 P.M. Monday through Friday.

Perfect Attendance

In order for a student to qualify for perfect attendance, he or she must be on time every day and stay the entire day. If a student is away from the school on a school sanctioned assignment they are counted as being present.

Change of Address

If you should move to a new address during the school year, please inform the school of your new address and telephone number.

Transfers/Withdrawals

If a student is transferring to another school, both the principal and the teacher should be notified at least one week before the transfer is to take place. All textbooks and library books need to be returned. All school/cafeteria fees must be paid before a student receives his/her report card. The student's cumulative record of grades and test results will be sent to the new school upon request of the school officials.

SUPERVISION OF STUDENTS

Children will be supervised from 7:00 A.M. until 3:00 P.M. The school will not accept responsibility for supervision before or after these times. We urge you to make every effort to see that your child is picked up on time.

IMPORTANT: Children not picked up by 3:00 p.m. will be sent to After School Care at the parents' expense.

AFTER SCHOOL CARE - A registration fee of \$15.00 per child is charged for attending After School Care. Statements are mailed at the end of each month. Any child in Pre-K3 through 6th grade who attends St. James School is eligible to attend. Information and forms for this service are available in the school office. A snack and drink are served daily. **After School Care charges must be paid within 30 days or students will be denied participation in the program and a parent or guardian will be called for the student(s).**

Number of Children	Daily Rates - Pick-up before 4:00 pm	Daily Rates - Pick-up after 4:00 pm	Weekly Rates
1	\$5.00	\$10.00	\$45.00
2	\$8.00	\$16.00	\$80.00
3 or more	\$11.00	\$22.00	\$110.00

Staff Development Days

Noon Dismissal

Number of Children	Daily Rates - Pick-up before 2:30 pm	Daily Rates - Pick-up after 2:30 pm
1	\$10.00	\$20.00
2	\$16.00	\$32.00
3	\$23.00	\$46.00

On Staff Development days, students attending After School Care need to bring a sack lunch and a drink. In the event that you fail to send a lunch for your child, your account will be charged \$3.50.

Children must be picked up by 5:30 P.M., the family will be assessed a penalty fee of \$5.00 per each 5 minutes, per child. More than three occurrences in one month or six occurrences in one year will cause dismissal from the After School Care Program.

Telephone

Students will be called to the telephone only in case of emergency.

Messages to students

If a parent needs to get an emergency message to a student it will be delivered. All plans for pick-up in the afternoon need to be made before the child gets to school.

Emergency information

It is absolutely necessary for us to have a person to contact in case parents cannot be reached in emergency situations. Everyone must leave additional numbers if you cannot be reached at the numbers on your card. Cell phone numbers are valuable. No student may leave the school premises during the day without a written request from a parent. When parents come to pick up children during the school day, they must come to the office to sign them out. Children are not allowed to leave the classroom until the parent is in the building.

Inclement Weather

The Diocesan Office will make the decision about the closing of school due to inclement weather and other emergencies. If conditions are local we will follow the decision of the Gulfport City Schools. During bad weather, remain tuned to WLOX-TV Channel 13; they will be our prime transmitter of announcements.

DISCIPLINE

Classroom Discipline Policy

It is necessary that rules and regulations are established for the safety and well-being of all students. At St. James we have developed the following discipline plan with reasonable and necessary rules governing the behavior of students in our school.

Teachers have the responsibility of maintaining a suitable environment for learning for all students. Students have the responsibility to act within these discipline guidelines in order to develop the habits and skills that make him/her self-directive and to help him/her realize that he/she is responsible for his/her own behavior. Rules and consequences should be clearly posted in each classroom and remain visible for the entire school year.

1. Each teacher should follow their classroom rules and consequences. Teachers should notify parents if a student is misbehaving continuously.
2. If a student repetitively disregards classroom rules and consequences, a discipline referral should be completed and the student should be sent to the office with the form.
3. If a student commits an offense that is listed on our administrative discipline ladder, a discipline referral should be completed and the student should be sent to the office with the form.
4. The discipline ladder will be followed by the administration and teachers will receive a copy of the completed discipline referral form.

Discipline Policy

Each teacher has established a set of classroom rules and consequences. If these rules and consequences are repetitively disregarded by a student, the student will be referred to the Principal and placed on the discipline ladder. Any misbehavior listed under the offenses that require disciplinary action will be placed on the appropriate step on the discipline ladder. The consequences for each action are clearly listed. We realize the broad differences in ages and the responsibilities of each. Therefore, we have developed a set of rules and consequences for Pre-K 3 – 1st grade students and a set of rules and consequences for 2nd-6th grade students. However, students in all grade levels must follow the rules of the school and failure to do so can result in expulsion.

Pre-K 3 – 1st Grade Students

Offenses

Consequence

Open defiance, disrespectful to teacher or other adult school authority	Step 1
Disrupting Instructional Time	Step 1
Inappropriate behavior in Mass	Step 1
Inappropriate behavior in the hallway	Step 1
Continuous failure to follow classroom or lunchroom rules	Step 1
Running, pushing, yelling, or horse playing	Step 1
Name-calling or showing disrespect to other students	Step 1
Harassment, intimidation, or threatening of other students	Step 2
Defacing or injuring property that belongs to the school	Step 2
Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)	Step 2
Bullying in any form: silent with the eyes, body language, verbal threats, written threats, etc...	Step 2
Physical abuse of a teacher or a student, such as biting, hitting, etc...	Step 3
Other misbehavior or patterned misbehavior as determined by the Principal/Assistant Principal	Step 1-4

Any repeat offense will result in a student being placed on a higher step on the discipline ladder.

Consequences

Step 1: Contact parent and student conference with Principal. Discipline Referral will be sent home by the Principal and should be signed by the parent and returned the following day.

Step 2: Conference with teacher, parent, administrator, and/or counselor. A Discipline Referral will be sent home by the Principal and should be signed by the parent and returned the following day.

Step 3: Out of School Suspension (1-3 days-as determined by the administration). A Discipline Referral will be sent home by the Principal and should be signed by the parent and returned the following day.

Step 4: The discipline committee will convene to determine if a student's actions warrant expulsion.

2nd - 6th Grade Students

Offenses

Consequence

Open defiance, disrespectful to teacher or other adult school authority	Step 1
Disrupting Instructional Time	Step 1
Inappropriate behavior in Mass	Step 1
Inappropriate behavior in the hallway	Step 1
Continuous failure to follow classroom or lunchroom rules	Step 1
Running, pushing, yelling, or horse playing	Step 1
Name-calling or showing disrespect to other students	Step 1
Leaving class without permission	Step 2
Cheating on tests or school work (will also receive a "0" on assignment)	Step 2
Defacing or injuring property that belongs to the school	Step 2
Harassment, intimidation, or threatening of other students	Step 3
Profanity or vulgarity (to include acts, gestures, or symbols directed at another person)	Step 3
Bullying in any form: silent with the eyes, body language, verbal threats, written threats, etc.	Step 3
Physical abuse of a teacher or a student, such as biting, hitting, etc.	Step 4
All cases of fighting at school, on the way to school, or at school activities	Step 4
Use or possession of dangerous objects	Step 4
Use or possession of fireworks	Step 4
Stealing	Step 4
Leaving campus without permission	Step 4
Possession of tobacco or tobacco related products at school	Step 5
Use, sale, or possession of drugs or alcohol on or near school grounds	Step 5
Gang activity or association	Step 5
Possession of a firearm/weapon	Step 5
Other misbehavior or patterned misbehavior as determined by the Principal	Step 1-5

Any repeat offense will result in a student being placed on a higher step on the discipline ladder even if their probationary period is over.

Consequences

Step 1: Contact parent and student conference with Principal.

Removal from ladder if not referred to the office for five school days.

A Discipline Referral will be sent home by the Principal and should be signed by the parent and returned the following day.

Step 2: Contact parent and After School Detention.

Removal from ladder if not referred to the office for ten school days.

A Discipline Referral will be sent home by the Principal and should be signed by the parent and returned the following day.

Step 3: Conference with teacher, parent, administrator, and/or counselor and After School Detention.

A Discipline Referral will be sent home by the Principal and should be signed by the parent and returned the following day.

Removal from ladder if not referred to the office for fifteen school days

Step 4: Contact parent and Out of School Suspension (1-3 days).

A Discipline Referral will be sent home by the Principal and should be signed by the parent and returned the following day.

Removal from ladder if not referred to the office for twenty school days

Step 5: The discipline committee will convene to determine if a student's actions warrant expulsion.

Conduct That Damages the School

Students: Conduct either inside or outside the school that is deemed detrimental to St. James Catholic School will result in discipline. This conduct includes but is not limited to, physical behavior, social media activities, internet posts and interaction with local and national media.

Parents: The education of a child is a partnership between parents and the school. The school administration has the discretion to determine whether such partnership is irretrievably broken. In that event, parents may be required to withdraw their child from St. James Catholic School. This conduct includes but is not limited to, physical behavior, social media activities, internet posts and interaction with local and national media. Do not create Facebook pages using the St. James name. We have one official school Facebook page that is used to disseminate school information.

Coaches and Sponsors: Any parent who wishes to coach/sponsor an athletic team, academic team, or scouts at St. James School must submit their name for approval by the administration and School Advisory Council. Once approved, a Code of Conduct must be signed.

After School Detention

After school detentions will be held weekly on Thursdays by teachers on a rotating basis in the trailer. After school detentions can only be re-scheduled if there is proof of a doctor or dentist appointment or if the Principal gives approval for other reasons. Further disciplinary action will be taken for students who fail to attend detention without approval from the Principal. If the student does not show up for his/her detention, the student will have an extra detention. Discipline referrals should be signed by the parent and returned to school the next day. If a parent arrives later than the departure time of the detention, the student will be placed in the After School Program and the appropriate fees will be assessed.

Out of School Suspension (OSS)

When Out of School Suspension is a consequence that a student receives, the student is prohibited from entering the campus for any reason. All work must be completed within two days of his/her return to school. The student is prohibited from participating in or attending a school-sponsored activity from the moment OSS is issued until the first full day back in regular classes. The length of OSS is determined based on the severity and the recurrence of the offense.

Expulsion

Any student may be recommended for expulsion at any time if the administration feels that the student's actions warrant such recommendation. If a student is recommended for expulsion, it is required that the Discipline Committee be convened. The Discipline Committee is made up of the Principal, School Pastor, and two teachers (who are familiar with the student). The decision made by this committee is final.

Uniform Discipline Ladder (2nd- 6th Grade Students Only)

Teachers will fill out a uniform violation notice. They will send the white copy home with the student for parents to sign, keep the yellow copy, and turn the pink copy in to the administration.

1st & 2nd Offense-Warning

3rd, 4th, & 5th Offense-After School Detention

A Uniform Violation Notice will be sent home by the teacher and should be signed by the parent.

Students should show the signed form to the teacher the following morning.

Additional offenses will be handled by the administration.

Cell Phones and Electronic Devices

Please see Diocese of Biloxi Governance No. 40 on page 20.

Video Surveillance

St. James School uses video cameras on site to ensure the health, welfare, and safety of all staff, students, and visitors and to safeguard buildings, grounds, and equipment.

ACADEMICS

St. James Elementary is a Mississippi State approved institution. Our teachers are state certified and participate in the continuing certification program through staff development.

Curriculum structure follows that of the state structure in that we teach for mastery those core objectives designated by the state. We do, however, teach beyond these basic objectives in order to offer our students the opportunity to achieve excellence. All major subject areas are taught in our school curriculum as well as Computer, P.E., Art, Music, and Spanish. Our students are given the Iowa Tests of Basic Skills (ITBS) during the spring of the year. The ITBS compares the academic performance of our students to other students across the United States.

Religious Teachings

The catechetical program offered at St. James School enhances our students' religious development for growing up Catholic in today's world. We incorporate concepts involving experiences in scriptures, church teachings and meaningful participation in the communal, sacramental, and liturgical life of the church. The children are actively involved with the religious celebrations shared with our church.

Religious Duties

Since parents have conferred life on children, they have a most solemn obligation to educate their children. It is particularly important in the Christian family that from the earliest years, children should be taught, according to the faith received in Baptism, to have knowledge of God, to worship Him, and to love their neighbor. Parents should clearly recognize how vital a truly Christian family is for the life and development of God's own people, and live out this Christian life by family practice of morning and evening prayers, reconciliation and by going to Mass as a family on Sunday.

Children in grades 2-6 will attend Mass with their class once a week and with the entire student body at least once a month.

Grading System

Report Cards are sent home 4 times a year. Grades for 1st-6th may be checked daily in Powerschool.

Kindergarten	will receive report cards that reflect their progress in terms of concepts that should be mastered at each level.				
1st-6th grade Religion, Math, Reading, Spelling, Social Studies & Science	A 100-93	B 92-85	C 84-75	D 74-70	F 69 & below
K-6 Art, Computer, Music, P.E. & Spanish	E 100-93	G 92-85	S 84-75	N 74-70	U 69 & below
1st-6th Handwriting	E 100-93	G 92-85	S 84-75	N 74-70	U 69 & below
<p>Honor Roll criteria for 1st - 6th A student must achieve a score of A or B in all subjects. PE, Computer, Art, Music, Conduct and Effort must be an E or G. Handwriting is excluded.</p>					

Homework

Homework is a necessary part of the child's education as it affords an opportunity for independent personal application of something learned at school each day. Activities on weeknights, which interfere with homework, are to be discouraged.

Parents should make every effort to be present when homework is being completed. Your encouragement can be most helpful and can help build confidence in the child. Your signature in your child's assignment notebook is an indication that you have supervised his/her work. If your child has an unreasonable amount of homework, please check with his/her teacher.

Retention and Promotion of Students

Considerations for promotion are:

In Grade K

- All Kindergarten standards must be met to be promoted to 1st Grade, including the assessment of maturity and readiness for the first grade learning experience.

In First Grade,

- Student's reading and math assessments
- Short inventory test
- Teacher judgment and how much outside help the student needs to work at the next level.
- Maturity

In grades 2 through 6,

- 4 of the 5 major subjects (Reading, Mathematics, English, Science and Social Studies) must be passed in order to be promoted.
- A minimum average of 70 in current subjects and working on grade level.
- Potential for doing work in the next highest grade level.
- Attendance (Days missed must not exceed 10 unexcused during each term)
- Willingness to complete work.
- ITBS scores
- The amount of outside support the student needs to work at the next level.

Beyond these minimum proficiency requirements we will work to ensure that all students will have the opportunity and essential learning experiences to achieve intellectual growth, develop a positive self-concept, increase competence and skills in communication, demonstrate decision-making skills, and acquire awareness that learning is a lifelong process.

The student's reading and math abilities on grade level are the main factors in determining promotion to the next grade. Reading and math should be performed on grade level with little outside support as in tutoring and constant parental help.

Parents will be informed at the end of the first semester if there is a possibility of retention. The final decision to promote (or retain) a student shall be a joint decision by the teacher, principal and parent based on the above considerations.

Student Services

Hearing /Vision Screenings
Student referral for learning deficiencies
Psychological Referral
Counseling Referral

After School Care
Church Liturgical Celebrations
Dyslexic Therapist
Parent / Student / Teacher conferences

Before School Care
DARE
Gulfport Police Department walk-through

Recess and Physical Education Policy

Children who have to remain indoors during recess or P.E. due to illness must present a written note from their parents.

Library

St. James is privileged to have the service of a full-time Librarian and well-stocked library.

- Pre-school and primary children have regular scheduled story times in the library.
- All students in Grades 2-6 will be allowed to check out books from the library.
- Books may be checked out for a period of one week.
- The student must have the book with him/her when renewing it.
- Students are required to pay for lost books and fines are charged for damaged books.
- No book may be taken from the library unless it is checked out to the borrower.

State Textbooks

Since St. James has the use of state textbooks, the school must abide by state textbook laws governing the care and use of these books. Therefore, all state books are to be covered and students will be fined for any loss or damage. This rule applies to books rented to students by the school.

Parent Teacher Conferences

If a parent knows his/her child may have problems with a specific subject, or if there is information that will help a teacher better understand the child, the parent should set up a conference as soon as possible and speak with the teacher.

Parent-teacher conferences can be arranged at any time during the year, as needed, by sending a note to the teacher, emailing the teacher or calling the office during school hours. Do not wait for a major problem before making an appointment. The need for a conference is not reserved to problem situations. Parents and teachers need to have positive feedback, too. Unless there is an emergency, please do not Facebook message, text, or call school personnel on their personal phones regarding school business. We encourage parents to contact the school office or to email your child's teacher with any questions or concerns. Thank you for respecting our family time.

When a class has an interruption it wastes the time of each student by getting them off task. Teachers and students should not be disturbed during the day when classes are in session.

CHECK IN THE OFFICE WHEN YOU COME INTO THE BUILDING.

IMPORTANT...It is not our procedure to deliver flowers, balloons, or anything of that nature to the children for their birthday. Deliveries will not be accepted.

Student Visitors

All students visiting from another school during school hours must be obtaining service hours and must have prior permission from school administrators.

Field Trips

The purpose of any field trip is educational as an outgrowth of something the students have studied.

Discretion should be used in the planning of a field trip.

Teachers and Principal are the final authorities on executing any field trip.

Parents are highly discouraged from bringing siblings on field trips, as they can cause a distraction.

According to the Diocesan policy, parents must release the school, parish and the Diocese of Biloxi, and all its official representatives from any and all liability in the case of an accident or injury involving a student, which is related to a trip.

Children will not be allowed to go on field trips unless the child has returned the permission slip sent by the school.

Parent's verbal consent on the phone is not sufficient. No faxes will be accepted for this event.

Field trip plans must be completed and in the principal's office four days before the trip.

All the insurance forms for car insurance, (this means a copy of the form you get from the insurance company stating your coverage), permission slips and money should be in the packet on the principal's desk.

School Programs

Participating in school activities and programs is mandatory. When the school or a class is sponsoring a program, we require children to participate. A child may not withdraw from such a program without a very good reason. A note should be written with an explanation. This is intended to prevent the upsetting of a program and to help the child acquire a sense of responsibility toward his/her school and classmates.

Asbestos Report

On August 25, 2011, St. James Elementary School was re-inspected in accordance with the Federal AHERA Regulations. Since the previous AHERA re-inspection, there have been no significant changes to the condition of known or suspect asbestos-containing material in the school. A complete report is available on file in the school office.

UNIFORMS

Students in all grades, PK3-6th wear uniforms each day. As representatives of St. James Catholic Elementary School, it is important that students consistently adhere to the school's uniform policy. In any case where a specific question arises regarding uniforms, **the Principal has the final say in regard to policy whether or not it is stated in this handbook.**

Failure to comply with the uniform code will result in a uniform violation. A student will receive a uniform violation slip for the first and second violations. Detention for the student occurs for any further uniform offense.

St. James Girls' School Uniform:

A light blue polo style knit shirt (long or short sleeves) with a school crest.

Light blue long or short sleeve blouse with a rounded Peter Pan collar. – *optional*

The school plaid skirt. Skorts can be no shorter than 4" from the floor when the student is kneeling.

Navy blue uniform shorts or slacks. (must be uniform material, no knit, cargo or sweatpants)

Solid navy, black or white tights under skorts, shorts or jumper are acceptable.

No footless leggings.

Solid white, black, or navy crew socks or knee socks to be worn at all times (no ankle socks), unless tights are worn. PK-2nd grade girls-Solid black, solid blue, solid white leather shoes. Brown/white rims are permitted only for "Mary Jane or Keds style" shoes.

3rd-6th Grade girls-Solid black, solid blue, or solid white leather shoes This includes the sole and the rim of the shoe. (No hightops) NO OTHER SHOES WILL BE ALLOWED.

Hair ribbons and bows must be solid navy, solid light blue, solid yellow, solid red, solid white or school plaid.

No make-up, nail polish, artificial nails. No jewelry allowed, except stud earrings.

St. James Boys' School Uniform:

A light blue uniform shirt with a school crest.

Only white short sleeve t-shirts are allowed under school uniform shirts.

Navy blue walking shorts or slacks

(must be uniform material, no knit shorts, no cargo type shorts, no sweatpants)

Solid white, black, or navy crew socks to be worn at all times. (no ankle socks)

No jewelry is allowed.

Solid black, solid blue, or solid white leather shoes. This includes the sole and the rim of the shoe. (No hightops) NO OTHER SHOES WILL BE ALLOWED.

General rules that apply to both boys and girls.

Hair should be kept neatly trimmed, combed, and out of the eyes. No excessive hairstyles. Boys' hair should be above the eyebrow and not touching the bottom edge of the shirt collar. No rat-tails are allowed, no hair ornament fads, i.e. hair wraps, etc.

Uniforms need to be in good condition. Shirts must be tucked in throughout the school day.

Only white short sleeve t-shirts are allowed under school uniform shirts.

It is preferred that all Pre-K 3 & 4 students wear Velcro shoes.

Grades 2-6 will wear a black or navy belt with their shorts/slacks.

Watches may be worn. Diocesan policy prohibits the use of watches that can be used for emailing or texting. This includes Apple watches or like products.

Students may wear a navy cardigan, navy sweatshirt or navy fleece inside the school buildings, as long as it is adorned with the St. James crest. Cold weather jackets/coats for outside must be solid navy (no logos, other than school crest). St. James School team jackets must be school colors and be approved by administration prior to ordering (no hoodies on sweatshirts). If the temperature is below 32 degrees, students may wear a heavy non-uniform jacket outside only. Please write names in all outerwear.

LUNCH PROGRAM

The lunch menu is sent home at the beginning of the month. You are asked to mark it and return it to the teacher along with payment for the month. The cost of lunch is \$3.50 times the number of meals your child will eat. The calendar in the handbook has the number of school days listed for each month.

A student may have two charges due to emergencies, but lunch tabs will not be allowed to run past two lunches. After these two, a student will need to bring their lunch. Too much time has been spent on collecting money.

A student who orders a tray lunch from the cafeteria, but then brings a lunch from home instead, will be charged the cost of the tray lunch that was prepared. Students who are absent or students who give 24 hour notice that they will not be eating in the cafeteria will not be charged.

Additionally, students who are scheduled to bring a lunch from home (and so have not ordered a lunch in the cafeteria), and then forget to bring their lunch from home, will be given a cheese sandwich and a carton of white milk for lunch. The student will be charged the cost of a tray lunch for that day.

The milk and juice for snack break is \$90.00 for the year and is added to the tuition statement.

Free or reduced lunch rates are available for those who qualify. The necessary forms are available for those who wish to apply for this program. Reduced lunches are .40 cents daily.

All payments for lunch must be sent to the child's classroom. Parents should put the lunch money in a sealed envelope with the student's name and amount on the outside. Families with more than one student should indicate how much each student should receive on their account.

Students who bring sack lunches from home may purchase milk, juice or water for .50 cents to drink during lunch. **Carbonated drinks and candy are not allowed in the cafeteria. No restaurant lunches are allowed.** Fruit juice, milk, or water should be sent with lunches from home.

Volunteer parents will assist in the cafeteria on Fridays with ice cream duty. We expect the children to obey them and extend them the same courtesy that they would to teachers.

**If a child has a medical condition-limiting intake of certain foods, please send a note from the attending physician.

NOTICE - FEDERAL LUNCH REQUIREMENTS:

Schools must offer students in elementary schools, when approved by the local School Food Authority, all five food items contained within the four food components of the lunch. All food items are placed on the tray. If you bring in McDonalds, Chic-Fil-A, Subway, etc... **it must be in plain wrapping paper and cup.** This includes students and parents.

Tuition Assisted Students If a family is on tuition assistance, the family must apply for free lunches, and if eligible, participate in the free or reduced lunch program. We feel that the money saved by eligible participants can then be used toward tuition.

Lunch Prices... \$3.50 a day. **This must be paid monthly, in advance.**
Charges of more than two days will not be allowed.

DROP-OFF AND DISMISSAL PROCEDURE

Morning: Use either the front of the school or the West Avenue area. The children can be dropped off along the covered canopy and walk to the front door and enter by the office.

The school doors will be open to students at 7:00 A.M. At this time, children will be allowed to go into the cafeteria. There will not be a supervisor in the cafeteria until 7:00 A.M. Please do not bring children before 7:00 A.M. and leave them unattended in the front of the school.

Be aware of the tardy sign, if it is out you will need to bring the child(ren) inside and write the excuse for them.

Afternoon Dismissal: Each day the student needs to know the plan for going home, where to be picked up and who will pick him/her up. If a parent has an emergency and cannot follow through on the pickup arrangement, then we will deliver the message to the child concerning the new plan.

We will not make it a daily habit of notifying a student what his afternoon pick up plan will be.

- Children will be dismissed at 2:45 p.m.
- Children in grades Pre-K through first grade will load into cars in front of the school.
- Children in grades two, three & five and their younger siblings will load at the East side of the building. (West Ave.)
- The place of dismissal will be determined by the oldest rider in the carpool, except in the case of carpools with fourth or sixth grade students. If there is a fourth or sixth grade student in the carpool, all of the students will dismiss on the church side.
- Parents should put a pre-printed name strip in the right corner of the car dashboard so that the teachers can read the name easily and get the children promptly.

Rainy Day Dismissal

Parents should put a pre-printed name strip in the right corner of the car dashboard so that the supervising teacher can read the name easily and get the children promptly.

IMPORTANT: Children not picked up by 3:00 p.m. will be sent to after school care at the parents' expense. See After School Care for the charges.

Checkout Policy

- Student must bring a note from home when it is necessary to leave school early for medical appointments or other important reasons. This note should be given to their teacher, who in turn sends it to the school office.
- All visitors entering the school will check in at the office with the school secretary or principal to receive a visitor pass to designated area.
- Parents and/or visitors wishing to check a student out or return a student to school must be cleared by the office by signing the student in/out, and wait for the office manager or principal to get the student from the classroom or return the student to the classroom.

Non-Custodial Parent Policy

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. "In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child." If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Pick-up Authorization

For each child's protection, the only people authorized to pick up a child are those designated by the parent/guardian on the registration card. If a child is to be released to anyone other than the person(s) listed, a written note-authorizing pick-up must be received prior to pick-up time. In the case of last minute changes, a phone call will be acceptable.

HEALTH AND SAFETY

A child may not attend St. James with any of the following symptoms: fever, undiagnosed rash, vomiting, lice, diarrhea, inflamed eyes and severe cold or sore throat. If your child has had a fever or vomited, please keep them home from school for 24 hours.

If a child becomes ill while at school, the child will rest in the clinic near the office until the parent or emergency contact person can be reached to pick up the child. Because of the danger of transmitting a contagious illness or condition to others, children who are out of school due to chicken pox, mumps, and other contagious illnesses are required to turn in a report from their doctor or the Harrison County Health Department stating that they are no longer contagious. Parents will be notified promptly in case of sickness or accident.

Medication

Legally the school does not have the authority to administer aspirin or any other kind of medicine to students except under certain conditions. We will administer medication under the following rules:

- The office staff will administer medications that are in the original prescription bottle. Medication in zip lock bags will not be administered.
- A written medical release form must be completed and signed in order for St. James to administer the medication. Medication forms are in back of this handbook to be used when needed.
- No child should have medication to take on his/her own. This includes cough drops.

Accidents

If a child has a minor injury the staff person attending to the child will inform the parents. Accident report forms are written up on each child. If a serious accident occurs which may need medical attention, the staff will contact the parent. After 911 has been called, it is up to the paramedics to decide on the appropriate action. If the child needs emergency treatment, it will be at the nearest available medical facility. The parent will be responsible for all medical charges.

Emergencies

Emergency Policy – Fire and disaster drills are held regularly in accordance with state law. Regular instruction is given in the classroom regarding safety procedures in times of fire and severe weather conditions.

Lice

Qualified personnel will make a periodic check of all students. You will be notified if your child is found to have lice or 'nits' and proper procedures are expected to be followed. Your child/children must be treated. Proof of treatment must be presented to the office before he/she may return to school. Please notify the principal if your child is found to have lice.

Hearing and Vision

Each fall, qualified volunteers check the children's hearing in grades 1st and 3rd and vision in grades K-6. If for any reason you do not want this done in school notify us early in September and plan to make arrangements to have it done yourself. We need to record the results of the check-up in the child's cumulative folder.

Bicycles

Children who ride bicycles to school are required to lock them.

Lost Property

Sweaters, jackets, etc. found around the building will be placed in the lost property box in the office. When items are not claimed after a period of time, they are put in the clothes collections that are donated to charity.

Invitations

The following is our policy in regard to the distribution of invitations to parties, etc. in school: Invitations may be distributed in school only if all children, or all the boys, or all the girls in the class are being invited. This will save some children the pain of feeling left out. You have to observe a child's disappointment at not receiving an invitation to appreciate what it means. The exchange of gifts at Christmas and other times should be kept outside the school setting.

Snacks

In accordance with the St. James Catholic School Wellness Policy and the state office of Child Nutrition, cupcakes/cake will not be allowed for birthdays or other special events.

Below is a list of acceptable snacks at St. James. We ask for your cooperation with this school policy in order that we may promote healthy eating habits and nutrition for our students:

Animal crackers, cheese, Cheez-its, chips-baked, cookies with low sugar, crackers, dried fruit, Fig Newtons, fruit (ready to eat), fruit bars, Goldfish Cheddar Crackers, graham crackers, granola bars made with unsaturated fat, Nutri-Grain bars, one-hundred calorie snack packs, popcorn, pretzels, Pringles-Fat Free, raisins, sandwiches, snack mixes of cereal and dried fruit, vegetables (ready to eat), yogurt-low fat/low sugar.

Classroom Party

THERE IS ONLY ONE CLASSROOM PARTY AND THIS TAKES PLACE AT CHRISTMAS TIME.

End of the school year parties

Parties after school dismisses on the last day of the school year are not school sponsored. Parents of students in the class usually arrange these parties, but the party has no sponsorship from the school. Again, if all the students are invited, the invitations may be given out at the school. The invitation needs to clearly state that the school is not sponsoring the party.

Communication

A weekly newsletter will be emailed to parents. Every effort is made to keep parents informed of school happenings.

Only memos regarding students will be sent home. The school will not send out memos coordinating adult gatherings.

Periodically, memos and letters are sent home with regard to special and/or unexpected events. To make sure these reach home, we will have a brown envelope for each child. You will need to sign, date, and return each time a note reaches you. In this way, we hope to ensure communications between home and school. Please read all memos and mark dates of school functions and dismissals on your calendar.

The Parent Teacher Organization is another important avenue of exchange of information between home and school.

Parents are always welcome to confer personally with the principal and/or teachers. In each case, it is advisable to call the school office in advance to arrange an appointment.

SCHOOL ADVISORY COUNCIL

President: Joey Beattie	Jennifer Broadus	PTO Representative: Kelly Jakubik
Father Charles Nutter	Thad Rhodes	Walt Pannell
Dan Warburton	Angie Thriffiley	

The School Advisory Council provides a forum for the discussion of policies, plans, and problems. St. James School has outlined the following procedure to follow when problems arise:

Problems of an administrative nature must be referred to the principal.

Please note: In the St. James Board Constitution (Revised 1994-95) it is stated: Non-members who wish to address a Board meeting shall submit their request in writing to the President, not less than ten (10) days prior to the scheduled meeting. The President may limit the format and length of an individual's presentation.

Parents and/or guardians of St. James students interested in serving on the St. James School Board or PTO Board are asked to contact the current president of the organization to submit your name for nomination by February.

PARENT-TEACHER ORGANIZATION

President: Kelly Jakubik	Secretary: Trisha Fore
Vice Presidents: Julie Bentz Adrienne Jones	Room Coordinator: Joy Payne-Morris

The purpose of this organization is to bring about closer cooperation between home and school, and to provide programs that may stimulate parents to have a constant deep interest in their children and the school.

OUR MISSION

Your PTO is developing a year of activities designed to bring all of our St. James School families closer together through our beliefs and tradition of warmth, togetherness, tolerance, and acceptance.

We feel fortunate to be in the position to carry on that tradition.

The PTO meets the first Wednesday of each month. If you wish to have a particular topic addressed, please contact the PTO president or drop a note in the suggestion box by the front office of the school, and your topic will be included on the agenda. Notices will be sent home during the school year regarding the date and time of the PTO meetings held throughout the year.

VOLUNTEERS

Our school family can always use your help throughout the school year. This isn't limited to moms; it includes fathers, grandparents and anyone you might know who would enjoy helping! On the first day of school a volunteer questionnaire will be sent home to complete and to be returned to school. With your help, this will be a great year for you and your child(ren).

ROOM MOTHERS

Each classroom will have several room mothers who coordinate field trips, the class Christmas party, SAT snacks (2nd-6th) as well as organize the class' booth at the Fall Festival. The fifth grade plans and hosts the Graduation Reception for the sixth grade students and their families at the end of the school year. One room coordinator will be selected to be the coordinator with the class teacher, this will be determined at the fall room mothers' meeting. Room mothers are highly encouraged and welcome to attend the monthly PTO meetings in order to be aware of upcoming events.

General Mill's Box Tops for Education – Save the Box Tops logos from General Mills products, Betty Crocker products, Betty Crocker Fruit Snacks, Yoplait multi-packs, Go-Gurt, Exprese products, and Lloyds Barbeque products, turn them in to your child's teacher or the school office in an envelope. For more information, visit www.boxtops4education.com.

Community Coffee Cash for Schools - St. James also participates in community Coffee Cash for School Program.

For information on this program visit www.communitycoffee.com

St. James PTO continues to plan, organize and implement the activities and events designed to meet the needs of both students and staff. We look forward to another wonderful year here at St. James. Your gifts of time and talent are encouraged and appreciated. We are always eager to have parents serve on the PTO. If you are willing to serve in the future, we invite you to join us in a memorable endeavor!

Catholic Diocese of Biloxi

Handbook of Catholic School Policies

HARASSMENT / BULLYING - STUDENTS – Governance No. 34

June 2011

Date Approved

It is the policy of the Catholic Church in the Diocese of Biloxi that the school environment be a Catholic, Christian community that reflects Christ-like care and concern. Harassment of others, whether based upon gender, color, race, age, national origin, disability, or otherwise, is disruptive and immoral and will not be tolerated. Further, harassment or bullying of anyone will not be tolerated.

Harassing behavior is any pattern of gestures or written, electronic or verbal communication, or any physical act or threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiation characteristic that:

- (a) Places a student in actual or reasonable fear of harm to his or her person or damage to his or her property, or
- (b) Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's performance, opportunities or benefits.

Bullying is a form of harassment.

Mississippi Code Ann. § 37-7-301-e allows schools to discipline for misconduct that takes place in the school, on school property, on the road to and from school, on any school-related activity or event, or for conduct occurring on property other than school property or other than at a school-related activity or event when such conduct, in the determination of the superintendent or principal, renders the offending person's presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teachers of such class as a whole.

Notification of Harassment:

Each school in the Catholic Diocese of Biloxi will make every reasonable effort to ensure that no student is subjected to harassing behavior or bullying. Likewise, the school will make every reasonable effort to ensure that no person engages in any act of reprisal or retaliation against a victim, witness or person with reliable information about an act of harassing behavior or bullying. A school employee who has witnessed or has reliable information that a student has been subject to harassing behavior or bullying shall report the incident to the appropriate school official. A student or volunteer who has witnessed or has reliable information that a student has been subject to harassing behavior or bullying should report the incident to the appropriate school official.

Any incidents of harassing behavior or bullying should be reported to the appropriate school official within five days of the alleged incident. (See **Appendix D, Handbook of Catholic School Policies**, for forms)

- (a) If the perpetrator is a teacher, other school employee, parent, or student, the student alleging harassment or bullying should notify the principal. The principal should, in turn, notify the Pastor or Lead Pastor (if the school is an interparochial school) and the diocesan superintendent of schools.
- (b) If the perpetrator is a principal, the student alleging harassment or bullying should notify the Pastor or Lead Pastor (if the school is an interparochial school) and the diocesan superintendent of schools.

Investigation:

All reported incidents of harassing behavior or bullying will be investigated by the appropriate authority, keeping in mind that the accused is innocent until proven guilty. When necessary, however, interim measures may be taken during the investigation to insure the safety and well-being of students up to and including those listed in the Remedies section of this document.

Remedies:

Subject to the outcome of the investigation, an appropriate remedy will be developed based upon the facts uncovered. The remedy fashioned should be intended to insure that such harassment does not occur in the future.

- (a) Potential Remedies if Perpetrator is Student:
 - Discipline will be administered through the appropriate steps on the discipline ladder.
 - Out of school suspension
 - Expulsion
- (b) Potential Remedies if Perpetrator is Employee (including Principal):
 - Reprimand or any other appropriate penalty
 - Demotion
 - Transfer
 - Suspension with or without pay
 - Termination
- (c) Potential Remedies if Perpetrator is Parent or Other:
 - Barring from school premises

The decision and/or penalty is subject to a right of appeal by any person involved, as provided by Governance No. 9, to the extent to which that policy is applicable.

(Standard 3, 3.2, 3.4, and 3.5) (See **Appendix D, Handbook of Catholic School Policies**, for forms to document incidents)

CELLULAR PHONE POLICY – Governance No. 40

May 2015

August 2015

Date Approved

Date Implemented

Diocesan schools prohibit the use of all personal telecommunications phones, including cellular phones, by its students during the school day. Some restrictions also apply to faculty. In general, the normal school day is defined as starting in the morning hours and ending in the afternoon hours or earlier depending on the bell schedule. This policy may apply to field trips, retreats and other activities at the discretion of the school administration.

Students

Students shall be allowed to possess such phones as cellular phones, but the following conditions must be strictly adhered to:

1. Cellular phones may be used only before and after the school day as defined above.
2. Cellular phones must be locked in the student's locker*. If the student drives to school, the phone may be left in the car.
3. Cellular phones must be in the silent or off mode during school hours.
4. Students are banned from carrying cellular phones on their persons and/or in their clothing apparel. Cellular phones are not allowed in the student's school bag, gym bag or purse, et cetera.
5. Diocesan schools are not responsible for the loss of, damage to, or theft of cellular phones brought on campus.

The following consequences will follow for any student violating the above conditions.

1. The first violation will result in a conduct detention. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the student after five (5) consecutive days from the infraction, provided that the student arrives in person to retrieve it.
2. A second violation will result in a one-day in-school-suspension. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the parent/guardian of the student at the end of fifteen (15) consecutive days, providing the parent/guardian and student arrive in person to retrieve it.
3. A third violation will result in a one (1) to three (3) day in-school-suspension. The cellular phone will be confiscated and turned into the disciplinarian's office. It will be returned to the parent/guardian of the student at the end of thirty (30) consecutive days. The student will lose the right to bring and possess a cellular phone on the school campus for the remainder of the school year. The parent/guardian will be informed that the next violation may result in the student being asked to withdraw.
4. A fourth violation may result in the student being asked to withdraw from the Diocesan school or be subjected to expulsion.
5. Any student attending Catholic schools may be subject to discipline if cellular or other electronic phones are used in any potentially harmful manner. This applies to any person in which the harm seeks to injure someone's reputation outside of the school environment. This can occur when the matter is brought on campus and interrupts the learning/teaching environment. A more severe discipline ladder than the one stated above may apply to these infractions.

*Where there are no lockers for students, principal must develop a plan for collection and dissemination of cellular phones for beginning and ending of school day.

Note: This policy is not limited to cellular phones but other communication phones as well such as iPads/iPods, laptops, watches, et cetera, that can be used for emailing, texting, or any other way not yet known by electronics, digital, either wireless or hardwired.

POLICY OF THE DIOCESE OF BILOXI REGARDING COMPLAINTS OF ABUSE OF MINORS

INTRODUCTION

Every person is created by God. God has given to each of us a dignity that must be respected. Therefore, the Catholic Church condemns all forms of abuse of people of all ages.

In regard specifically to minors, it is the policy of the Diocese of Biloxi that abuse of minors is totally reprehensible and intolerable behavior. Any such conduct is, by its very nature, completely contrary to Christian morality. Therefore, it is contrary to the duties and employment of all personnel serving within the Diocese. It cannot and will not be tolerated.

All who serve the mission of the Catholic Church within the Diocese of Biloxi must comply with all applicable local, state and federal laws regarding incidents of actual or suspected abuse of minors and with the provisions of this policy.

Through this policy, the Diocese of Biloxi takes steps to safeguard minors in the circumstances described in the following provisions. This policy establishes requirements and procedures in an effort to prevent sexual and other physical abuse of minors by personnel within the Diocese and to provide instructions to all personnel within the Diocese as to how to respond to complaints of abuse of minors, if any such complaints are received.

DEFINITIONS

For the purpose of this policy only:

"Sexual abuse" is the involvement, use, aiding, tolerating, employment, or coercion of any minor to engage in, or having a minor assist any other person to engage in, any sexual conduct, or producing, distributing or facilitating the distribution of any visual depiction of such conduct, as a result of relationships developed through a position while performing the work of the Diocese, and which conduct is:

Contrary to the moral instruction, doctrines, and canon law of the Catholic Church and causes injury to another.

"Unlawful, "other physical abuse" is the intentional infliction of physical injury or the causing of the deterioration of a minor to such an extent that the minor's health; moral, or emotional well-being is endangered, as a result of relationships developed through a position while performing the work of the Diocese of Biloxi.

"Supervisor" is the pastor of a parish, the principal of a school, or the director of a diocesan office or agency.

"Minor" is any individual under the age of eighteen years, and, for the purpose of this policy, any individual under the age of twenty years who is currently enrolled as a student in a school of the Diocese of Biloxi.

"Personnel" includes all persons, eighteen years of age and older, clergy, religious and lay, who participate in the work of the Diocese of Biloxi, whether full-time or part-time, paid or non-paid.

"Diocese of Biloxi" includes the diocesan departments and administrative offices, together with all parishes and missions within the Diocese of Biloxi, and all schools, institutions, agencies, and other offices controlled or directed by any of the diocesan departments and administrative offices or parishes or missions within the Diocese of Biloxi.

"Bishop" is the Bishop of the Diocese of Biloxi as appointed in accord with Church law.

DUTY TO DISTRIBUTE

A copy of this policy will be sent by the Diocese of Biloxi to all clergy, school principals, religious, seminarians, diocesan office directors, parish directors of religious education, parish youth ministers, social service centers, and administrators of housing locations. They are obligated by this policy to distribute this policy to all employees whom they supervise or with whom they serve, as well as all volunteers whom they supervise or with whom they serve.

Each pastor, principal and office director shall annually submit to the Chancellor of the Diocese of Biloxi the designated form attesting to the fact that he/she has distributed the form in accord with paragraph six. It is not necessary to reissue the policy to personnel who have already received it. It is necessary to make certain that all new personnel have received a copy of the policy.

EDUCATIONAL PROGRAMS

The Diocese may, from time to time, arrange educational programs on recognizing and preventing abuse of minors. When such programs are conducted, the following may be required to attend: all clergy serving in the Diocese of Biloxi, all parish staff personnel, all youth ministers, all school principals, staff and teachers, directors of parish religious education, personnel of Catholic social centers, and other diocesan personnel as deemed necessary by the bishop.

OBLIGATION TO REPORT

Any person who has actual knowledge of or who has reasonable cause to suspect an incident of sexual or other physical abuse of a minor by any personnel of the Diocese of Biloxi shall comply with all applicable reporting requirements of local, state and federal laws (unless to do so would violate the priest-penitent privilege of the sacrament of confession), and shall also report to the Diocese as follows:

A verbal report shall be immediately communicated to the supervisor unless the supervisor is the subject of the complaint, in which case the report shall be made as provided in paragraph eleven. The supervisor shall comply with the reporting requirements of local, state and federal laws and will also report immediately as directed in paragraph eleven. Within a reasonable time, a written report will be submitted. The reference to the report in paragraph eleven includes both the verbal and written report.

If the complaint is made against a priest, deacon or religious, the report is to be made to the Vicar General of the Diocese of Biloxi.

If the complaint is made against personnel of a school, the report is to be made to the Superintendent of Catholic schools of the Diocese of Biloxi.

If the complaint is made against personnel involved in youth ministry, the report is to be made to Director of Youth Ministry of the Diocese of Biloxi.

If the complaint is made against personnel of Catholic Social and Community Services or any housing corporations sponsored by Catholic Social and Community

Services, the report is to be made to the Director of Catholic Social and Community Services of the Diocese of Biloxi.

If the complaint is made against personnel involved in parish religious education, the report is to be made to the Director of Religious Education of the Diocese of Biloxi.

In the event of any other complaint, the report is to be made to the Vicar General of the Diocese of Biloxi. In the event that any of the above named individuals are not available, the Bishop may appoint a person to act in the person's absence.

A person may also lodge a complaint of sexual abuse or other physical abuse of a minor by contacting one of the following: his/her parish priest, the local dean, the Director of the Office of the Permanent Diaconate of the Diocese of Biloxi, or the Vicar General directly. All priests and deacons are to communicate promptly any complaint received of sexual or other physical abuse of a minor to the Vicar General.

The person designated in paragraph eleven shall immediately consult with, and seek direction from, the diocesan attorney on reporting and complying with applicable law.

THE CONSULTATIVE COMMITTEE

The Bishop will appoint approximately seven individuals to serve as members of a consultative committee. The consultative committee will advise the person designated in paragraph eleven in the conduct of the investigation. The consultative committee may include mental health or social services professionals, parents, religious, and clergy. The committee has no role in the actual investigation of the complaint, but shall serve to advise the person in paragraph eleven who is principally responsible for directing the investigation.

Upon receipt of a complaint of sexual abuse or other physical abuse of a minor, as provided for in paragraph eleven, that person shall promptly convene the consultative committee. The person designated in paragraph eleven will direct the investigation of the complaint and must seek the advice of the consultative committee in accord with the following procedure:

The consultative committee will meet for an initial conference as soon as reasonably practical to discuss what investigation, if any, is needed, who should conduct the investigation, and when the investigation is to be completed.

The initial conference of the consultative committee with the person designated in paragraph eleven may take place in person or by telephone.

Within a reasonable time, the consultative committee will make written recommendations to the person designated in paragraph eleven regarding the aspects of the matter, including, but not limited to:

If there is no legal obligation to report the complaint to civil authorities, the committee will advise whether or not to report the matter to civil authorities. The committee should weigh and respect, among other factors depending on the situation, the desires of the victim(s) as to the reporting of the incident(s), taking into consideration the right of the victim(s) to privacy and the present status and circumstances of the subject of the complaint.

Whether to suspend, terminate, or take other appropriate personnel action regarding the subject of the complaint.

Whether to hire an investigator to conduct an independent investigation.

Whether to hire a psychiatrist, psychologist, or other mental health professional to meet with the alleged victim(s) and/or subject of the complaint and/or witnesses.

Whether to recommend treatment for the alleged victim(s) and the subject of the complaint

The person designated in paragraph eleven will follow all other pertinent provisions of this policy in matters dealing with allegations of sexual or other physical abuse of minors.

INVESTIGATION ALLEGATIONS AGAINST DIOCESAN PRIESTS AND DEACONS

Due to the canonical relationship which diocesan priests and deacons have with the Diocese, if a complaint of sexual or other physical abuse is made against a diocesan priest or deacon, an investigation shall be made in accord with the policy pertaining specifically to diocesan priests and deacons which follows:

When the Vicar General receives a complaint against a diocesan priest or deacon; he will seek the guidance of the consultative committee and will investigate promptly. He may do this personally, or he may request other priests, deacons, religious or laity, including persons not in the employ of the Diocese, to conduct this investigation under his direction and coordination. This investigation may include speaking with the subject of the complaint, the alleged victim, the family of the alleged victim (if appropriate), and other appropriate persons, whenever possible.

If the complaint implicates a significant moral or legal doctrine, and if the priest or deacon admits the allegations, or if the allegations are established, he is to be removed immediately from active ministry.

If the priest or deacon denies the complaint, but the complaint implicates a significant moral or legal doctrine, and the evidence warrants it, the priest or deacon is to participate in a professional, independent psychological evaluation with a professional selected by the bishop as soon as possible. Further decisions regarding his ministry are to be made after receiving the results of this evaluation.

If the circumstances warrant, the priest or deacon may request an administrative leave of absence, which the Bishop of the Diocese of Biloxi may accept. If the circumstances warrant, the Bishop of the Diocese of Biloxi may impose, with or without the concurrence of the priest or deacon, an administrative leave and/or limitation or revocation of ministerial faculties, pending the outcome of the internal investigation and any independent investigation. An administrative leave may be imposed only after the Bishop speaks with the accused priest or deacon. Such action does not imply guilt on the part of the accused priest or deacon.

After completion of the internal investigation as established herein, the Vicar General shall make a determination about the validity of the allegation and shall make a written report with recommendations to the Bishop.

The Vicar General is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the Bishop.

Treatment is to be provided for the subject of the complaint as deemed appropriate by the Bishop.

ALLEGATIONS AGAINST PRIESTS, DEACONS, MEN AND WOMEN WHO BELONG TO RELIGIOUS INSTITUTES SERVING IN THE DIOCESE OF BILOXI

Due to the canonical relationship which members of religious institutes have with the Diocese of Biloxi, if a report alleges sexual abuse or other physical abuse of a minor by a man or woman, clerical or lay, who belongs to a religious institute, an investigation shall be made in accordance with the policy pertaining specifically to them which follows:

When the Vicar General receives a complaint against a member of a religious institute, he will notify the superior of the religious institute that a complaint against one of its members has been received and request cooperation of the religious institute in the investigation. He will also seek the guidance of the consultative committee and will investigate promptly. He may do this personally, or he may request other priests, deacons, religious or laity, including persons not in the employ of the Diocese, to conduct this investigation under his direction and coordination. This investigation may include speaking with the

subject of the complaint, the alleged victim, the family of the alleged victim (if appropriate), and other appropriate persons, whenever possible.

If the complaint implicates a significant moral or legal doctrine, and if the religious admits the allegations, or if the allegations are established, he/she is to be removed immediately from active ministry.

If the religious denies the complaint, but the complaint implicates a significant moral or legal doctrine, and the evidence warrants it, the religious is to participate in a professional, independent psychological evaluation as soon as possible. Further decisions regarding his/her active ministry within the Diocese of Biloxi are to be made after receiving the results of this evaluation.

If the circumstances warrant, the religious may request an administrative leave of absence, which the Bishop of the Diocese of Biloxi may accept. If the circumstances warrant, the Bishop of the Diocese of Biloxi may impose, with or without the concurrence of the religious, an administrative leave and/or limitation or revocation of ministerial faculties, pending the outcome of the internal investigation and any independent investigation. An administrative leave may be imposed only after the Bishop speaks with the accused religious and the superior of the religious institute. Such action does not imply guilt on the part of the accused religious.

After completion of the internal investigation as established herein, the Vicar General shall make a determination about the validity of the allegation and shall make a written report with recommendations to the bishop.

The Vicar General is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the Bishop.

Treatment is to be provided for the subject of the complaint as deemed appropriate by the Bishop.

ALLEGATIONS AGAINST OTHER PERSONNEL

If a complaint of sexual or other physical abuse of a minor by any personnel of the Diocese of Biloxi is presented (other than against a priest, deacon or religious as provided above), the person designated in paragraph eleven shall conduct an investigation as follows:

When the person designated in paragraph eleven receives such a complaint he/she will seek the guidance of the consultative committee and will investigate promptly. He/she may do this personally, or he/she may request priests, deacons, religious or laity, including persons not in the employ of the Diocese, to conduct this investigation under his/her direction and coordination. This investigation may include speaking with the subject of the complaint, the alleged victim, the family of the alleged victim (if appropriate), and other appropriate persons, whenever possible.

Other appropriate action may be taken to protect the alleged victim(s), subject of the complaint, or other affected persons during the investigation.

If the person designated in paragraph eleven deems it appropriate, the subject of the complaint will be immediately relieved of any position in the Diocese of Biloxi and placed on administrative leave, pending the outcome of the internal investigation and any outside investigation. Administrative leave does not imply guilt on the part of the accused person.

The person designated in paragraph eleven is responsible for making certain that pastoral care and solace are offered to all concerned. No medical, psychological or physical assistance may be offered without the approval of the Bishop.

After adequate and appropriate investigation, the person designated in paragraph eleven shall make a determination about the validity of the complaint and take appropriate action.

Any personnel who admits to, does not contest, or is found guilty of sexual abuse or other physical abuse of a minor shall be immediately terminated from employment, or service, or any position of responsibility within the Diocese.

MEDIA CONTACT AND INQUIRES

Any media contact or inquiries regarding an incident of sexual abuse or other physical abuse of a minor by personnel of the Diocese of Biloxi must be directed to the Diocesan Director of Communications.

Within the confines of respect for the privacy of the individuals involved, the Diocese of Biloxi pledges itself to deal as openly as possible with the members of the Church and the broader community about any incident of sexual abuse or other physical abuse of a minor.

RECORDS

Records maintained by the person designated in paragraph eleven concerning each occurrence reported, the investigation, and the results of the investigation, shall be placed in a sealed envelope marked "confidential" and sent to the Chancellor at the conclusion of the matter. The Chancellor shall maintain the files, under seal, with access limited to the Bishop of the Diocese of Biloxi, the Vicar General, the Chancellor and the diocesan attorney.



Catholic Diocese of Biloxi

Office of the Chancellor

1790 Poppo-Ferry Rd.

Biloxi, Mississippi 39532

Phone: 228-702-2136 Fax: 228-702-2125

School and Preschool Prescription Drug and Medicine Authorizations

Prescription drugs and over-the-counter medicine should, whenever possible, be dispensed by a parent or guardian. If a child is given a prescription or medicine to “take 3 times daily”, recommend to the parent that it be given to the child before he or she comes to school, after going home from school, and before bedtime.

Only when dispensing is required more often or with lunch should the school be involved with dispensing.

Any prescriptions or over-the-counter medicine must be in the original, labeled container and stored under lock and key.

The following information must be completed before medicine is given:

Date _____

Name of student _____

Grade _____ Teacher _____

Name of prescription/medicine _____

Prescribing doctor _____

Amount of dosage _____

Times to be given _____

I hereby authorize _____

To dispense medicine as directed

Signed _____

Date _____

Name of student _____

Grade _____ Teacher _____

Name of prescription/medicine _____

Prescribing doctor _____

Amount of dosage _____

Times to be given _____

I hereby authorize _____

To dispense medicine as directed

Signed _____

Date _____
Name of student _____
Grade _____ Teacher _____
Name of prescription/medicine _____
Prescribing doctor _____
Amount of dosage _____
Times to be given _____
I hereby authorize _____
To dispense medicine as directed

Signed _____

Date _____
Name of student _____
Grade _____ Teacher _____
Name of prescription/medicine _____
Prescribing doctor _____
Amount of dosage _____
Times to be given _____
I hereby authorize _____
To dispense medicine as directed

Signed _____

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Name of prescription/medicine _____
Prescribing doctor _____
Amount of dosage _____
Times to be given _____
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To dispense medicine as directed

Signed _____

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Prescribing doctor _____
Amount of dosage _____
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Signed _____