

VICKSBURG CATHOLIC SCHOOL

2018-2019

Parent/Student Handbook

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- Admission Information
- Financial Obligations
- Attendance
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- General Information
- Health and Safety
- Honors and Awards
- Diocesan Policies



Vicksburg Catholic School

St. Aloysius
High School
1900 Grove Street

St. Francis Xavier
Elementary School
1200 Hayes Street

Vicksburg, MS 39183

(601) 636-2256

(601) 636-4824

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www.vicksburgcatholic.org

Dear Parents and Students:

Welcome to Vicksburg Catholic School! In choosing Vicksburg Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Vicksburg Catholic School. Please read this document carefully. Electronic signatures on annual enrollment forms signifies and acknowledges your agreement to abide by the school policies during the 2018-2019 school year.

The faculty, staff and coaches of your school look forward to working with you to promote academic excellence, athleticism and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

Sincerely,



Mary Arledge
St. Francis Xavier Principal



Virgil "Buddy" Strickland
St. Aloysius Principal

Be it known to all that enter here, that CHRIST is the reason for this school. He is the unseen teacher in its classes. He is the model of its faculty and the inspiration of its students.

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Note: Yellow highlighted text throughout the document signifies a policy change from 2017-2018.

Vicksburg Catholic School

Vicksburg Catholic School is a pre-kindergarten through twelfth grade Roman Catholic school located in Vicksburg, Mississippi. Catholic education began in Vicksburg with the founding of St. Francis Xavier Academy by the Sisters of Mercy in 1860, St. Aloysius College by the Brothers of the Sacred Heart in 1879 and St. Mary's School by the Sisters of the Divine Word in 1906. St. Francis was an all-girls school, St. Aloysius an all-boys school and St. Mary's a co-educational school dedicated to educating the African-American children of Vicksburg.

Vicksburg Catholic School is a combination of these three schools, merging gradually over the years until a final consolidation occurred in 1989. Our school is one of several Mississippi schools serving the Catholic Diocese of Jackson. Our elementary school is named St. Francis Xavier, our high school, St. Aloysius. However, we are one unit - in mission, structure and heart - Vicksburg Catholic School.

Diocese of Jackson – Office of Catholic Education

Within the Department of Evangelization, the Superintendent and the Office of Catholic Education staff are charged with the responsibility to oversee the operation of all educational institutions of the Diocese of Jackson, including Vicksburg Catholic School. The goal is to assist each school and center to achieve its mission and purpose by planning, coordinating, and guiding it in the areas of school personnel, curriculum, and administration.

Mission Statement: The mission of the Diocese of Jackson- Office of Catholic Education is to foster centers of learning that are rooted in Gospel values and Catholic teachings as we pursue academic excellence in a safe and caring environment.

Vision: Utilizing technology to collaborate and communicate clearly and consistently and reflective practice to guide future goals, we will enable students to become more service oriented, more globally aware through technological connections, and more academically prepared for a constantly changing world. Our vision will be accomplished by:

- Providing opportunities for all students to model Gospel teachings
- Utilizing data-driven decision making and alignment of curriculum, standards, etc. to meet the individual needs of students
- Engaging in current methodology regarding the teaching and learning process to provide a transformative education

Values:

- Embody and model Gospel values- respect, love, dignity, truth, mercy, forgiveness, morality
- Quality education with academic success
- Christ-centered service to the community

Mantra: As servants of God we are called to be a community of faith!

Vicksburg Catholic School Mission Statement

Vicksburg Catholic School is a Roman Catholic School based on Gospel Values and Catholic teachings, committed to serving students from diverse backgrounds, and dedicated to preparing them to be servant leaders through academic excellence, authentic faith formation, and student life opportunities within a Christ-centered, caring and safe learning environment.

Vicksburg Catholic School Vision

Vicksburg Catholic School students, faculty and staff will lead with humility, serve with love, strive for excellence, prepare for distinction.

Vicksburg Catholic School Beliefs

The faculty and staff at Vicksburg Catholic School believe it is their responsibility to:

- Show reverence for God, for life, for family, for church and for the community in every aspect of school life.
- Acknowledge individual differences within the school community and to endeavor to meet the physical, intellectual, emotional, spiritual and social needs of all students.
- Promote a physically and psychologically safe environment where learning can thrive.
- Offer a variety of opportunities for students to become involved in school life and reach their potential.
- Challenge each student to excel in the classroom and in school activities.
- Encourage respect for legitimate authority and provide a fair and consistent program of discipline and motivation.

Accreditation and Professional Memberships

Vicksburg Catholic School is accredited by the AdvancEd (Southern Association of Colleges and Schools).

Vicksburg Catholic School is a current and active member of the National Catholic Education Association, the Association for Supervision and Curriculum Development, the Mississippi Association of Middle Level Education and the Mississippi Association of Independent Schools.

Vicksburg Catholic School Advisory Council 2018-2019

Regular meetings of the Vicksburg Catholic School Advisory Council are held on the fourth Thursday of each month. The council operates under policies outlined in the Diocesan manual. It is a consultative council.

The council consists of the pastors and selected members of St. Mary, St. Michael and St. Paul parishes; a non-Catholic parent elected from the PTO; and another non-Catholic member:

Fr. Thomas Lalor, St. Paul's Catholic Church, Canonical Administrator
Fr. Robert Dore, St. Michael's Catholic Church
Fr. Malcom O'Leary, St. Mary's Catholic Church
Riley Nelson, President
Adrienne Eckstein, 1st Vice President
David Cameron, 2nd Vice President
John Heggins, Secretary
Matt Bell
Lori Burke
Chandra Cole
Mary Margaret Halford
Marion Roberson
Chris Ponder
Jack Wheeldon

Vicksburg Catholic School Parent-Teacher Organization

The Vicksburg Catholic Parent-Teacher Organization provides parental support of the school and its activities. It is not a fund-raising organization of the school but does engage in occasional events that generate income to pay for its activities. Dues are allocated as part of the book/building/activity fee. All parents are encouraged to become active participants with the PTO.

Parent's Role in Education

Parents are the prime educators of children and it is Vicksburg Catholic School's task to assist them in this work. Vicksburg Catholic School recognizes the differences in students' abilities and potential, and therefore strives to develop:

- Basic Christian attitudes and values,
- A strengthening of character,
- Integrity through self-discipline,
- A desire for personal achievement and life-long learning, and
- A reverence for one's self, others and all creation.

Parental Cooperation – Diocesan Policy #5102.1

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their sons/daughters. Registration in a particular Catholic school/center is an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between the school personnel and a parent/guardian is essential for the overall education of a student. It is critical that a cooperative relationship be maintained through constructive dialogue with the parent/guardian.

If a parent/guardian refuses to abide by the rules and regulations of the school, or by word or action is unsupportive of its goals, or otherwise fails to meet his/her obligations under school or Diocesan policies, the administration may require the parent/guardian to withdraw his/her child or children from the school community.

Additionally, parents/guardians will be held to the same standards of respect as students are in regards to their interactions with administrators, teachers, staff and students which includes, but is not limited to, bullying/derogatory words or actions.

We, at Vicksburg Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally and psychologically. Your choice of Vicksburg Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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

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

It is essential that a child takes responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects and all other assignments. This responsibility also extends to times of absence.

Once you have chosen to enter into a partnership with us at Vicksburg Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 12), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at Vicksburg Catholic School, we ask parents:

- To set rules, times and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time;
 - Is taught to have a sense of personal responsibility; and
 - Make arrangements for lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school office with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations;
- To inform the school of any special situation regarding the students' 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, educational and athletic goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers, administrators, coaches and staff with respect and courtesy in discussing student problems.

Admission Information

Vicksburg Catholic School, in accordance with Title VI of the Civil Rights Act of 1964, continues its non-discriminatory policy, which admits students of any race to all the rights, privileges, programs and activities generally accorded or made available to its students. The school further declares that there will be no discrimination “on the grounds of race, color or national origin” in employment practices, the administration of educational policies, applications for admission, scholarships and/or loans (if available) and athletic and co-curricular programs.

Vicksburg Catholic School, in accordance with the requirements of Title IX of the Education Amendments of 1972, is in compliance regarding nondiscrimination on the basis of sex in admission policies, employment practices and its treatment of students. In accordance with Section 504 of the Rehabilitation Act of 1973, Vicksburg Catholic School prohibits discrimination based on handicap in admission policies, employment practices and its treatment of students. In accordance with the Age Discrimination Act, Vicksburg Catholic School does not discriminate on the basis of age in employment practices.

Through the admission process, we try to identify students and their families who will benefit from the educational program at Vicksburg Catholic School. We require documentation that indicates the student is working successfully in his/her current studies and that his/her academic profile indicates he/she can be successful in our curriculum. Acceptances are based on the following criteria:

1. Completed Application. Parents/Guardians submit the completed application along with the following required documentation: application fee, birth certificate, Social Security card, Mississippi State Health Compliance Form 121 (original only), custody papers (if parents are separated, divorced or never married), most recent report card/transcript, standardized test scores. Documentation of any previous educational or special needs testing must accompany the application.
2. Placement Screening. Results of one or more grade-level appropriate tests or screening procedures are used for student placement in grades PK-2. Testing is required for students transferring from homeschool.
3. Meeting. The applicant and parent(s) will meet with the principal to determine, among other things, their willingness to support Catholic values and their interest in joining the Vicksburg Catholic School community.

Students who benefit from the program provided by Vicksburg Catholic School will be admitted subject to the following qualifications:

- a. There is a 90-day probationary period for new students.
- b. Those requesting enrollment into Pre-Kindergarten must be 3 years of age by August 1st of the current school year.
- c. Those requesting enrollment into Kindergarten must be 5 years of age by September 1st of the current school year.
- d. New students requesting enrollment in pre-kindergarten through 11th grades may be admitted during the school year only in the first, second and third marking periods.

- e. New students requesting enrollment in the 12th grade may be admitted during the school year only in the first semester.
- f. Foreign exchange students who will be residing with a host family must be a participant through a recognized youth program.

Qualified students are admitted to Vicksburg Catholic School in the following priority:

1. Current students (Catholic and non-Catholic) who comply with the yearly registration requirements. The family must be in good standing in regard to the participation, finances and support of the school. Catholic families must be supportive of parish programs.
2. Siblings of families already in the school.
3. Active members of the Catholic parishes in Vicksburg (St. Mary, St. Michael or St. Paul).
4. Members of other Catholic parishes.
5. Non-Catholic families who desire a Christian environment.

Financial Obligations

The cost of educating a student at Vicksburg Catholic School is accomplished through tuition payments, parish support, major fund-raising events and donations. Tuition provides approximately 78% of income for the school's operation; therefore, participating in fund-raising events and donation campaigns is essential for continuing to offer a quality, Catholic education.

Vital to the vision of a Catholic school is the sound stewardship of the resources received from parents and benefactors. Vicksburg Catholic School strives to allocate and manage every dollar in a way that assures the viability of the school while bringing the maximum benefits to the student. Budgeting is the key to good stewardship.

Obligations:

1. Tuition and fees are a contracted financial obligation by the parents/guardians upon the registration of their student.
2. It is responsibility of the financial party to see that all payments are made on time.
3. Vicksburg Catholic School is co-sourcing through FACTS Management Company for payment of tuition and certain fees. All financially responsible parents/guardians must have an annual FACTS agreement.
4. The school reserves the right to prohibit student's participation in any academic assessments until all financial, academic and disciplinary obligations have been met. Additionally, online grade reports will be unavailable to the parent/guardian and student until payments are current.
5. Returned payments to FACTS are subject to the terms and fees according to the FACTS agreement.
6. If a payment is made directly to Vicksburg Catholic School but returned by the maker's financial institution for any reason such as NSF, hold, etc., a service fee of \$20 will be charged per each occurrence. If anyone has more than two returned payments, then only cash, cashier's checks or money orders will be accepted from that person for remaining payments in the school year.
7. Exams will not be given to the student(s) if all financial accounts (including cafeteria balances, textbook fines, library fines, athletic fees, etc.) are not current **seven (7) days** prior to the first day of exams stated on the published schedule.
8. Financial aid is offered to families in need. Applications must be completed online through FACTS Grant and Aid Assessment. Families may apply anytime during the school's registration period but no later than April 1st prior to the school year for which reduced tuition is being requested. Incomplete or late applications may be considered only if there are any remaining funds.

Tuition Payments:

1. Tuition and fee schedules are set annually by the Vicksburg Catholic School Advisory Council.
2. The three Catholic parishes of Vicksburg provide economic support for Catholic families in the form of tuition subsidies. The lower, subsidized tuition rate applies to St.Mary, St.Michael and St.Paul families upon the school's receipt of their annual Parish Affiliation form signed by their parish priest.
3. Payment term is June 1st to May 31st for each school year.

4. All payments must be current before enrollment can be completed.
5. A late fee of \$25 per month will be charged for past due balances.
6. If an account is 60 days past due, the student will not be allowed to attend classes, participate in school activities, and complete schoolwork until the amount due has been paid and the responsible financial party will be subject to legal action in accordance with Mississippi Law. The school will record incomplete grades for the time missed and will determine when/how those grades can be completed.

Fees:

1. Registration fees reserve the student's enrollment spot for the next school year. Failure to remit payment and forms by due date will incur a late fee and may result in the student forfeiting their enrollment spot.
2. New students shall pay a processing fee along with their application and, upon notification of admission, shall pay a registration fee and establish a FACTS agreement to accept the student's enrollment spot in the class.
3. An annual book/building/activity fee will be paid for each student which covers the costs of text books, technology hardware and software, an athletic activity card, standard elementary classroom supplies and the like, building expenses, capital assessment, etc. Yearbooks are included in the book/building/activity fee for every registered student. The yearbooks are distributed in early August for the previous school year.
4. Meals, uniforms, supplies and after-school care are not included in tuition or fees. Parents/Guardians are also responsible for any fees resulting from their student's participation in athletics, band, clubs, cheerleading, dance team, or other extracurricular school activities. St. Aloysius parents are responsible for their student's own school supplies (notebooks, pens, etc.) and lab fees as required by their respective teachers.

Refunds:

1. If a student withdraws prior to the first day of school as designated on the school calendar, tuition will be refunded/pro-rated less a \$100 administration fee.
2. If a student withdraws after attending one or more days of school during any grading quarter, no refund/pro-rate will be made for tuition during that period. Tuition will be refunded/pro-rated for the remaining quarters. Any remaining balance of book/building/activity fees must be paid in full.
3. Please allow fifteen (15) days for processing of any refund.

St. Francis After School Care:

1. Parents may enroll St. Francis students (PK - 6th grade) in an optional program that provides for after-school care until 5:30 pm.
2. Payments for the 3-days-per-week and 5-days-per-week program are based on a 9-month installment plan due September to May. The fee will be charged to the family's FACTS account and shall be payable in accordance with terms therein.
3. If a student withdraws from after-school care, fees for unused days will be pro-rated as of the date that the withdrawal form is signed (less a \$25 processing fee.).
4. Hourly and daily drop-in rates are available for those students needing occasional after-school care or extra days. Drop-in fees are charged to the family's FACTS account and shall be payable in accordance with terms therein.

5. Snacks are provided and included in the cost of the after-school care fee.
6. Any St. Francis student not picked by 3:15pm will be sent to after-school care as a drop-in and charged accordingly.
7. Any student in after-school care after 5:30 pm will be charged a late fee of \$15 for each 15-minute interval.

St. Aloysius After School Care:

1. Vicksburg Catholic School does not have supervised afterschool care for St. Aloysius students (grades 7-12). Students are to be picked up within 15 minutes of dismissal time.

Tuition & Fee Schedule 2018-2019 School Year

K-12 Tuition Rates Per Family		<i>Non-Subsidized</i>	<i>Subsidized</i>
One child	K - 6	\$6,325	\$5,075
	7 - 12	\$6,925	\$5,475
Two children	K - 6	\$11,150	\$8,950
	1 (K-6); 1 (7-12)	\$11,750	\$9,350
	7 - 12	\$12,600	\$9,650
Three children	7 - 12	\$14,675	\$11,775
Each additional child	K - 12	\$4,725	\$3,775

Pre-Kindergarten Tuition Rates Per Student	
Mornings Only/5 days per week	\$4,125
All Day/5 days per week	\$4,775

Fees Per Student (Grades Pre-K - 12th)	
Application Fee <i>(for New Students Only)</i>	\$50
Registration Fee	\$150
Book/Building/Activity Fee (PK-12 th Grades)	\$400
Graduation Fee <i>(for Seniors Only)</i>	\$250

After-School Care Fees Per Student (Optional, Grades PreK-6th)	
3 Days Per Week	\$855
5 Days Per Week	\$1,395
Drop-in as needed: \$7 per hour up to \$16 per day	

Attendance

A student's absence from school interferes with his/her academic progress and the teaching process of the school. School attendance is the responsibility of both parents and students. Each student enrolled at Vicksburg Catholic assumes the obligation to be present and punctual for all assigned classes throughout the year. **Excessive absenteeism and tardiness will result in a parental conference with the administration. Further attendance problems will result in the child being dismissed from Vicksburg Catholic School.** All absences, tardies and dismissals (check-outs) are recorded as part of the student's official school record and reported on grade reports, transcripts and online portals.

Mississippi's Compulsory School Attendance Law requires regular school attendance for every child who has attained the ages of six (6) years on or before September 1 and who has not attained the age of seventeen (17) years on or before September 1 of the calendar year. The law:

- Requires that a parent, guardian or custodian of a compulsory school age child must enroll the child in school and cause the child to attend school.
- Requires a parent to inform the school of the reason for the child's absence from school.
- Requires the school to report excessive unexcused absences to the School Attendance Officer/Counselor of the District Attorney's Office.
- Any parent found in non-compliance with the Law may be subject to a fine up to \$1,000.00 or up to one year in jail or both.

Students may occasionally need to be absent for illness, emergencies, funerals, court appointments, etc.

- **Whenever a student is unable to attend school or will be late unexpectedly (such as sickness, accident, family emergency, etc.), a parent/guardian is asked to call the school before 8:30 AM.**
- **Parents/Guardians are advised not to check students out of school for anything other than emergencies.**
- **Appointments should be made outside of school hours so students do not miss class time. This includes doctors, dentists, orthodontists, physical therapists and appointments for other non-acute conditions.**

In all cases, the principal reserves the right to determine whether an absence, tardy, or dismissal is considered excused. Written note by physician or clinic, presented upon return, is required for an absence or dismissal to be considered medically excused. **Doctor excuses received more than two (2) days after the absence may not be accepted.**

Recognizing that being in school each day is an integral part of academic success, the school reserves the right to deny credit to any student with ten (10) or more absences in a semester course or twenty (20) or more absences in a year course. Consideration will be given to cases of illness or other extenuating circumstance. In such cases, statements from a physician or other professional deemed appropriate by the principal will be required.

Students must be present in school to participate in any school-related activity that day. A student who is tardy after the end of second (2nd) period of that day's bell schedule or who checks out of school may not participate in any extracurricular or after-school activities that day. The principal must approve any exceptions for extenuating circumstances such as funerals and emergencies (doctor excuses are not accepted without principal's authorization prior to the appointment).

An admission slip from the office is required before a student can return to class after an absence or dismissal. The school must have a WRITTEN note stating ALL of the following:

- Date(s) of classes missed
- Reason for the absence or dismissal
- Departure time for dismissal and anticipated time of return
- Signature of the parent/guardian

Check-outs/Dismissals

If a student will be leaving during the school day, a hand-written note requesting a dismissal must be presented to the office **before** attendance is taken at the beginning of the day. When the time arrives for the student to leave, the student must report to the office to sign out. **A parent is required to come to school to check out the student, if the proper written notification is not received as directed.** If a student is being picked up early by someone other than a parent, the person must be listed on the emergency card or the office must have hand-written notification. The person may be asked to show their driver's license for identity purposes. Upon returning to school, the student must sign in at the office and receive an admission slip before returning to class.

Students who become ill during the day should report to the office. The secretary will contact parents if it is necessary for the student to leave school. Students may not leave school because of illness unless accompanied by a parent, guardian, or authorized emergency contact person.

Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Exceptions may be granted in special circumstances as determined by the administration. **A written request is required for a planned absence. Signed parental note or prescribed school form (posted on the school's web site) must be given to the principal in advance.** Anything else that causes a student to miss school, such as employment, travel, or any other absence for matter of convenience to the student or family, will be classified as unexcused. Students who are Legislative Pages must have the appropriate form signed by the principal or the days will count as unexcused absences.

Tardiness

Punctuality is an essential characteristic of a responsible person. All students are expected to be on time with all necessary books, materials, assignments, etc. A student who is tardy for the school day must report directly to the office to obtain a tardy slip in

order to enter class. All tardies will be considered unexcused unless excused by the Principal.

St. Francis students who are not in their homeroom by 7:50am are tardy for the school day. **For students arriving at 7:50am or later, parents must park their vehicle and bring their child to the office to sign the tardy register.** Students who have more than five (5) tardies in a semester are subject to the following consequences:

- Sixth (6th) and each subsequent tardy in the semester, the student will miss recess.

St. Aloysius students who are not in the school foyer for prayers by 7:45am are tardy for the school day. Students who have more than five (5) tardies in the semester, that were not excused, are subject to the following consequences:

- Sixth (6th) and each subsequent school tardy in the semester, the student will be required to serve one (1) hour of after school detention.

Upperclassman College Days

Students in 12th grade and 11th graders (in the second semester only) are permitted two visitation days with college officials. These visits should be used during the months of September through April. These absences will be considered as a school attendance “College Day” if the following criteria are met:

1. St. Aloysius counselor must approve college days in advance.
2. Counselor will notify the attendance office whenever a student’s absence is an approved college day.
3. Proof of attendance from college official given to the secretary upon return. The excuse must be written and include the specific date that the student met with college officials. The day of absence must coincide with the date of visitation with college officials.

Academic Information

The progress of each student toward goals adopted by Vicksburg Catholic School will be of central concern to the administrator and faculty. Progress will be viewed comprehensively by taking into consideration all aspects of student growth: age, mental ability, personal and social needs, learning styles, physical development, spiritual growth and faith development, academic achievement, and environmental factors which influence all of these dimensions.

Determination of progress will be based on the philosophical belief that recognizes the worth and dignity of each individual. Student progress will be assessed regularly through a variety of procedures, instruments, and observations which take into account individual differences of each student.

Teachers will be responsible for the on-going assessment of student progress. Such information will be communicated to parents/guardians at regular intervals during the academic year.

Grading is a means of reporting pupil progress and is based on specific data gained from a variety of evaluative techniques: direct observation, pupil tests, pupil self-evaluations, interviews, and other methods. Grades reflect student performance, specifically what students know and are able to do. All assessment of pupils is rooted in a philosophy which recognizes each student's individual worth and dignity.

Achievement Testing

In addition to classroom assessments, students will take the following:

St. Francis:

- ACT Aspire (3rd to 6th grades)
- Accelerated Reader Tests
- Individual Diagnostic Achievement Tests
- STAR Reading
- STAR Math
- STAR Early Literacy

St. Aloysius:

- ACT Aspire (7th to 9th grades)
- PSAT (10th and 11th grade)
- ASVAB (11th and 12th grade)
- College Board Advanced Placement (AP classes)
- SAT or ACT (students register periodically on their own for regional test sites)

Counseling Department

The counseling department is concerned with the successful progress of every student, both academically and personally. It works to develop proper study skills to create a schedule of studies that will lead to a fruitful preparation for life or higher studies and to promote a personal understanding, which leads to self-confidence, wholesome self-esteem and social growth.

Students may initiate a conference by seeing the counselor and making an appointment. Counselors may also call the student in for a conference at their discretion or by referral from a teacher.

Examinations

Teachers of the individual courses will determine periodic testing throughout the marking periods.

Cumulative semester examinations in academic courses will be given at the end of each semester for students in Grades 7-12. Exams for Grades 8-12 count as 20% of the semester average. **All students are expected to take their exams at the scheduled time. Semester exams may not be taken early.** Exam schedules are established by the principal and will be published on the web site and posted on bulletin boards. Students with past due balances are not permitted to take exams as stated in the Financial Obligations section of this handbook. **Students may receive a grade of zero for missing a final exam without an approved medical/emergency excuse.**

Senior Exemption Policy: A senior may be exempt from the second semester (final) exam for a class if his/her final average is 90 or above on the last day of regular class. Students who qualify for an exemption have the option to take an exam to improve, but not lower, their final average. Exemptions are determined for each course separately.

Grades

Parents are encouraged to discuss grade reports with their children and to work cooperatively with teachers in the effort to help students develop their full potential. Parents are encouraged to confer with teachers if there is a concern.

Scholastic grades in grades 3 to 12 are recorded numerically. Achievement in pre-k to grade 2 are recorded according to mastery assessment of grade-level skills. The grading scales below have been approved by the Catholic Diocese of Jackson for Vicksburg Catholic School:

Grades 3-12

GRADE	LETTER EQUIVALENT	GPA EQUIVALENT	GPA=Honors Courses	GPA=AP Courses
90 – 100	A	4.0	5.0	6.0
80 – 89	B	3.0	4.0	5.0
75 – 79	C	2.0	3.0	4.0
70 – 74	D	1.0	2.0	3.0
69 and below	F	0.0	0.0	0.0

Grades PK-2

LEVELS OF ACHIEVEMENT FOR EACH STANDARD	
3	Meets grade level standard. Student consistently grasps and applies the concepts, processes and skills for the end-of-the-year grade level standard.
2	Beginning to show progress toward the end-of-the-year grade level standard. Student is beginning to grasp the skills and apply the concepts and processes of the end-of-the-year grade level standard.
1	Does not meet and is experiencing considerable difficulty with the end-of-the-year grade level standard. Student is not demonstrating an understanding of the concepts, processes, and skills of the end-of-the-year grade level standard and requires additional time and support.

Incomplete grades may be given for extended illness and serious extenuating circumstances. Incomplete work must be completed by the end of the second week of the next grading period. If extraordinary circumstances prevent a student from meeting this deadline, arrangements for an extension must be made with the teacher and the principal within that two-week period.

Real-time progress reports are accessible through parent and student web portals. Report cards covering academic achievement are published four times a year. Deficiency reports are sent for students who have a D or F grade at the middle and end of the marking period.

Grade Point Average

Student's cumulative grade point average (beginning with first semester of 9th grade) is calculated at the end of each semester. Quality points are awarded based on the final grade column. The average is based on total quality points divided by the number of weights attempted. St. Aloysius uses the student's adjusted GPA on transcripts, for class rank and school awards.

Many colleges, universities and scholarship programs may use only simple grade point averages (excludes bonus quality points for advanced courses) or only core courses to determine a student's grade point average. Core courses are usually considered to be English, Mathematics, Science, Social Studies and sometimes Fine Art and Foreign Language. Core and simple GPA's are provided upon request to the Registrar or Counselor.

Honors and Accelerated Courses

St. Aloysius students have the opportunity to enroll in accelerated or honors course work. Students must meet eligibility requirements as described in the course catalog for placement. The programs offered are as follows:

Advanced Placement Courses

Advanced Placement (AP) courses are high school courses that provide curricula that is accelerated and often equated with college level material. AP course curriculum is determined by the College Board. At the successful completion of the course the student will earn high school Carnegie units with two (2) bonus quality points.

In order to obtain college credit, students must sit for and pass the AP exam administered in the spring. Students should check with their IHL (Institution of Higher Learning) of intention to determine conditions for acceptance of AP credit. St. Aloysius highly recommends that AP student take the AP exam. Parent/guardian is responsible for the College Board testing fee. Financial assistance may be available to cover the fee.

Dual Enrollment Courses

Dual Credit (DC) courses are offered in partnership with Hinds Community College. High school students participating in Dual Credit are enrolled at Hinds and must follow all college policies. Dual Credit students receive high school Carnegie units with one (1) bonus quality point as well as college credit for their course work when successfully completed. Parent/guardian is responsible for all tuition and fees associated with dual credit courses.

Certain eligibility requirements must be met for placement in Dual Credit courses, including completion of 10 core high school units, minimum ACT score(s), and an

unconditional recommendation from the high school Principal and/or the guidance counselor.

Grades received for Hinds Community College (including withdrawal codes, if dropped) **WILL** go on the students' permanent college transcript. College credit awarded by Hinds Community College is transferrable to most other institutions of higher learning. Students should check with their IHL of intention to determine conditions for acceptance of transfer credit.

Dual Credit students are considered students of the College and are responsible for knowing policies including, but not limited to, admission requirements, course prerequisites, attendance policy, course syllabus, course withdrawal procedures, and course grading standards. The withdrawal policies of Hinds Community College and Vicksburg Catholic School differ. **A student cannot drop his/her St. Aloysius enrollment in the course once the class has started.**

Honors Courses

Honors (H) courses provide a more in-depth curriculum that is taught at a rapid pace. Students must demonstrate that they are committed to a strong work ethic, willing to work independently and routinely contribute to a productive class environment. At the successful completion of the course the student will earn high school Carnegie units with one (1) bonus quality points.

Academically Talented Students

Students who are identified as academically talented may be offered the opportunity to accelerate their high school course work. Students who earned a State or Grand award through the Duke TIP program (or an equally significant performance on another recent standardized testing instrument) are eligible. Parents, guardians and students who are interested in a more academically challenging high school experience must contact the school counselor and arrange a conference in April of the student's 7th grade year to develop a plan for sequencing subsequent courses for 8th to 12th grade. Principal, counselor, parent/guardian and student must sign an agreement. Early high school graduation is not allowed.

Homework

The term "homework" refers to an assignment to be prepared during a period outside of class. The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student. Homework is a vital extension of classroom learning. Homework may be assigned in each academic discipline every day and can include, but is not limited to:

Analysis	Memorization	Studying for test/quiz
Comparison	Problems to solve	Questions to answer
Written work	Reading	Outlining
Reviewing notes	Internet research	

Suggested minimum time allotments for homework are as follows:

- 1st and 2nd grade: 30 minutes
- 3rd grade: 40 minutes
- 4th grade: 50-60 minutes
- 5th and 6th grades: 15 to 20 minutes per subject

- 7th and 8th grades: 15 to 20 minutes per subject
- 9th and 10th grades: 20 minutes per subject
- 11th and 12th grades: 30 minutes per subject
- AP and honors courses, by nature, will require more time.

Vicksburg Catholic School's homework policy follows:

1. Homework is a learning activity that will increase in complexity with the maturity of the student. With increased maturity, learning may become more independent. This will be established through consistent assignments that encourage students to investigate for themselves and to work independently as well as with others.
2. Teachers will endeavor to make meaningful assignments.
3. Homework assignments for St. Francis students will be coordinated among teachers and will be within the limit of expected probability for accomplishment by the student.
4. Homework is not to be used as a form of punishment under any circumstances.
5. Homework will be "graded" as stated in the syllabus for each class in Grades 7-12. Students in Grades 1-6 will have homework included as 10% of the term grade.

Late Homework, Assignment and/or Test Grades - Retesting

- Students who do not submit course work in a timely fashion will have points deducted from their grade for the assignment.
- Assignments such as homework, research papers, projects, service hours, etc. can have up to 30 points deducted for late submission.
- All teachers will notify parents as to the class make-up rules/policy in the course syllabus.

In cases where a student's performance on an assessment (test/performance task) indicates a grade less than 50, consideration will be given to re-teaching, retesting, and that the retest grade be recorded. If after re-teaching a student continues to perform at a level less than 50, then an instructional intervention will be considered to determine if the current placement is appropriate.

In cases where a student fails to submit work (homework or other assignment), the student will be given an Incomplete (I) until such time as the work is submitted. If a student continues not to complete and submit assignments, a parent conference will be scheduled to discuss and identify if the problem is organizational or disciplinary. School and parents should work together to develop a plan to correct the problem. If after working together the student is unable or unwilling to complete and/or submit assignments, then the appropriateness of the current placement will be reviewed.

In either of the above cases, the inability to perform (after re-teaching) and/or inability or unwillingness to complete and submit assignments, Vicksburg Catholic School will make a concerted effort to assist the student in making adequate progress. However, if the concerted effort does not bring the acceptable result, the continued placement at Vicksburg Catholic School will be questioned.

Libraries

The libraries serve to encourage and support student progress in reading skills and information retrieval. Students are expected to behave in a respectful manner towards others and use of materials.

- The libraries of St. Aloysius and St. Francis have separate book collections that may be used by all students.
- Hours of operation are 7:35a.m. – 3:00p.m. on regular school days. Students may also use library during school hours with teacher's permission. St. Francis students will go to the library during the school week as a special class on an assigned schedule.
- Students should enter the library quietly and without any food and/or drink.
- Students should always bring their own paper and pen, if needed.
- The libraries have WiFi access for school-issued MacBooks and iPads.
- Card Catalogues for both libraries are combined and accessible online and through a mobile app. Log-on credentials for each student will be provided. Once activated, students can save books to their "book bag," reserve books, renew check-outs and more. Our Atrium system can be accessed at <https://vicksburgcatholic.booksys.net/opac/vicksburg/>. Additional resource links that may be accessed through this site include the following:
 - o Assistance for Vocabulary Homework
 - o Catechism of the Catholic Church
 - o Catholic Online
 - o Catholic Relief Services
 - o Magnolia
 - o Warren County-Vicksburg Public Library
 - o The Vatican
 - o ACT Practice Test
 - o Citation Machine
- School-issued ID card is required to check out books.
- St. Aloysius students may check out books for two weeks at a time. After the due date, overdue books accumulate a fine of \$0.25 per day until the book is returned up to a maximum fine of \$10.00. The maximum number of books that can be checked out a time is 6 and students may reserve a limit of 3 books at a time.
- St. Francis students may check out books for two weeks at a time. After the due date, overdue books accumulate a fine of \$0.10 per day until the book is returned up to a maximum fine of \$3.00. The maximum number of books that can be checked out a time is 4 and students may reserve a limit of 2 books at a time.
- Parents are responsible for the cost of a book if lost.
- Vertical File with pamphlets is located at entrance of the St. Aloysius library.
- Items from Vertical File and magazines may not be removed from library.
- Students are limited in their ability to copy reference material. It is recommended that students write information in order to learn material.
- World Book Online, which connects users to online encyclopedia and research resources, may be accessed from links provided on school-issued devices.

Make-up Work

Students are responsible for work and tests missed while absent for any reason, including extra-curricular activities. Make-up work should be completed within a reasonable amount of time established by the teacher. Tests/assignments may be given in anticipation of an absence only at the discretion of the teacher. Semester exams cannot be taken early. Teachers are not required to give make-up tests or assignments for absences due to vacations or other unexcused absences.

At St. Francis, requests to pick-up assignments must be received by 8:30am on the day of the absence. Requested make-up work can only be picked up in the office after 3:15pm.

At St. Aloysius, it is the student's responsibility to confer with each teacher to arrange for whatever make-up work and tests are necessary on the day the student returns. If missed work was assigned prior to the date(s) of absence, student must make up assignment by the second day of return. If missed work was assigned on a date(s) of absence, student will have the number of days absent plus one day to make up. The teacher is not required to give the same test or exam as a make-up whether the absence was excused or unexcused.

Online Courses

Vicksburg Catholic School may accept online courses for students who need high school or middle school credit in cases of:

- Credit recovery (retake a failed class)
- Scheduling shift (course needed for graduation does not fit into student's schedule)
- Enhancement (seeking extra courses during summer or whenever not offered during the school year)

Principal must approve any request for online course enrollment. Parent/student agreement must be completed through the counseling or registrar department. Maximum enrollment of one online course per semester. Parent/guardian is responsible for all tuition and fees associated with online courses.

Promotion and Retention

The Principal makes the final decision regarding the promotion or retention of any student. At the discretion of the administration, successful completion of a VCS approved summer program or correspondence course may be used for promotion to the next grade. No changes in grade-level classification are made after the first day of school. No more than two credit recovery credits in an academic year may be used for promotion.

Elementary and middle school students are promoted/retained based on one or more of the following criteria are used as basic guidelines:

- Failing grade in two or more subjects.
- Mastery of essential Diocese Curriculum and Mississippi Frameworks objectives.
- Teacher/Principal's assessment of overall classroom performance, level of maturity, number of previous retentions, age and attendance record.

High school students are classified based on minimum credits earned as follows:

- 9th Grade (freshman): Certified by school record.
- 10th Grade (sophomore): 7 Carnegie units, 1 (one) must be in grade-level English.
- 11th Grade (junior): 13 Carnegie units, 2 (two) must be in grade-level English.
- 12th Grade (senior): 20 Carnegie units, 3 (three) must be in grade-level English.

Requirements for Graduation

Vicksburg Catholic School graduates complete a minimum of twenty-eight (28) Carnegie units as follows:

English	4 units	Electives	1 unit
Math (Grades 8-12) (Algebra).....	5 units	MS Studies	½ unit
Science (Biology).....	4 units	Geography	½ unit
Theology	4 units	U.S. Government.....	½ unit
Foreign Language	2 units	Economics	½ unit
Computer/Technology	1 unit	Health	½ unit
Fine Art	1 unit	Physical Education	½ unit
World History	1 unit	Personal Finance	½ unit
American History.....	1 unit	ACT/SAT Test Prep	½ unit

Effective with the eighth grade class in 2017-2018, graduation requirement increases to 30 total units including an additional social studies and an elective.

Students transferring to St. Aloysius after ninth grade, under certain circumstances, may have some requirements waived and may graduate with fewer total credits at the principal's discretion.

Receipt of the diploma presumes that all academic requirements have been met and that the student has satisfactorily completed the graduation ceremony. To be eligible to participate in the graduation ceremony, each senior must:

- Obtain required credits for graduation as mandated by Vicksburg Catholic School.
- Maintain proper behavior and attitude as described in the "Code of Conduct"
- Complete the checkout procedure.
- Participate in the Senior Retreats.
- Participate in the Alumni Banquet.
- Participate in the Baccalaureate Mass and its rehearsal.
- Participate in the Graduation ceremony rehearsal.
- Schedule of mandatory graduation preparation activities will be announced in the spring. Major events are currently scheduled as follows: Alumni Banquet-Spring 2019, Baccalaureate-May 24, 2019, Graduation-May 25, 2019.
- Accommodations for participation requirements may be made only in cases of extreme circumstances at the discretion of the principal.

Service Learning Program

As an extension of the Catholic Church, we are committed to works and actions that reflect the Gospel values and service to the community for a greater good. Students can touch the lives of countless individuals by donating their time and talents to serve others in need. Christian people throughout the centuries have sought to model their lives after the example of Jesus, who Himself was sent to bring glad tidings to the poor and needy (Luke 4:18). Since there are "all sorts of service to be done, but always the same Lord, working in all sorts of different people" 1 Cor.12:6.

This tradition involves the two feet of Christian Service: Charity and Justice. Charity is helping people in their present circumstances. Justice is working to remove the causes of those difficulties through works of empowerment, advocacy and consciousness-raising activities. At Vicksburg Catholic School we strive, through the Theology Department and the Families First Community Outreach Coordinator, to aid our students in being people of both Justice and Charity, believing that it is through service that the members of the Body of Christ carry on the work of Jesus and make God visibly present in the world today.

Corporal Works of Mercy

Feed the hungry
Give drink to the thirsty
Clothe the naked
Visit the imprisoned
Shelter the homeless
Visit the sick
Bury the dead

Spiritual Works of Mercy

Counsel the doubtful
Instruct the ignorant
Admonish the sinner
Comfort the sorrowful
Forgive injuries
Bear wrongs patiently
Pray for the living and the dead

Seven Themes of Catholic Social Teaching

Life and dignity of the human person
Rights and responsibilities of the human person
The dignity of work and the rights of workers
Call to family, community and participation
Option for the poor and vulnerable
Solidarity of the human family

Service Learning activities foster a spirit of volunteering that will encourage students and graduates to remain active in the community as adults. This program teaches students that faith is not just a personal response to God's love, but is also a communal response to love one another as Jesus taught us. Youth participating in learning service programs perform a needed community service based on the Gospel teachings of Jesus, which builds, utilizes or provides a framework for academic and civic skills, abilities and competencies. More importantly, students can deepen their faith through the experience of reaching out to those in our community, church and school that are in need of our help. Service Learning can only be effective with the full support of parents and guardians.

Advantages of Service Involvement

1. Service can be an encounter with Christ.
2. Service can be a means of faith formation in the life of the one who serves.
3. Service can be an answer to the prayers and deepest longings of those who are served.
4. Service can build relationships.
5. Service puts into practice the theology lessons studied in class.
6. Service empowers students as central participants in activities, which make the world better.
7. Collegiate institutions look very favorably upon the students who demonstrate concern for others and their communities.
8. Students are exposed to possible career opportunities and establish a basis for lifelong service.

Service Requirements and Awards

Theology teachers will provide applicable grade-level rules regarding requirements, qualification and documentation of service in their classroom and/or online in PlusPortals. Posted events provide a source of service opportunities, but students are not limited to these projects.

Handbook guidelines apply to all students representing Vicksburg Catholic School including service related activities. Dress and behave appropriately to the service activity.

Students interested in participating in the St. Aloysius Theology Service Award or the Presidential Volunteer Service Award Program must complete and provided proper documentation by the due date. Service requirements for honor societies are documented and approved according to the St. Aloysius Theology Service Learning program. Refer to *Student Organizations and Activities* section of this handbook for specific service requirements for Junior National Honor Society and National Honor Society members and applicants.

“LOVE DRIVES ACTION.”

*Heroic Leadership: Best Practices from
a 450-Year-Old Company That
Changed the World* by Chris Lowney

Student Schedules

St. Aloysius high school student course requests takes place in the spring. Scheduling takes place in the summer. Parents may request a schedule change only during the first 3 days after schedules are published at the beginning of the school year. Any further changes can only be made by the administration. **Students are required to enroll in theology, English, math, science and social studies courses every school year.**

Textbooks

Each student is responsible for all books and material issued to him/her for each class. Parents are required to sign book cards assuming responsibility for books, which will be returned by the student and checked by the teacher at the close of the school year. Fines will be imposed if books are lost or damaged. Families are responsible for charges due at the time of inventory and must pay before the final exams and/or last day of class. The school-issued book must be returned or assessed fines paid (replacement books cannot be accepted). Exams will not be administered to any student who has past due fees/fines.

Students and parents are responsible for covering each textbook. The cover is required to protect the book as much possible from wear and tear. **Cloth and stretchy covers are prohibited as they destroy the book’s binding.**

Tutorial Program

If extra help is needed, students are encouraged to arrange for assistance and to take advantage of teacher availability. All full-time faculty members are available by appointment. A school counselor may also help evaluate the child's academic needs and recommend a course of action

St. Aloysius Tutorial Program is held 7:30-7:45am every school day as follows: Mondays-Science & Foreign Language, Tuesdays-English, Wednesdays-History, Thursdays-Math, Fridays-Alternate. It is the student’s responsibility to contact the teacher in advance to assure that the teacher will be there on the scheduled day.

Communication Procedures

Vicksburg Catholic School makes great efforts to communicate regularly with parents by email, web site, postal mail and/or telephone. If either their address or telephone changes, parents/guardians are requested to inform the Registrar's office immediately so that communications will not be interrupted.

When parents have questions or concerns, these steps are to be followed:

- A. The teacher should be contacted at school first if the problem pertains to classroom policy or issues related to their child's learning.
- B. If the problem has not been resolved after discussing it with the teacher, or if the problem pertains to general school policy, the principal should be contacted.
- C. The principal can refuse to discuss a problem concerning a teacher unless the teacher has first been consulted.
- D. If there are still concerns, the parents, principal and pastor will meet.

Confidentiality

Teachers *will* keep confidential information entrusted to them, provided that no one's life, health, or safety is at stake. Parents will be promptly notified of teachers' concerns.

Electronic/Mass Communication

Administrators, teachers, sponsors and coaches may utilize one or more services for electronic communications with parents and students. If you have not received a message from school during an urgent situation, please check your contact information with the school. For missing emails, first check your spam, junk, clutter folders.

Email is a convenient method to facilitate communication. However, email does not constitute a legal "written notice" for parental consent, such as check-out or field trip permissions, etc. Please use prescribed school forms or fax only for such circumstances.

The school's web site (www.vicksburgcatholic.org) is the primary tool for posting events and other school information. News feeds including calendar events, FaceBook, Instagram and Twitter are available in a convenient mobile platform. To install the "VCS Mobile" app on your Apple or Android smartphone, search for Vicksburg Catholic School in the AppStore or GooglePlay. The school can also send emergency alerts and urgent reminders whenever you install the mobile app and allow notifications.

The school administration may utilize School Messenger, an automated broadcast program to deliver notifications including voice calls and emails. All data is derived from the annual student online registration/enrollment forms. For questions about the system or to opt-out, contact the school's Registrar.

Rediker's ParentPlus & StudentPlus Web Portals are used for group emails, lesson plans, grade progress report (in real time), attendance records, discipline reports, class schedules, demographic information, interactive student online quizzes and more. Parent and student accounts are very different and each should use his/her own individual access to the portals. Screen names/passwords should not be shared. Each parent will have one login to view all of their children's data. Logon information for each individual is emailed by the Registrar's office. Once your account activated and you need to reset

your password, use the “forgot password” feature of the site. There are separate mobile apps for parents and students. To install the appropriate app on your Apple or Android smartphone, search for PortalsPlus in the AppStore or GooglePlay Then search for our school as “Vicksburg Catholic.”

The Development and Alumni Affairs Office sometimes uses separate email and social media platforms to communicate with parents, alumni and the community. For questions please contact the development office at 601-630-9762 or development@vicksburgcatholic.org.

Parent Teacher Conferences

Conferences are important in the sharing of information concerning a child’s progress. Parent-teacher conferences may be requested anytime whenever teachers or parents feel they are necessary. Please call the school (SFXE: 601-636-4824; SAHS Counselor: 601-636-2256) for an appointment. **Teachers are not to be contacted at home.**

St. Francis has scheduled parent-teacher conference days on October 19, 2018 and March 22, 2019. These are special school days for St. Francis parents & students to meet with teachers. Appointments will be scheduled. Regular classes are not held for St. Francis students on conference days.

Telephone Calls, Messages and Deliveries

Parents are asked to refrain from bringing forgotten items to school to help instill a sense of responsibility in students. Students are not allowed to use the school telephone without the secretary’s permission. St. Aloysius students may use the phone only before school, at break, during lunch and after school.

Students will not be disturbed during school hours to receive telephone calls, messages or materials brought to school. Emergency phone messages may be left with the school secretary and must be phoned in at least thirty minutes before the end of the last class. It is the responsibility of the student to listen to announcements and to pick up the message. The school office is not responsible for messages not picked up. In the case of an emergency (serious illness, death of a family member, etc.), a member of the family should come to the school. The student will be called to the office.

Deliveries of lunches, flowers, balloons, candy, etc. for students will not be accepted at school. Please do not have these deliveries made to school, as they will be sent back.

Please refrain from returning missed calls from 601-636-2256. Our SchoolMessenger automated notification system uses that phone number for caller ID purposes. Before you call the office, do the following:

- Wait 20-30 minutes. SchoolMessenger will retry 2 more times in cases of busy and no answer responses.
- Check your voice mail. SchoolMessenger will leave a voice mail message.
- Check your email. SchoolMessenger will email you text of the message and an audio file of the recording.
- Check “Notifications” in our VCS Mobile App (available from GooglePlay or AppStore). Be sure to allow notifications and you will get alerts right on your smart phone.

- Check our other sites as notifications/alerts are usually posted there too:
www.vicksburgcatholic.org and
<https://www.plusportals.com/VicksburgCatholic>.

Student Records

Student records are kept on permanent file in the school office. The school abides by the Buckley Amendment and thus, in the event of divorce or separation, non-custodial parents will be given access to school records unless a court order stipulates otherwise.

If a student transfers to another school, Vicksburg Catholic School will forward that student's record to the school upon request from the school. Records will be retained by the school and are provided to other schools only in accordance with the Family Rights and Privacy Act and EHA-B. Parents are guaranteed the right to inspect any such information about their child and to challenge its accuracy. Access to this information is forbidden to any unauthorized person without informed consent.

If a teacher (or other school employee) is subpoenaed to testify in a child custody case or other legal proceeding, or if the school or school employee is required to provide documents pursuant to a subpoena, request for production of documents, or court or administrative order, the school will assess the subpoenaing parent the cost of substitute teacher and all costs and attorneys' fees incurred by the school or employee in producing documents and/or appearing in court.

Custody and Guardianship

If at any time during the school year there should be a change in the marital status of the parents, the parent who has custody shall notify the school office.

In the event of a divorce or separation and the resulting custody of a student, a copy of the custody agreement must be in the student's records.

In the case of joint custody, the school provides progress reports and notices of special events to both parents. The school must have a *copy of a certified court order* if a child is not to be released to a particular parent or person. Designated persons only may take a child from school. Non-custodial parents may not use the school for child visits.

Only custodial parents or legal guardians have authority to sign consent and registration forms, field trip permission slips, etc. Step-parents signatures cannot be accepted. Step-parents may be listed as additional household contacts; however, if he/she will have permission to pick up the child from school, he/she must be listed as included in the pick-up permission fields by the custodial parent during registration.

Immunization Records

A student must have the history of his/her vaccinations recorded on Mississippi Form 121 (original only) in order to enroll at Vicksburg Catholic School. Parents/guardians are responsible for providing an updated Form 121 whenever new immunizations are given.

Transcripts

St. Aloysius will send an official transcript to a college or university when requested using the required procedures. Vicksburg Catholic School has partnered with Parchment (www.parchment.com) to provide all student transcripts for St. Aloysius current students and alumni (Classes of 2000 to the present). Upperclassmen are to use the school provided registration code. Contact our school registrar for any questions about registering on the Parchment site. Parent/guardian/graduate is responsible for all

costs (if any) associated with transcripts ordered through Parchment. Graduates from the Class of 1999 and earlier may use the paper transcript request form on our web site and submit to the registrar or counselor office for processing along with the required fee.

It is the responsibility of the student-athlete to review NCAA requirements (www.NCAA.org), to register with the NCAA Eligibility Center and to request that a transcript be sent to the NCAA Eligibility Center (via Parchment) for evaluation. It is also the responsibility of the student-athlete to verify receipt of transcript with the NCAA.

Code of Conduct

Students of Vicksburg Catholic School are called to conduct themselves in a manner that reflects positively on the school and community both on-campus and off-campus. Students are to behave in a respectful manner towards administrators, teachers, staff, coaches and other students. Students are expected to pursue the best possible level of academic achievement and reflect the mission of Vicksburg Catholic School.

Each child is made in the image of God. Vicksburg Catholic School exists to provide a Christian atmosphere where the whole child is developed. Children need adults who will consistently model Gospel values and actions. Teachers work to establish an atmosphere where everyone is revered and the discipline is definitive, fair and consistent.

The discipline at school calls forth the goodness in each child by working to “catch children being good.” Teachers call on students to practice respect and responsibility. Students are asked to respect

- themselves,
- other students,
- teachers, coaches and staff,
- the school, and
- personal property.

Maintaining discipline and appropriate student behavior during all school activities is essential to the preservation of order, safety and the well-being of the students. Students are expected to observe the rules in the classroom, the playground, the cafeteria, the hallways, gym and dismissal. The **standards of expected behavior are:**

Classroom:

- Follow directions the first time given.
- Keep hands, feet and objects to oneself.
- Raise a hand to be recognized.
- Have school supplies at one’s desk and be ready to work when class starts.
- Respect self and others.
- Each classroom teacher may add other rules.

Hallways and Restrooms:

- In the hallway, students are expected to walk quietly and keep to the right.
- Use restroom time appropriately and respectfully.
- Must have faculty/staff permission to be dismissed from the classroom. Use hall passes when provided by teacher excusing him/her from the classroom.

Playground:

- Games are to be fun for all. Kind words and actions are the expectation.
- Recess is not the time for a competitive sport.
- Use the equipment correctly. Only one person at a time on the climbing equipment and slides. **NO RUNNING ON THE JUNGLE GYM.**
- Only 5 people at a time are allowed on the merry-go-round. Heads, legs, etc. should not dangle over the edge.
- Jumping from or hanging over backwards in the swings is not allowed.
- Only 2 students at a time may be on the teeter-totter.
- Balls are for field use only.

Mass:

- Walk in line by classes.
- Enter the gymnasium/chapel quietly and prayerfully.
- Sing and participate.

Library:

- Enter orderly and sit in assigned seats.
- Return books in the proper place.
- Before leaving, push chairs in or put them in their proper place.

Cafeteria:

- Enter the cafeteria in an orderly fashion.
- Place all lunch wrappings, scraps, straws and empty milk cartons in containers before leaving.
- Clean up table and place chairs under the table.
- Talk only to neighbors and use “restaurant voice”.
- St. Aloysius students who do not have their ID card must go to end of the line and wait until all other students have been served. Damaged cards will be confiscated and a replacement must be purchased.

Arrival and After-School Dismissal:

- Go directly to the designated area and obey the teacher on duty.
- Any student engaging in behavior that endangers the safety of other students will be sent to the office.

Academic Dishonesty

Vicksburg Catholic School is an institution in which academic integrity is a fundamental requirement of the learning process and a reflection of a student’s individual performance.

When a teacher suspects academic dishonesty, he/she should first confer with the student. If the student admits to the violation, the teacher will enter a grade of 0 (zero) for the assignment. The teacher will also make a written referral to the St. Aloysius Principal or St. Francis Principal and student will receive the consequence(s) as outlined on Page 35. If the student denies the allegation of academic dishonesty, the Principal will review and render an administrative decision.

Cheating is a major violation of school policy. All incidences of cheating MUST be reported to the St. Aloysius Principal (grades 7 and higher) or St. Francis Principal (grades 6 and below) and to the parents. Cheating includes, but is not limited to:

1. Copying another student’s work,
2. Working with others on projects that are meant to be done individually,
3. Looking at or copying another student’s test or quiz answers,
4. Using any other method to get/give quiz or test answers,
5. Taking a test or quiz in part or in whole to use or to give to others,
6. Copying information from a source without proper attribution,
7. Taking papers from other students, publications, or the Internet,
8. Communicating in any form or fashion with another student during a test or quiz.

Bullying/Derogatory Words or Actions

Vicksburg Catholic School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual will be taken seriously. Students found to be participating in any derogatory activity

(including online posts, electronic texts, etc.) either seriously or in jest face detention, suspension and/or expulsion.

The good name, reputation and personal safety of each student, coach, faculty and staff member, as well as the good name of each Catholic school and center in the Diocese of Jackson are vitally important. In order to protect students, employees and the school itself, everyone is expected to treat the good name and reputation of each of the above with dignity and respect.

Derogatory words and/or actions against any of the above by a student, a parent or an employee will be seen as an extremely serious matter, whether this is done orally, in writing, via e-mail, social media or on the web and whether it is done on a school or home computer, or by remote access during school time or after-hours. Examples include, but are not limited to, text messages, blogs, images or other types of pictures, etc.

Likewise, because of the issue of copyright infringement, any unauthorized use of the school name or logo, the school website, pictures of school building, activities or other students is prohibited whether done in the printed word, through technology, or by any other communication format.

Vicksburg Catholic School is not charged with monitoring a student's use of the emails, text messages or similar communications. However, if a student's inappropriate use of these communication formats is brought to the school's attention, or if the school becomes aware of communications that reveal personal information of a student, the school will take appropriate action and notify the parents/guardians of its concern.

If it is brought to our attention that a student has made a threat OR said anything that can be considered "DEROGATORY" orally, in writing, by email, social media, or on the web, etc. whether in school or out of school, that student is subject to disciplinary action and may be suspended pending investigation. If a student is involved in any incident of this type with the police, he/she may be suspended indefinitely pending police investigation and court proceedings.

Mississippi State Code 37-11-67 prohibits bullying or harassing behavior in Mississippi schools. For more information, see <http://www.mde.k12.ms.us/OHS/resources/bullying-prevention>.

Cell Phones/Electronic Devices/Toys

The use of cell phones is very distracting during classroom instruction and is a detriment to the learning environment. In the event of an emergency, parents or legal guardians may contact the student by calling the school office. Similarly, students should come to the office to call parents if such a need arises during the school day.

St. Francis students are NOT to bring cell phones to school.

St. Aloysius students who bring cell phones/electronic devices to school must abide by the following rules.

- Cell phone use is prohibited during school hours – 7:45 a.m. to 3:00 p.m.
- Students who carry cell phones must leave them in the off position (not silence or vibrate mode) in their backpacks, purses, or lockers.
- Teacher/Sponsors may collect all student cell phones during his/her class period, retreat or activity. Students must follow all directions to place devices

in the provided container and retrieve at the end of class/activity. Violators will be subject to disciplinary action in addition to confiscation.

- Cell phones may not be used for taking pictures or videos on school premises or school activities at any time. Additionally, the use of cell phones to harass or threaten is strictly prohibited. Violators will be subject to disciplinary action in addition to confiscation.

Students who violate any of these rules or whose device rings, beeps, or vibrates in class will have that device confiscated and turned in to the office. The following guidelines will be followed for releasing confiscated cell phones:

- 1st offense -- cell phone may be retrieved after 1 day. Parents must pick up the phone in the office after 3:00 p.m.
- 2nd offense – cell phone may be retrieved after 4 days. Parents must pick up the phone in the office after 3:00 p.m.
- 3rd offense – cell phone may be retrieved after 7 days. Parents must pick up the phone in the office after 3:00 p.m.
- 4th offense – cell phone will not be returned until after the school year.

Toys, playing cards, beepers, radios, video games, cassette players, CD players, cameras (film or digital), Ipod's, digital music players, electronic games, laser lights and the like are NOT to be brought to school. **Likewise, personal electronic devices such as laptops, e-readers are NOT to be brought to school. Only school-issued iPads and MacBooks are allowed on campus.**

Classroom Procedure

Individual teachers handle procedure violations, such as tardy to class, lack of necessary materials for class and failure to follow proper classroom procedure. Approved methods of student correction include the following: break or after-school detention, student conference, notification of parent by teacher and student/parent conference. At the beginning of the school year, students will receive classroom procedures, to be signed by the parent or guardian.

Students are expected to have all materials ready for classroom instruction.

Conduct Off-Campus

Diocesan Policy 5405 states “Misconduct at functions outside the school reflects upon the reputation or integrity of the school.” This misconduct may be considered grounds for disciplinary action by the school administration.

Disciplinary Procedures

The Administration of Vicksburg Catholic School will take action in response to a disciplinary infraction that has occurred based upon the degree of the infraction. This policy will not attempt to list or identify each and every infraction.

Vicksburg Catholic School - Minor Disciplinary Infractions

The following examples constitute *minor* infractions:

1. Talking during class instruction
2. Inappropriate displays of affection
3. Dress code violations
4. Tardy to class

- Other inappropriate behavior as determined by the school administration.

Grades PK-6

Corrective actions will be taken when necessary. These may include time out during recess, service during recess and/or after school, loss of privileges, written accounts, telephone calls to parents at work/home, or other appropriate consequences. Students may be detained after school at the teacher's or principal's discretion. However, parents will be notified at least one day in advance of the date of detention. At the beginning of the school year, each classroom teacher will send a letter outlining the classroom rules and consequences.

Grades 7-12

Minor infractions are usually handled by the teacher. Continued infractions will be referred to St. Aloysius Principal who will take the appropriate action as outlined below.

Break Detention and After-School Detention

When a detention is given, the student will report to the designated room during the scheduled time.

Incident in SCHOOL YR	Consequence for each occurrence in SCHOOL YEAR
1st, 2nd & 3rd	1 Detention during morning break
4th & 5th	1 Detention for 1 hour after school
6th & each subsequent	1 Written Referral

Written Referral

Whenever a written referral is given, the following steps will be initiated by the St. Aloysius Principal:

- First Write-up:** A meeting with the student, parents, teacher, counselor and St. Aloysius Principal will be scheduled to discuss discipline problems. At this time, the St. Aloysius Principal will assign behavioral monitoring to the student. This process requires the student to have the classroom teacher document his or her behavior in each class period.
- Second Write-up:** One day suspension with loss of academic and extracurricular privileges.
- Third Write-up:** Two days suspension with loss of academic and extracurricular privileges.
- Fourth Write-up:** Three days suspension with loss of academic and extracurricular privileges and placed on probation.
- Fifth Write-up:** Meeting with the principal regarding the future enrollment of the student. Students who are persistently troublesome, habitually unruly, or uncooperative or students who refuse to improve, make themselves unwelcome at Vicksburg Catholic School.

Vicksburg Catholic School - Major Disciplinary Infractions

Any inappropriate behavior (Grades PK-12) judged detrimental to the safety and well-being of oneself or others, such as profanity, obscenity, continual rudeness, defiance, lying, cheating and continuance of minor infractions, will be penalized by

written referral, loss of privileges, probation, suspension, expulsion or other appropriate methods.

The following actions will result in a two (2) day **SUSPENSION**. The student will then be placed on **PROBATION** for the remainder of the academic year and another incident during the probation could result in dismissal from school.

1. Disrespect to a faculty or staff member, including but not limited to, refusal to follow directives.
2. Fighting and/or serious “horse-play.”
3. “Cutting” class, leaving school without permission, or truancy.
4. Theft and/or “borrowing” the property of others.
5. Smoking and/or the use of smokeless tobacco.
6. Second offense for cheating.

Vicksburg Catholic School considers the following actions so inappropriate and so removed from the mission and philosophy of the school that they will result in the immediate **SUSPENSION** and probable **DISMISSAL** of the student from school:

1. The possession, use or distribution of any drugs, drug paraphernalia or alcoholic beverage at school or any school sponsored activity.
2. Behavior that disparages the moral teaching of Vicksburg Catholic School, affect the reputation of the school, or causes unfavorable criticism or publicity of the school by the community. As stated in Diocesan Policy 5405, student conduct outside the school may be disciplined within the school.
3. Willful destruction of school property, faculty property or student property. Student must make restitution.
4. The arrest by civil authorities for alleged criminal actions.
5. Serious and/or continued disrespect toward any other person (including bullying, threats or harassment).
6. Failure to respond to previous disciplinary action.
7. Inappropriate use of the Internet, including, but not limited to, the inappropriate use of social media, personal web sites, the creation of inappropriate web sites, to attack and/or harass administrators, faculty, staff and/or students (on or off campus).
8. As stated in Diocesan Policy 5102.1, failure of the parent to support school rules, procedures and values.

Loss of Privileges, Probation, Suspension and Expulsion

Whenever the student has demonstrated a lack of basic respect for school rules and expected standards of behavior or the student’s conduct is such that it endangers the health, safety, or welfare of others, or disrupts the learning environment, action will be taken to restrict his/her privileges and the rights of school attendance. Such action may be of four kinds: Loss of Privileges, Suspension, Probation and Expulsion.

Loss of Privileges

Loss of privileges includes not attending school-sponsored events and other privileges determined by administration, including the right to hold class office and membership in clubs and organizations, according to their by-laws.

Suspension

Suspension is the removal of a student from the school environment for periods of short duration. Suspension is to be employed when all other school resources are unable to cope constructively with pupil misconduct.

A student may be suspended for up to five days by the principal for the commission of gross or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.

When the principal deems it necessary, a suspension from school may be for an indefinite time with reinstatement conditioned upon a joint conference between school authorities and parents upon the completion of educational or psychological testing and observation.

A student is responsible for the class work missed; however, teachers are not required to assist the student in making up any class work. Any work missed during suspension must be made up on the day they return. If the work is not made up the day the student returns, the student will not receive full credit for these assignments.

Probation

Probation is conditional attendance during a trial period. Probation may, but need not always, precede expulsion. It is hoped that, through probation and notifying the student and the parents or guardian, expulsion can, at times be avoided.

Probation may be imposed by the principal for continued infractions of school rules, which do not warrant the necessity of removal from school at that time.

Loss of privileges will be determined by the administration. A written notice will be issued stating the details of the disciplinary probation and consequences for breaking probation.

Expulsion

Expulsion is the removal of a student from the school program and possibly denial of permanent access to the program. The expulsion of a student from a Catholic school is such a serious punishment that it would be invoked only as a last resort or when the matter is of serious nature. Nevertheless, there may be situations that demand the removal of a student from the school. Policy #5403 is available in the office upon request or online at: <http://schools.jacksondiocese.org/education-overview/resources/>. Click on the link for "5000 Series Students."

Dress Code

The uniform is a symbol of identity at Vicksburg Catholic School and must be worn to school at all times. Students in uniform improves security, promotes a disciplined environment, increases school pride and decreases peer pressure and class distinctions. By enrolling in Vicksburg Catholic School, the student and his/her parents have accepted the rule governing dress and have agreed to abide by these rules which apply to both boys and girls, unless specifically noted otherwise.

Vicksburg Catholic School is transitioned to a new school uniform at the beginning of the 2017-2018 school year. Only the new uniform is allowed in the 2018-2019 school year.

- Uniforms must be purchased from the school's approved vendors to assure consistency in style and color.
- Girl's Socks: White crew, ankle or white knee socks. Black or white tights or ankle length leggings may be worn along with socks in the winter months only.
- Girl's Shoes (St. Francis): Athletic shoes only - white, gray, black, or saddle oxford tennis shoe. Shoes with games are prohibited. Students in PreKindergarten must wear shoes that fasten only with Velcro.
- Girl's Shoes (St. Aloysius): Athletic shoes only on regular day - white, gray or black. Mass day shoes: brown or black leather shoes or saddle oxford, no heels.
- Boys Socks: White, brown or black socks.
- Boy's Shoes (St. Francis): Athletic shoes only - white, gray or black.
- Boy's Shoes (St. Aloysius): Athletic shoes only on regular day - white, gray or black. Mass day shoes: brown or black leather shoes.
- All outerwear, other than St. Aloysius letterman jackets, **MUST** be purchased from H&M Promotions. Black cardigan sweater or vest purchased from the uniform company (Proper or Parker) is also approved for outerwear.
- St. Aloysius "dress" uniform is required for Mass days and may also be required for off-campus trips or other occasions as announced.
- Short, skirt, skort and jumper length must be no shorter than 2 inches above the top **of the knee**.
- Shirt tails are to be tucked at all times.
- Solid brown or black belt must be worn with pants/shorts that have belt loops.
- Pants, shorts, or skirts are not to be worn lower than the hip bone.
- Only, plain **WHITE**, short-sleeved t-shirts may be worn under uniform shirts. There must be no visible graphics or lettering.
- Neatness, cleanliness and modesty should be observed at all times.
- Clothing should have no holes, tears, or frayed hems.
- Clothing must be appropriately sized.
- St. Francis girls may wear jewelry that is appropriate and tasteful for the age of the child. It should be limited to necklaces, rings, bows/ribbons/headbands that match the uniform, watches, single post earrings in the lower lobe only. No dangling earrings. Make up is not acceptable.
- Only school-approved outerwear shall be worn inside the buildings. When the weather is below freezing, heavy coats may be worn coming in and out of school.
- Uniform shirt collar must be shown outside a sweatshirt or sweater.
- Clothing with hoods or front pouch/pocket (i.e. "Hoodies") is not allowed.
- Boys may not wear earrings.
- Body-pierced jewelry may not be worn.
- Hairstyles should draw no undue attention to the student.
- Only hair tints which fall within the natural hair color range and pattern are acceptable. Hair paint is not allowed.
- Boy's hair must be above the collar and above the eyebrow.
- Boy's sideburns should be a reasonable length.
- Facial hair is not allowed.
- Students are not permitted to have any visible body art such as permanent or temporary tattoos.
- Sunglasses, hats, caps, bandanas and sweatbands are not allowed.

- No initiation dress/rituals of local service or social organizations are to be worn on school grounds.
- On Fridays, students may wear an approved Vicksburg Catholic School “school spirit” t-shirt as a uniform shirt. All t-shirts must be approved by the principal.
- The final decision concerning dress code rests with the administration.

St. Francis Girls (PK-6th Grade):

Skort: Multi-pleated skort (Proper Uniforms)
 Blouses/Shirts: Short-sleeve white overblouse with pointed collar (Proper Uniforms) or purple pull-over shirt with St. Francis logo (H&M).

St. Francis Boys (PK-6th Grade):

Pants/Shorts: Khaki pants or shorts (Proper Uniforms). Boys in PreKindergarten should wear elastic waist band pants or shorts without a belt.
 Shirts: Purple pull-over shirt with St. Francis logo (H & M).

St. Aloysius Ladies (Grades 7-12):

- Plaid skirt or skort (Proper Uniform).
- Short-sleeve white overblouse with pointed collar (Proper Uniforms) or short sleeve purple pull-over shirt with St. Aloysius logo (H&M).
- Girl’s sailor tie and white shirt (Proper Uniforms) are required for “dress” or “Mass” attire.

St. Aloysius Gentlemen (Grades 7-12):

- Khaki pants or shorts (Proper Uniforms).
- Short sleeve purple pull-over shirt with St. Aloysius logo (H & M).
- Boy’s striped tie (Proper Uniforms) and white long-sleeved oxford shirt with St. Aloysius logo (H & M) are required for “dress” or “Mass” attire.

Dress Code Enforcement

All school teachers are responsible for dress code enforcement and may refer a student to the principal for any dress code violation.

1st Offense in the school year – Student will call parents to bring appropriate clothes to correct the infraction.

2nd Offense and each subsequent offense in the school year – Student will attend break detention and call parents to bring appropriate clothes.

School Property

Each student shares the responsibility to treat all school property with care. Students who damage, destruct, or deface school property will compensate the school for replacement cost of the damaged property. In addition, the student(s) guilty of malicious damage will be subject to the consequences related to a major disciplinary action. Textbooks are school/state property and should be treated as such.

Sexual Harassment

Sexual harassment on the part of employees, parents, or students at any level will not be permitted. By definition, sexual harassment is any unwelcome sexual advance,

request for sexual favors and any other verbal or physical conduct of a sexual nature.

Sexual harassment should be reported immediately to the Administration. Students accused of sexual harassment will be suspended pending the results of an investigation by the Administration. Accusations proven valid may lead to probation and/or dismissal from school.

In addition, students are to refrain from any inappropriate acts of affection while anywhere on school property.

Smoke-Free and Tobacco-Free

According to diocesan policy, Vicksburg Catholic School property and all school-sponsored events are smoke-free and tobacco-free. All athletic events are smoke-free and tobacco-free for all participants, parents, fans, supporters and staff. Likewise, the use of vapor pens or e-cigarettes in school or at school related events is strictly prohibited. These items will be confiscated if found in student possession and will not be returned.

Technology

Vicksburg Catholic School (VCS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop progressive technology and communication skills.

Vicksburg Catholic School may provide Internet access, computers, tablets, videoconferencing capabilities, online collaboration capabilities, message boards, email and more. School policies are designed to protect the school's technology resources as well as protect users from accidental and malicious acts of negligence, vandalism, theft, or other inappropriate behavior. The policies outlined herein applies to all technology use. The Responsible Use Policy (RUP) allows students to use technology inside and outside of the classroom. This RUP applies to all students, faculty, administrators, staff, volunteers or community members with access to school technology resources.

The school recognizes that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be views as a violation of the Responsible Use Policy and may be subject to disciplinary measures.

Technology use at Vicksburg Catholic School is a privilege, not a right. Everyone is accountable for his/her actions. The safety of all our students remains our paramount concern. In order to implement technology integration, every student, parent, guardian, faculty and staff member should study this Reasonable Use Policy, which outlines guidelines for the use of technology at VCS. Additionally, parent/guardian permission is required for student use of technology.

Goals

The school's goal is to prepare its members for life in the digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration and problem-solving skills

- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for internet safety and digital citizenship
- Provide a variety of technology-based tools and related technology skills.

Technologies Covered

The types of electronic and digital communications referenced in the policy include, but are not limited to, social networking sites, cell phones, digital cameras, videoconferencing capabilities, message boards, text messaging, email, chat rooms and instant messaging. Network resources refers to all aspects of VCS's owned or leased equipment, including computers, devices, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. The rules below apply to any use of VCS's network resources whether this use access occurs on or off campus. The policies outlined herein cover all available technologies now and in the future, not just those specifically listed or currently available.

Usage Policies

Our school will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators and staff are granted the privilege of using the computer hardware and software peripheral and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

All technologies provided by the school are intended for educational purposes. All users are expected to use good judgement and to follow the specifics as well as the spirit of this policy. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they do not know. Responsibilities of the user include, but are not limited to:

- Respect One's Self. Users will select online names that are appropriate and will consider the information and images that are posted online
- Respect Others. Users will refrain from using technologies to bully, tease or harass other people.
- Protect One's Self and Others. Users will protect themselves and others by report abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. Users will request to use the software and media others produce and protect license agreements for all software and resources.

Examples of responsible use include:

- Using school technology for school-related activities.
- Following the same Code of Conduct rules for online as offline.
- Treating school resources carefully and alerting tech support if there is any problem with their operation.
- Using school technology at appropriate times, in approved places, for educational pursuits.
- Citing sources when using online site and resources for research.

- Recognizing that the use of school technologies is a privilege and treating it as such.
- Being cautious to protect the safety of others and myself.

Examples of prohibited uses include, but are not limited to:

- Using any type technology to harass, threaten, deceive, intimidate, offend, embarrass or annoy any individual.
- Posting, publishing or displaying any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Using a photograph, image, video or likeness of any student or employee without the express permission of that individual and the principal.
- Attempting to circumvent system security.
- Downloading, streaming, or listening to internet-based music, video, or large image files that are not required for school work while at school, as this slows the performance of the network for all users.
- Altering, adding, or deleting any system files that affect the configuration of a computer or device.
- Installing software onto a school device that may interfere with the proper workings of the device or infringe on educational use of the device.
- Writing or publishing harmful or inappropriate material.
- Facilitating the illegal sharing of copyrighted material using file sharing tools.
- Uploading or creating a computer virus or malware.
- Misuse of copyrighted material.
- Plagiarizing material or misrepresent another's work.
- Conducting any commercial business.
- Attempting to maliciously harm the data of another person.
- Pursuing inappropriate material (i.e. pornographic, sexist, racist, etc.).
- Utilizing chat rooms or instant messaging programs that are not approved first by a teacher.
- Encouraging or supporting prohibited activities by others.
- Transmitting any material in violation of local, federal and state laws.
- Using personal technology devices at school.
- Using any type of technology at any time or place that has a negative effect on
 - School order and discipline.
 - Safety and welfare of other students or staff.
 - The reputation of VCS, its students, faculty and staff.

Ethical Use Beyond Campus

Vicksburg Catholic School believes that we have a duty in preparing students to be ethical participants in a technology-driven world to educate them to the potential perils and realities of electronic communication. We would hope and expect that, as the leaders of tomorrow, Vicksburg Catholic School students of today will set positive examples through their words and actions both on and off campus. We would urge you, as you consider what constitutes an appropriate and civil representation of yourself, to ask: "Will my actions reflect well upon my family, my school, and myself?"

As such, we share the following points of consideration: Students continuously represent Vicksburg Catholic School when using computing resources, even if they use these resources away from or outside the School's network. Students can expect the School administration to take note of and, if necessary, administer disciplinary action in response to information communicated on public sites that:

- Defames, denigrates, or conveys a physical threat toward any individual inside or outside the Vicksburg Catholic School community.
- Advocates for the violation of any laws or school rules
- Suggests that one's social network, website, or other electronic communication is sponsored by or affiliated with the School.
- Students should be aware that faculty members have been asked not to initiate or accept "friend" requests on social networking sites. We would ask that students and parents refrain from contacting faculty via these formats.

Computers and Devices

Hardware: Vicksburg Catholic School has partnered with Apple to provide MacBooks and iPads to students and faculty. The school provides devices for usage as a service. Students are allowed to access only their student assigned device. Students are not allowed to use another student's device or a teacher's device. Students may use school projection equipment with teacher approval and supervision.

Students in grades 7-12 will each be issued a MacBook Air. Students in grades 3-6 will be issued an iPad mini. Students in grades PK-2 will use shared iPads. Once issued, the devices are the responsibility of the student. The use of a school device is a privilege that can be revoked due to failure to comply with the terms as outlined in this policy.

- The MacBooks and iPads are the property of Vicksburg Catholic School and must be returned upon exiting the school (graduation or withdrawal) or as directed by the school's tech department.
- Protective cases for MacBooks must be purchased from school and become personal property of the student.
- Students may decorate their MacBook protective cases only. No marks, labels or embellishments may be placed on any surface of the actual device. Any covers with stickers, images, writing or the like that is deemed inappropriate by the principal will be confiscated and the student must buy a replacement from the school's tech center.
- Students must provide their own padded book bag, sleeve or carry case when taking devices home.
- Students must provide their own headphones or earbuds (less than \$100 recommended). The school's tech center will have some earbuds available for purchase. Elementary teachers may determine age-appropriate accessories to be kept in their classrooms.
- MacBooks must be taken home every afternoon and brought to school every morning fully charged. If a student is unable to complete assigned computer work in class due to a discharged battery, he/she will incur a discipline incident for being unprepared for class.
- Older elementary students will have the opportunity to take home iPads from time to time for assignments as directed by the teacher. Devices must be charged in the classroom before taking home.

- Each student and at least one parent will participate in the school's orientation program that will discuss proper use and care of the devices.

Tech Support: The school will provide support to the students, faculty and staff through its technology department. Any work by unauthorized parties is a violation of the school's RUP. Before seeking tech support, restart the computer or device. If the problem persists, send an email to helpdesk@vicksburgcatholic.org. Be sure to include a thorough description of the problem, your username and the device asset tag number. Users will follow all instructions as directed to resolve issues. If the tech department directs a user to leave a device for further investigation, a loaner device may be given. Loaners must be returned to the tech department at the end of the school day.

Responsibility for Care/Damage: The student is responsible for maintaining a fully working device at all times. The student shall use reasonable care to ensure that the device is not damaged, lost or stolen whether on/off campus, accidental or intentional. No food or drink is allowed around computers or devices. No one should try to open or fix a computer or device. No one is allowed to make any physical changes to a computer or device. Parents/guardians are responsible for the actual cost of repair or replacement as determined by the school's administration. When a device is purchased new from Apple, the school will purchase Apple Care Protection Program which covers limited repairs under certain restrictions during the first two years. Parents may purchase insurance on their own from a school approved insurer. See further details on the school's website about available options.

Software: Software and apps that are loaded onto computers and devices are a property of Vicksburg Catholic School and under VCS copyright and licensing agreements. No one is allowed to copy any software from VCS technology devices. VCS utilizes device management software including remote login for all school computers and devices.

Printing: Paper and toner/ink come at a high expense to the school. Students are encouraged to print only at home. If printing a document is necessary at school, students may email their document to printme@vicksburgcatholic.org. Cost is \$0.25 per page. Payment must be made when the print job is picked up.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If users believe a computer or device they are using might be infected, they should alert the Help Desk right away.

Electronic Data: Whenever a computer or device is issued, users will be assigned a username and password (Apple ID). Users are responsible for all activity associated with their identity. Only the student and technology department have access to the data on each device. The student should not expect privacy of his/her files. If working in a shared device (i.e. computer labs or iPad cart), all users are responsible for logging on/off with any credentials used.

Passwords: Users are reminded that their identity should be treated seriously. For security and liability purposes, students/faculty should NOT give his/her password out to anyone. Under no circumstances should a student attempt to find out another user's password or attempt to access that user's email or personal files.

Personal Security Online: No student should give out his/her or any other student/faculty members' personal information via electronic communication. This includes, but is not limited to: name, address, picture, etc. If users see a message, comment, image or anything else online that makes them concerned for their personal safety, they should immediately bring to the attention of an adult.

Monitoring: VCS reserves the right to monitor any aspect of its information systems in order to protect its systems. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of the school's network resources, the school administration reserves the right, if needed and at its discretion, to access remotely, open, examine, and/or delete electronic files that violate this Responsible Use Policy.

Network Access: Students/faculty should not attempt to gain access to the VCS network with any equipment that is not owned by the school and/or not approved by the administration. This includes, but is not limited to cell phones, computers, or any other network capable device.

Internet

Vicksburg Catholic School provides its users the privilege of access to the Internet, including web sites, resources, content and online tools. Access to the internet is restricted to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter at any time. The determination of whether a site is blocked or not is based upon the content of the material or excessive bandwidth usage. If a user believes a site is unnecessarily blocked, the user should submit a request for website review to their administrator.

Students are prohibited from visiting inappropriate websites. Internet access is for academic use and should be surfed that way. Student laptops will be filtered at school as well as at home. By offering this filtering service, VCS is making its best effort in protecting students. However, it is impossible to filter or restrict access to all sites that may contain questionable information. We recommend parents oversee their child's electronic activities at home.

Email

Vicksburg Catholic School may provide users with the privilege of email accounts for the purpose of school-related communication. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Students will be assigned their own school email address. Students can check their email from any computer that has an internet connection by visiting <https://portal.office.com> and logging in. Students are prohibited from sending inappropriate emails to anyone at Vicksburg Catholic School or any other domain. This includes mass spam emails, chain letters, and material others may find offensive. Students are also prohibited from using their school email address to establish any other accounts unrelated to school work (such as social media, gaming and the like).

Discipline

Breach of this policy and/or Laptop User Agreement (LUA) may result in disciplinary action. Depending on the severity of the breach, this may include:

- An informal warning from a staff member or administrator
- A formal verbal or written warning for misconduct
- Loss of technology privileges
- Dismissal for gross misconduct
- Civil proceedings to recover damages
- Criminal proceedings

Liability

Vicksburg Catholic School will not be held liable for:

- Any damage or harm to persons, files or data whether due to failure of equipment or interruption of service.
- The accuracy or truth of material obtained through the internet.
- Damages to any person resulting from unauthorized or inappropriate use of technology.

Vicksburg Catholic School does not have control of the information on the Internet or information contained in emails. While the school employs filtering and other security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Additionally, the school may choose to block sites that it feels distract from the academic environment or unnecessarily consume network resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of VCS. While the school's intent is to make Internet access available for educational goals and objectives and to maintain a safe environment, account holders may encounter less desirable content.

At Vicksburg Catholic School, we expect the user to obey the Responsible Use Policy (RUP) when using the Internet and school-wide resources. Any student found in deliberate violation of the policy will be disciplined. In addition, users take full responsibility for their access to Vicksburg Catholic School resources and the Internet. Specifically, VCS makes no warranties with respect to school network resources and does not take responsibility for

- the content of any advice or information received by another;
- the costs, liability or damages incurred as a result of access to school network resources or the Internet; or
- any consequences of service interruptions

Weapons, Drugs and Alcohol

Vicksburg Catholic School is responsible with providing the best education possible in a safe, drug- and alcohol-free environment. To that end, the school is charged to educate our students about the problems arising from drug and alcohol abuse, to provide an incentive for our students to avoid drugs and alcohol and to identify those students who need counseling or treatment.

Policy #1 - For a student's involvement with controlled substance/drugs, weapons, or committing a violent act on school property, Vicksburg Catholic School will follow the mandates set forth in the "Mississippi Statute 37-11-18" which follows:

Mississippi Statute 37-11-18

DRUGS/SUBSTANCE ABUSE, WEAPONS POLICIES

EXPULSION OF STUDENT POSSESSING CONTROLLED SUBSTANCE OR WEAPON OR COMMITTING VIOLENT ACT ON SCHOOL PROPERTY:

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the school shall be authorized to modify the period of time for such expulsion on a case-by-case basis. Such expulsion shall take effect immediately subject, in the case of a Catholic School, to the student's right to appeal to the Superintendent of Schools.

Policy #2 - Vicksburg Catholic School follows the mandates of the substance abuse and reasonable suspicion testing as set forth by Diocese of Jackson. St. Aloysius High School will implement the Random Drug Testing Policy starting the academic school year of 2006-2007.

Diocesan Policy #5607

STUDENT SUBSTANCE ABUSE

Refer to the complete policy #5607 and its subsections on the Diocese web site: <http://schools.jacksondiocese.org/education-overview/administration/>. Click on the link for "5000 Series Students."

Vicksburg Catholic School Testing Process:

The Drug Prevention and Testing Policy will cover testing for both illegal and nonprescription drugs and alcohol. The list of drugs may be increased or decreased at the discretion of the Administration and Catholic Diocese of Jackson.

It is the responsibility of the students and their parents to read, to understand and to comply with the Drug and Alcohol Prevention and Testing Policy. All wording in the Drug and Alcohol Prevention and Testing Policy referring to parents applies to parents and/or legal guardians. All eligible students may be tested multiple times per year.

All students in the 7th-12th grades at Vicksburg Catholic School will be considered for testing under the Drug and Alcohol Prevention and Testing Policy. The

parents and the students must sign the consent and release forms for testing as part of the school registration process.

All testing information and results will be secured under the supervision of the administration and the school counselor assigned to the student tested.

Those students to be tested are randomly selected using a computer program supervised by the medical facility handling the testing. Students may also be tested for cause or reasonable suspicion at the school's expense or upon parental request at the parent's expense.

Testing will yield a sample. If a student produces a positive sample, an immediate retest is conducted on the same sample.

If a student has been or is presently on medication, he/she must disclose said medication to the school on the day of the test, or the parent may notify the school in person on the day following the test.

The testing will be conducted in a manner to ensure privacy for the student and the integrity of the sample. A "chain of custody" form will accompany each specimen from the point of origin through the entire testing process. The samples will be analyzed by a pathology laboratory designated by Vicksburg Catholic School.

The refusal to participate in any required counseling or treatment program shall result in expulsion. A positive test shall also result in periodic, unannounced retesting done throughout the school year at parent cost. The student will remain on probation for a period of twelve (12) months from the date of the first positive test result.

Procedures taken for a positive result:

- 1st positive *Parent is notified and the student will be required to submit to substance abuse counseling at the parent's expense prior to readmission to school. The counselor must be approved by the Administration and the counseling must be documented. The counselor in conjunction with the Administrator will determine the length of time such counseling shall be required and when the student can return to school on a case by case basis. When the student returns to school, he or she will be placed on probation. Discipline measures will also be taken by the administrators of the school. The student will be suspended from school for two days with loss of privileges and will have regularly scheduled meetings with the counselor upon return.*
- 2nd positive *The student will complete an alcohol and drug treatment program approved by the Vicksburg Catholic School administration and Superintendent of Schools for the Catholic Diocese of Jackson. Discipline measures will also be taken by the administrators of the school. The student will be suspended for three days with loss of privileges and will have regularly scheduled meetings with the counselor upon return.*
- 3rd positive *The student shall be expelled from the school.*

General Information

Amendment Policy

The school reserves the right to amend this handbook at any time. Parents will be given prompt notification.

Asbestos Statement

To the teachers, parents, students, staff, contractors, temporary workers and affiliated organizations of Vicksburg Catholic School: Materials containing or suspected of containing asbestos have been identified at our school.

In compliance with the Requirements of AHERA (Asbestos Hazard Emergency Response Act), Vicksburg Catholic School has completed the required inspections and has developed the specified manual.

A copy of the required documentation has been filed with the State of Mississippi and is available for review in the principal's office. This notice is issued in compliance with 40 CFR 763.93(g)(4).

Behavior at School Events

For their safety, children are prohibited from running and playing on, around or behind stands in the gym, football stadium, parking lots, etc. **Parents are responsible for supervising their children's behavior at all school events on/off-campus.** No one is allowed to bring in open container beverages.

Birthday/Slumber Parties, Overnight Guests, etc.

So that feelings are not hurt, party invitations may only be distributed if the whole class or all students of one gender are invited. Parents are to make arrangements with the child's teacher, in advance, if the celebration involves drop-off, pick-up, or bringing food to school. Parents are also asked to refrain from dropping off or picking up students from school in limousines, party buses, etc. For the safety of students, faculty and staff in case of emergency, overnight bags cannot be brought to school.

Child Abuse Laws

Vicksburg Catholic School abides by the Child Abuse laws of the State of Mississippi. This law mandates that all cases of suspected abuse and/or neglect be reported to the Department of Human Services.

Child Protection Training

Vicksburg Catholic School abides with the [Diocesan Protection of Children Policy](#). Participation in the life of the school requires employees and volunteers to train and maintain compliance with the Diocese program. Any person who has contact with children through the Catholic school or church community, including any person accompanying the school group on a field trip/activity, must meet the requirements BEFORE service can begin. Forms and additional details are posted on our website: www.vicksburgcatholic.org ~ Life at VCS ~ Child Protection.

Once trained, the person must maintain good standing in the database through monthly renewal. Email reminders to complete the current online VIRTUS bulletin are sent during the first week of each month **and the bulletin quiz is to be completed by the 15th day of the month.** Persons who fall behind more than 3 bulletins are purged from the

system thus making the person ineligible to work or volunteer. To be re-instated, the person must pay a fee for a new background check and start all over with new training.

Collections in School

No student may raise funds or collect money for any purpose without the written permission of the principal. School clubs and organizations must deposit their funds into the school account and follow school accounting procedures.

Dances at St. Aloysius

Students are allowed to bring one guest to a dance, whether held at the school or at another location. Guests who are not enrolled at St. Aloysius must be approved by the administration in advance and are expected to abide by the same standards of conduct required of St. Aloysius students. Once a student enters the dance, he/she and guest must remain for the entire dance.

Digital Signatures

An electronic signature is a paperless method used to authorize or approve documents which indicates that a person adopts or agrees to the meaning or content of the document. Vicksburg Catholic School and its partners utilize many online forms. By typing in their name and checking boxes/buttons, parent/guardians agree and accept that the electronic signature has the same legal authority as their hand-applied signature in accordance with Federal/State e-sign laws.

Field Trips

Individual teachers schedule field trips as educational experiences. Parents are asked to note carefully all arrangements for field trips. All policies of field trips also apply to off-campus retreats.

- A field trip is a privilege and not a right.
- All grades do not always have the same number of field trips in a school year.
- 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.
- A written official permission slip, signed by a custodial parent or legal guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
- A field trip permission form can be obtained from the teacher or sponsor arranging the field trip.
- Permission slips are due to the school within 48 hours after receipt of the permission slip.
- Phone calls and emails will not be accepted in lieu of written forms.
- Parents/Guardians may refuse to permit their child from participating in a field trip by stating so on the proper form.
- Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- The school will arrange transportation for all students on field trips.
- Students who are participating in the field trip must ride the school-provided transportation to and from the field trip with their class. Students not riding on the bus may not participate in the field trip and will be counted absent for the day.

- All monies collected for a field trip are non-refundable.
- Only Vicksburg Catholic School students are allowed to go on school sponsored field trips. Parents who chaperone a field trip may not bring siblings on the field trip.
- Anyone accompanying a school group must meet the requirements for volunteers; including Child Protection Training (see section under “General Information”).

Students are expected to:

- Follow all instructions given by the adults who accompany the class.
- Stay with the class at all times unless given permission to leave the group.
- Remain seated and without change of seats while the bus is in motion.
- Wear school uniforms unless prior approval is given by the principal for other attire.
- Remember that all are representing Vicksburg Catholic School.

ID Cards

Students will use bar code identification for cafeteria purchases and library book check-outs. School-issued ID cards are also required for students to have free admission to all St. Aloysius home sport events. Student and pass holders who fail to present their ID at the entrance, will be charged the regular admission fee. Per MAIS rules, student and all-sport passes are invalid for tournaments and post-season games.

The first ID card is issued free of charge. If the card is lost or damaged, a replacement ID must be obtained for \$5.00. ID cards are provided by the school photography contractor and are distributed during the first few weeks of school.

Lockers

Each student in Grades 7-12 is assigned a locker in the school and provided with a combination lock. Lockers are to be kept locked at all times. **Students are not to exchange these locks or lockers or use any locker not assigned to them.** The locks and lockers are the property of Vicksburg Catholic and can be inspected by school authorities at any time. Replacement locks are \$10.00.

In the case of damage to the locker, the student assigned to that locker will pay for repair costs. Entrance or damage to another student’s locker are serious offenses and will be punished.

Lockers should be kept clean and neat at all times and will be cleaned out quarterly and at the end of the year. Lockers are to remain empty until the first day of school as they must be inspected by law enforcement prior to personal items being stored in them.

Per Diocese Policy #5409, the right of inspection of students’ school lockers is inherent in the authority granted to an administrator in his/her role to protect the welfare/safety of all students.

Lunch Program

Vicksburg Catholic School offers a full service cafeteria. Menus and price lists are published on the school's web site, mobile app and in-school bulletin boards. Students may order lunch from the cafeteria and/or bring their own. Teachers take a lunch count each morning.

No lunches will be accepted from outside sources. If a student forgets his/her lunch, please do not bring to school. The student will be able to purchase a meal on his/her cafeteria account.

An electronic, pre-paid debit system is used for all cafeteria purchases. Parents/Guardians are responsible for monitoring student balances and ensuring that funds are available for expected purchases. There are very limited charge privileges whenever the student's balance is near zero or below.

- Register through PaySchools Central and opt-in for the notification options that work best for you (no fee). See detailed instructions on our website: www.vicksburgcatholic.org ~ Life at VCS ~ Cafeteria Services ~ PaySchools. Each parent, guardian, grandparent or other interested financial party who wants to help contribute cafeteria funds may have his/her own account. Simply share your child's identifying information to register a new account. A student may be associated with multiple accounts. Multiple students can be registered on one account.
- Payments may be made online or via mobile app 24/7 through PaySchools (small convenience fee) and funds are usually available for the student to spend within 4 hours.
- Payments may also be sent directly to the office marked "Cafeteria Account" and include both the student's full given name and grade. One payment may be made for everyone in the family, but it is important that the desired amount for each student be designated. Manual deposits (no fee) are processed in the afternoon two days per week with funds available for the student to spend on the following school day.
- Spending limits are optional at the written request of parents; email cafeteria@vicksburgcatholic.org for more information.
- Students with insufficient funds will be allowed to charge a lunch meal only. The maximum charge limit is \$50 - once total debt reaches the limit, student can no longer make purchases until the account has a positive balance.
- Unused balances at the end of the school year will carry over to the next year or parents may request a refund if the remaining balance is more than \$50.

St. Francis Xavier Elementary Students

St. Francis students are not allowed to bring energy drinks, drink powder mixes, or carbonated beverages for lunch/snack. Please make sure that items can be easily opened by your child on his/her own. St. Francis students are not allowed to use the microwave. Please use appropriate packaging (such as a thermos) when food needs to be kept warm. Students may purchase a drink when bringing a lunch from home.

St. Francis Elementary students are served the full plate lunch which includes each menu item and one small drink. Drink choices are subject to availability and may include milk, juice or small bottled water. Gatorade and bottled water are not available for elementary students. Students may also purchase extra drinks to go with their meal.

Ice cream purchase privileges vary by grade as follows:

- PK – 1st Grade: An ice cream cup is part of the menu every Wednesday. Students who bring a lunch from home may purchase ice cream on Wednesday. No other ice cream purchases are permitted.
- 2nd – 6th Grade: An ice cream cup is part of the menu every Wednesday. Individual teachers will assign ice cream purchase days for their class.

St. Aloysius Middle and High School Students

Students will use their school-issued ID card with barcode to make purchases. Damaged cards are not accepted and will be confiscated. Students without an ID card will be sent to the end of the line during break and lunch.

Individual food prices are outlined on the “Cafeteria Item Price List” posted online and in the cafeteria.

Biscuits, various snacks, and drinks are available at the morning break. Break is a privilege to which charging cannot be extended. Students with a negative balance will not be allowed to purchase break food or drinks. Payments received in the office before 7:50am may be available for same-day purchasing.

Students may buy the lunch meal of the day (which includes one small drink) for the stated lunch price. Menu items may also be purchased a la carte.

Soft drink and snack vending machine purchases are by cash. The school does not make change.

Students are not excused to leave campus for lunch. Students may eat in the cafeteria or outside. Students are expected to clean tables, floors, and campus areas after morning break and lunch. Consequences for leaving a mess include loss of break time and revoking outside privileges.

Motor Vehicles and Parking Lot

Parking is available in designated areas only. All spaces on Vicksburg Catholic School campus are reserved and specifically assigned by number. **Parents and visitors are asked to use the designated visitor parking spaces only.**

- Permits are required to register vehicles and grants privileges to park at Vicksburg Catholic School.
- Only vehicles with valid parking decals are permitted to park on campus.
- A student parking permit must be acquired each school year and placed visibly on the rear of the vehicle.
- Student decals are \$50 each for the 2018-2019 school year.
- A permit reserves the assigned numbered parking place in the parking lot.
- Only one student parking permit is allowed per family.
- Parking on the streets, football stadium areas, or Sullivan Grocery is strictly forbidden.
- Sullivan Grocery allows our families to use designated areas in their parking lot near the traffic light during pick-up and drop-off times. Please be courteous and neighborly.
- The School reserves the right to tow (at owner’s expense) any vehicle that is improperly parked or does not have the permit properly displayed.
- Drivers who do not obey speed limits or otherwise do not observe state laws in the school zone are subject to forfeiting their right to drive on campus.
- Vicksburg Catholic School is a closed campus. No student may leave the premises at any time for any reason without permission.

- After arriving on campus, students are to enter the school building immediately. Once on campus, students must have permission before leaving campus before dismissal. After dismissal, students should leave campus immediately. Loitering in the parking lot is not permitted.
- Students are not permitted to go outside to any vehicles during school hours without permission from the office.
- In order to ensure the safety of all students, please remove the parking decal before selling a vehicle.
- If a student persists in bringing a vehicle on campus and not following these procedures as outlined above, the student will lose his/her campus parking privileges.
- Vicksburg Catholic School is not responsible for any vehicles left on campus. Overnight parking is not allowed.

School Hours

Administrative and business offices are open on school days from 7:30 AM – 3:30 PM. Office hours are reduced during the summer (see notices on the website).

St. Francis opens for student arrival at 7:15 AM. Please do not drop off students before that time. Students are to go to their designated areas. **The first bell rings at 7:45am** and the tardy bell rings at 7:50. Classes begin at 7:50 am with a 2:55 pm dismissal. **For students arriving at 7:50am or later, parents must park their vehicle and bring their child to the office to sign the tardy register.**

St. Francis students should not be picked up before 2:55pm unless there is an emergency. Students not picked up by 3:15pm, unless in an after-school detention, will be sent to after-school care.

St. Aloysius opens for student arrival at 7:15 AM. Students should not be dropped off before that time. **The first bell rings at 7:45 am** for morning prayer. First period begins at 7:55 am with a 2:53 pm dismissal. Students who arrive prior to first period may wait in the cafeteria or seek academic assistance with a teacher. Students who are not in the foyer by 7:45am are considered tardy and must report immediately to the office to receive a tardy slip. Students are not allowed to leave the school grounds once they are on campus.

St. Aloysius Students are expected to leave campus promptly when dismissed from their last class period, after-school activity, or detention. There is no after-school supervision for St. Aloysius students. Parents/Guardians, please be prompt in picking up your child by 3:15pm unless your child is participating in after-school activities. If so, please follow instructions given by the coach or sponsor and make timely pick-up arrangements.

Signs and Posters

Students and parents must obtain permission from the principal before posting any material. To prevent defacing, students are asked to use masking tape. Duct tape or other similar tapes with strong adhesive is prohibited. The clubs or individuals posting signs are responsible for removing material when usefulness has been served. If posters are used in an election campaign, they should be removed no later than two days following the outcome.

Visitors

Parents and other visitors are welcome at Vicksburg Catholic School. However, they must obtain permission to visit from the office and sign-in upon arrival. They must wear visitor badges to identify them throughout the visit and sign-out when leaving. Student visitors, other than those previewing the school, are not permitted.

Volunteers

Volunteers can provide valuable assistance in many areas of the school program and are encouraged to play an active role in the school's mission. Confidentiality and respect for each student's privacy must be observed. In addition, Child Protection training and maintenance is required in order to volunteer. In order to maintain the learning environment, volunteers are asked to refrain from bringing young siblings during teaching times.

Withdrawal

The parent of a student who leaves Vicksburg Catholic School to attend another school must sign a withdrawal form before the student can register at another school and transfer records. Once all obligations to Vicksburg Catholic School, including: financial, athletic uniforms, textbooks, library materials, technology, cafeteria funds, etc., are cleared, the student will then be considered withdrawn.

Health and Safety

First Aid: Every accident or injury sustained in the school, on the school grounds, at practice sessions, at any athletic event sponsored by the school, or at any other school related activity must be reported to the administrator on duty who will determine the appropriate medical response.

Health Policy

- **Fever, Vomiting or Diarrhea** - A student with fever (temperature of 100 degrees or above may be considered fever), vomiting or diarrhea is dismissed from school. Student may be readmitted to the classroom if there has been **NO FEVER, VOMITING OR DIARRHEA IN THE PRECEDING 24 HOURS** (a student must stay home symptom-free for 24 hours before returning to school).
- **Head Lice** - The student will be dismissed from school. Parents must treat the child and household with lice-control products. After treatment, the student must report to the office before being readmitted to the classroom.
- **Pinkeye** – Conjunctivitis - Student will be dismissed from school and referred to a physician. Student may return to class when eyes are clear.
- **Ringworm** - Student is dismissed from school and referred to a physician for treatment. Student may be readmitted to school with verification by physician that treatment has started. Infected areas should be covered with gauze or dressing when student returns to school.
- **Contagious Infection** (*including, but not limited to, Streptococcus, Staph, Impetigo, etc.*): Student is dismissed from school. Student may return when treated with appropriate medication for at least 48 hours. Physician's note stating that it is safe for the child to return is required for re-admittance.
- **HFMD (Hand, Foot & Mouth Disease)** - If a student is suspected of having HFMD or if blisters are visible around the mouth area or on hands, they will be dismissed from school. Student may return when fever-free for 24 hours AND blister-free (even if a family physician clears a student to have been fever-free for twenty-four hours). Per the Centers for Disease Control: HFMD is very contagious. For more information, please visit the Centers for Disease Control website: <http://www.cdc.gov/hand-foot-mouth/about/index.html>

Medication: Medications required by a student should be administered by a parent/guardian at home or by the student's medical provider. Parents/guardians should use every effort to have medication times set for periods other than school hours. When this is not possible, the school may assist during school hours subject to the following regulations according to Diocesan Policy 5602:

Written instruction must be on the school's required form to be obtained from the office. There is a separate form for prescription and nonprescription medication.

1. A written statement from the prescribing physician which:
 - A. Includes written instruction from the prescribing physician for the administration of the prescribed medication.
 - B. Identifies the specific conditions and circumstances under which contact should be made with him/her in relation to the conditions or reactions of the students receiving the medication (s), and

- C. Reflects a willingness on the part of the physician to accept direct communication from the person administering the medication.
- 2. A written statement from the parent/legal guardian:
 - A. Authorizing school personnel to give the medication in the dosage prescribed by the physician.
 - B. Authorizing school personnel to contact the physician directly. Releasing the school and any employee from any liability in administering the above medication.
- All medication must be in the original container with the following information on it: student's full name, date of prescription, name of medication, dosage, time to be administered and physician's name.
- All medication must be administered through the office. **STUDENTS MAY NOT CARRY ANY MEDICATION WITH THEM DURING THE SCHOOL DAY. STUDENTS FOUND TO HAVE PRESCRIPTION OR NONPRESCRIPTION MEDICATION IN THEIR POSSESSION WILL BE SUBJECT TO DISCIPLINARY ACTION.**
- Medication should be taken to the school secretary before school begins. The medication will be stored in a locked cabinet.
- Unless the physician indicates otherwise, it is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

Crisis Training

Campus administrators and staff members have been trained according to VCS crisis procedures to help prepare our school in the event of an actual crisis. Drills are held in compliance with state and local regulations. Students are trained to respond to local and school tornado warnings and lockdowns. Fire drills are held regularly.

Evacuation plans are displayed in each room in the school building. The Vicksburg City Auditorium at 901 Monroe Street has been established as the family center for Vicksburg Catholic School in the case of an emergency evacuation.

An Important Reminder to Parents: please remind your children about the importance of following directions at school, being alert, avoiding strangers, and reporting suspicious behavior, activities or rumors to adults on campus. Your cooperation is extremely critical, especially during a crisis. Thank you in advance for your partnership in ensuring the safety and welfare of our students and staff.

Emergency School Closing Procedure

After consulting with the emergency management personnel, dismissal for weather or other emergencies will be at the discretion of the principal. Parents are asked not to telephone the school during critical times. It is important to keep the phone lines open for civil defense. Everyone is expected to cooperate fully with Public Safety officials.

In the case of bad weather or emergency conditions, information regarding school closing, late arrival, early dismissal and reopening will be announced via an automated telephone broadcast program. Notices will also be posted on the school's web site and emailed whenever possible.

Lockdown

If a situation on campus or in the vicinity of a school endangers student safety, the school may be placed under lockdown. Whenever a threat arises, schools are the focus of heightened attention for police and local authorities. Although such measures may seem extreme, they have proven effective to make sure students and staff members are safe.

A lockdown is a precautionary measure in response to a threat directly to the school or in the surrounding community. In a lockdown:

- All school activities are moved indoors.
- Depending on the type of lockdown, interior and exterior doors on campus are locked. No one, except for first responders, is allowed to enter or exit the building.
- Parents may not come to the school during a lockdown.
- Parents are also strongly discouraged from calling the school directly. Additional calls hinder the ability of staff to respond to the primary task: keeping everyone safe.

There are three lockdown codes at Vicksburg Catholic School:

- **Stay Put** – used when there is a minor emergency in the building with no danger to students or staff.
- **Secured Perimeter** – used when there’s a danger in the surrounding community, i.e. police searching for a criminal suspect in the area, dangerous weather, chemical spill or environmental hazard, etc.
- **Lockdown** – used when there’s a direct threat to the school or in the immediate area of the school.

Once a lockdown is put into place, civil authorities and school administrators work together to first ensure the safety of everyone on the school campus. The school places great emphasis on communicating with our parents, and as such, we will do our best to keep parents informed about major incidents as quickly as possible.

Each situation differs in the level of severity and how it impacts the school day and families. In a lockdown, parents may receive multiple forms of communication. VCS will utilize its mass communication tools to notify parents that a lockdown is in place and update the parents as the situation develops. This could include multiple phone messages, emails, web posts, or written letters after the fact.

When a lockdown is activated, what should parents do?

- Remain calm as school administrators and first responders manage the situation.
- VCS will send communications to keep parents informed. During a lockdown, parents are also encouraged to pay attention to the school’s website and mobile app.
- If a lockdown lasts for an extended period of time, or goes beyond dismissal time, students will not be allowed to leave until recommended by the appropriate authorities.
- Once it is determined safe, parents are required to pick up children from school or another designated staging area. The location for reuniting with the students will be given to parents.
- Students and parents are reminded that during an emergency situation, school phone lines must be kept clear. Parents are asked to refrain from calling the school to inquire about the situation or return a “missed” call from the school phone number. The automated telephone system will leave a voice mail and email you the message. Also, cellular sites may be overwhelmed due to a high volume

- of calls. It is critical to refrain from text messaging and cell phone use so that emergency services have priority to assist the students and staff on the site.
- During a lockdown, your child's school is a secure area. School officials and first responders are working together to keep everyone safe, and no one is allowed to enter or exit the school. To ensure everyone's safety we ask that parents please refrain from coming to the school campus during a lockdown. Once the all-clear is given, students and staff will be permitted to enter or exit the school again.
 - During a school crisis/threat, please **DO NOT ACCEPT AS TRUE** "rumors" that you may hear via social media. VCS will keep parents updated with the school's official mass communication tools.

Honors and Awards at St. Francis

Students in grades 3-6 are recognized at the end of the year for academic excellence. Students who maintained all A's in each subject area for all four, nine-weeks will receive the Principal's Scholar Award. Students who achieved all A's for the final grade in each subject will receive an All-A Honor Roll.

Sixth graders will be recognized in a ceremony after the end-of-the-year mass for their achievements.

Honors and Awards at St. Aloysius

Honor Roll

At the end of each nine weeks grading period, a St. Aloysius honor roll is compiled consisting of those students who have achieved distinctions in academics. In calculating the honor roll, those students (Grades 7-12) who achieve the following criteria will be named on the "Principal's List":

- Weighted grade point average of 3.75 or higher in the current marking period
- No honors will be awarded for a student with any grade of "C" or lower in the current marking period
- No honors will be awarded for a student with any "Incomplete" grade in the current marking period.

Graduation

a. Valedictorian and Salutatorian

These honors go to the students who have maintained the highest academic record throughout four years of high school. An analysis will be made of the students' cumulative weighted grade point averages. In the event of a tie, cumulative numerical unweighted averages will be taken into consideration. The valedictorian and salutatorian will be required to have attended St. Aloysius two full years as a junior and senior. Eligible honorees are subject to a disciplinary review.

b. Honor Graduate

Students who graduate in 2019 who have maintained a cumulative grade point average of 3.75 or higher will be named an Honor Graduate of St. Aloysius High School during their Graduation Ceremonies. Honor graduates will be required to have attended St. Aloysius both their junior and senior years. Eligible honorees are subject to a disciplinary review. The following criteria will be used to differentiate among the honor classifications:

1. Honor Graduate – the student must have maintained a cumulative GPA of 3.75 or higher on all high school courses attempted.
2. Honor Graduate with Distinction – the student must have maintained a cumulative GPA of 4.0 or higher on all high school courses attempted. He/she must also have at least 3 units of honors credit.
3. Honor Graduate with Special Distinction – the student must have maintained a cumulative GPA of 4.0 or higher on all high school courses attempted. He/she must also have at least 3 units of honors credit and 1 unit of advanced placement credit.

- c. Bishop Brunini Award
The Alumni Association of Vicksburg Catholic School and the senior class presents the Bishop Joseph Brunini Award for exemplary efforts in standing up for what is right in the face of societal pressures to do otherwise. This award is voted on by the Senior class. Eligible honorees are subject to a disciplinary review.
- d. Leadership Award
The faculty will recognize a graduating senior who has demonstrated leadership qualities. Taking the lead is often a difficult road in high school, because those seeking to be leaders must put themselves and their ideas on the line for all to see and criticize. Student leaders must be willing to put the interest of the school at large before their own interest. Good leaders are willing to share the credit when things go well and, just as importantly, to accept responsibility when they don't.
- e. Service Award
The faculty will recognize a graduating senior who has demonstrated a willingness to work without monetary compensation or without recognition for the benefit of those in need. Service is an important part of our senior program. Service can be expressed in various ways. In the routine of the day's work, many opportunities arise to help others.
- f. Spirit Award
The faculty will recognize a graduating senior who has demonstrated the spirit of the school. Spirit is a hard quality to define. It extends beyond someone who has a lot of school spirit. The award is given to someone who understands what St. Aloysius High School is all about and has tried to live it every day.
- g. Robert K. Foley III Scholarship
The St. Aloysius High School Class of 1993 has established a memorial scholarship fund in memory of their classmate, Robert Knox Foley III. The Scholarship will honor a St. Aloysius graduating senior who best exhibits the characteristics of Spirit, Service and Leadership in the same way that Robert lived his life.

The "Aloysius (A)" Awards

Each year the school presents awards to those graduating seniors who have made outstanding contributions through service work, scholarship and leadership in school-related activities. Students document their participation and honor points on required forms as instructed by their advisor.

- a. Medals will be awarded at Seniors Honors Program to those seniors who have earned the greatest number of points.
 - Top 3 – Gold "A" ▪ Next 4 – Silver "A" ▪ Next 5 – Bronze "A"
- b. Students who transfer may turn in a list of their activities and number of years they participated to their advisor. The "A" Award Committee will determine number of points to be given in each area.
- c. If points are received for being an officer or letterman, no points will be given for being a member of the activity.
- d. Sponsors of various groups may petition the administration to make additions to the list of honor points.
- e. Any student who does not attend meetings or fill the responsibilities of an office will receive no credit.

Student Athletics, Organizations and Activities

Students are encouraged to become involved in enriching activities beyond their academic involvement. All students in Grades 7-12 are eligible to participate in extra-curricular activities with due regard for requirements of class participation or scholastic achievement for some clubs. All athletic/cheerleading activities are governed by rules of the Mississippi Association of Independent Schools.

Limitations of Offices

To hold any school office, including Student Council offices, a student must maintain at least a cumulative 2.75 weighted grade point average and have a good discipline record.

Student Athletic, Club and Activity Finances

The finances of the student activities are handled through one student activity fund. Some clubs do have limited fund-raising projects and require members to pay dues. Part of the money may be sent to the state and national organizations and remainder saved for minor expenses of the local club. The school's Business Manager has a separate account for each club. All money collected is turned in to the club sponsors and then the school office. An accurate record of the club's account is kept by the treasurer and overseen by the sponsor. All funds are to be deposited the same day they are collected. Student activity funds must not remain in the possession of students overnight.

All purchases and reimbursements are done by a purchase order in accordance with Vicksburg Catholic School Purchasing Policies & Procedures. A requisition has to be properly filled out and have the appropriate signatures prior to a purchase order being obtained from the Business Manager. Reimbursements for expenses are subject to approval and must follow the proper procedures for requisitions and purchase orders.

Student Activities and Sports

The following outline describes recent activities and sports that have been offered. All clubs must be chartered through the Student Council within one month after the club's organization. All clubs must be newly chartered each school year. Sponsors and coaches have additional rules (including sign-ups and try-outs) for each activity.

1. Athletics

A variety of sports offer the opportunity for individual challenge and the development of team concepts. The athletic program strives to extend the educational process through sports and to develop better citizens physically, mentally and morally. We strive to teach the values of teamwork, respect, honest, self-discipline and healthy competition while keeping a religious and academic environment. All MAIS rules apply including eligibility. Athletics include:

Baseball	Football	Swimming
Basketball	Golf	Tennis
Cheerleading	Power Lifting	Track
Cross-Country	Soccer	
Flashettes	Softball	

2. Band – The “Purple Pride” marching band participates in athletic functions, local parades and ceremonies. Membership is open to all students who play musical instruments and to students who want to participate in the flag corps or a supportive role with the band.
3. Fellowship of Christian Athletes
Fellowship of Christian Athletes is a service organization formed to foster Christian values among students. Membership is open to all interested students.
4. Key Club
The Key Club is the youth service organization sponsored by the Kiwanis Club. Membership is open to all interested students.
5. Liturgical Team
The Liturgical Team is a student service ministry that is responsible for setting up and preparing a spiritual environment for school masses throughout the school year. Membership is based upon an application and selection process.
6. Math and Science Team – Academic teams that participate at various competitions in the State of Mississippi. Members are selected by the math and science department chairmen.
7. Mu Alpha Theta
Mu Alpha Theta is sponsored by the Mathematics Association of America. The purpose of the Mu Alpha Theta is the promotion of scholarship in mathematics and the employment and understanding of mathematics in high school and junior college. The student must have completed five semesters of college preparatory mathematics (Algebra I and higher) to be considered for Mu Alpha Theta. Qualifications for membership (induction and retention) include current enrollment in a college preparatory mathematics course and at least a 3.50 average in all college prep mathematics courses previously taken. If a student is no longer enrolled in a college preparatory mathematics course, he/she will no longer be a member of Mu Alpha Theta.
8. National Honor Society
The National Association of Secondary School Principals sponsors the National Honor Society. Its main purpose is to stimulate scholarship, to endeavor to place secondary education on a higher level and to establish a spirit of learning within the school society. The local chapter bylaws follow the national Constitution and guidelines in matters involving infractions of school rules and civil laws.
 - Candidates for membership must have spent one semester at St. Aloysius High school and must be a member of the sophomore, junior, or senior class. Students eligible for induction to this chapter must have scholastic average of 3.75 and meet the service hour requirements. Eligibility will then be considered on the candidate’s ratings in the areas of service,

leadership and character. Conduct, detentions, tardies and following the dress code will be taken into consideration when rating a candidate.

- To remain a member of the National Honor Society, a candidate must maintain a 3.75 scholastic average and meet the service hour requirements. If a candidate fails to maintain a 3.75 and/or meet the service hour requirement, he/she will be put on probation for one semester. If he/she fails to attain a 3.75 and/or meet the service hour requirement, he/she will no longer be a member of the National Honor Society.
- Members and applicants of the National Honor Society must complete and document at least 25 hours in the semester before invitation to join. Honor Society service requirements must be documented and approved according to the St. Aloysius Theology Service Learning program guidelines.
- Applicants must have a minimum of 8 activities.

9. National Junior Honor Society

Candidates include members of the 8th and 9th grades. Eligibility is the same as the National Honor Society. Members and applicants of the National Junior Honor Society must complete and document at least 20 hours in the semester before invitation to join. All rules of the National Honor Society apply to the National Junior Honor Society. Applicants must have a minimum of 5 activities.

10. Quiz Bowl – Academic competition team that participates in local quiz bowl tournaments. Members are selected by try-out process.

11. Retreat Team

“START” is a peer ministry organization providing retreats for grades 6-11. This group also presents prayer celebrations, mini retreats and spiritual experiences throughout the year. Retreat team members are selected by application process:

1. Student application being filled out and turned in by the set deadline.
2. Teachers are given the list of applicants and are given the opportunity to give their recommendations based upon their knowledge of the applicant.
3. The Director of Student Affairs prepares an incident report for each applicant.
4. Guidance Counselor reviews each applicants academic standing.
5. A panel of teachers is convened to review the completed applications and all other documentation to select a team.
6. Panel selects team.
7. Principal approves team.

An ideal retreat team consists of students who together are a reflection of the balance and diversity of the SAHS student Body. The team exhibits the following traits:

- Willing to share and defend their developing faith with all people.
- Exhibits compassion and empathy for others.
- Exhibits good decision-making skills.
- Exhibits respect for self and others.
- Exhibits creativity and a willingness to think outside the box.

- Collaborates well with others as well as independently.
- Exhibits good organizational skills.
- Exhibits punctuality.

12. Student Government Association

The student government association was established to foster leadership opportunities among the students by coordinating various activities at school. The student government association serves as the link between the student body and the administrators. It supports all school events, holds student elections, sponsors homecoming week through fund-raising activities and represents the school on all public occasions.

The student government association is composed of the following members who must maintain at least a cumulative 2.75 weighted grade point average.

President*	Class Officers
Vice-President*	National Honor Society President
Secretary*	National Jr. Honor Society President
Treasurer*	<i>*The whole student body elects these officers.</i>

Diocesan Policies and Regulations for Educational Institutions

A copy of the Policies and Regulations for Educational Institutions of the Diocese of Jackson is available in the office of the high school and online at <http://schools.jacksondiocese.org/education-overview/administration/>. The **complete** list of policy/regulations numbers and descriptions are included in the online manual.

COMMUNITY RELATIONS (1000 SERIES)

PERSONNEL (4000 SERIES)

ADMINISTRATION (2000 SERIES)

STUDENTS (5000 SERIES)

BUSINESS AND NON-INSTRUCTIONAL
OPERATIONS (3000 SERIES)

INSTRUCTION (6000 SERIES)



Disclaimer

In the absence of a policy in this handbook, the administration (in accordance with Diocesan Policy) reserves the right to determine policy should the need arise.

All Diocesan Policies as listed in the Policies and Regulations for Education Institutions of the Diocese of Jackson apply to Vicksburg Catholic School. In the event of inadvertent conflict, Diocesan Policy supersedes.