



**Parent/Student Handbook  
2018-2019  
Pastor – Father Trey Nelson  
Principal – Mrs. Michelle Gardiner  
Assistant Principal – Mrs. Laura Favaloro**

Accredited by National Catholic Education Association (NCEA)  
State of Louisiana  
Southern Association of Colleges and Schools (SACS)  
(As part of the Diocese of Baton Rouge District Accreditation)

St. Jude the Apostle Catholic School is an Equal Opportunity Employer

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

Revised August 2018



## *St. Jude the Apostle School*

9150 Highland Road • Baton Rouge, LA 70810 • (225) 769-2344 • FAX: (225) 769-0671 • [www.stjudebr.org](http://www.stjudebr.org)

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Dear Parents,

Welcome to the 2018-2019 school year! We are so pleased to say that this year is St. Jude School's 35th year in Catholic education. All of us at St. Jude would like to thank you for enrolling your child at SJS. We realize that in doing so, you are placing God's greatest gift to you in our care. We accept this responsibility with dedication and love and will work with you in developing each child to his/her fullest potential.

The rules and directives in this handbook are designed to assist you in understanding the expectations of our school community. We ask that you familiarize yourself with its contents in order to give SJS informed support and active participation in your child's education. Please review the rules carefully with your child, stressing the importance of his/her cooperation.

Thank you for entrusting your child to us in carrying out the mission of St. Jude the Apostle School. With your support, we will provide an atmosphere of Catholic values that foster individual academic excellence within a spirit of mutual respect and cooperation.

Sincerely,

Mrs. Michelle Gardiner  
Principal

Mrs. Laura Favaloro  
Assistant Principal

*Faith, Academics, Excellence*

## DISCLAIMERS

1. Excerpted from “*The Rights and Responsibilities of Catholic School Parents*,” published by the National Catholic Education Association”:

“Catholic school students and parents, as well as the Catholic school and its employees, have rights conferred by contract law. In enrolling a child in a Catholic school, a parent agrees to follow the rules of that school. It is impossible to identify every situation that can arise in a handbook; thus wording [is used] such as ‘other appropriate conduct’ or ‘conduct whether inside or outside of school that is detrimental to the reputation of the school...’ Your child is a representative of the Catholic school twenty-four hours a day, seven day a week, and is responsible for acting in a way that brings credit to Church and school. You will be required to sign a form stating that you have read the handbook and agree to be governed by it. Your signature serves as evidence that you entered into [this] contract and that you understand the provision of the contract.”

2. The Principal and administrative staff reserve the right to make any and all amendments to the Parent-Student Handbook during the course of the school year and the right to make necessary decisions for the education climate for all students

3. Note that any changes to policies listed in this handbook after publishing will be announced via *The Cougar* and on the school website.

4. After reading this handbook and reviewing it with your child, please sign and return the “**Parent/Student Handbook Acknowledgement Form 2018**” on August 8, 2018.



## Parent/Student Handbook Acknowledgement Form 2018

**Please sign this page and return with your designated child to his/her homeroom teacher on Wednesday, August 8, 2018.**

As a member of the St. Jude the Apostle School community, I promise to observe all policies, rules, procedures and activities with full support and school spirit. I have read the Parent-Student Handbook and am aware that the rules and policies are formed in the best interest of the students and will be administered fairly.

\_\_\_\_\_  
1. Parent/Guardian Print Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
2. Parent/Guardian Print Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
1. Student Print Name & Grade

\_\_\_\_\_  
Student Signature

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2. Student Print Name & Grade

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Student Signature

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3. Student Print Name & Grade

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Student Signature

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4. Student Print Name & Grade

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Student Signature

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5. Student Print Name & Grade

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Student Signature

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# **I. MISSION STATEMENT**

## **A. MISSION STATEMENT**

St. Jude the Apostle School provides a Catholic family environment, dedicated to the formation of each student's relationship with Christ through faith, academics, and excellence.

### Motto

Faith, Academics, Excellence

## **B. PHILOSOPHY OF EDUCATION**

St. Jude the Apostle School strives to provide an educational environment in which a student can attain his/her full potential. The school believes that each student should be treated and respected as an individual with recognized needs and differences. Through a growing understanding of their relationship with Christ, we hope to encourage each student to recognize and develop their unique talents and abilities. By providing an environment in which students can grow spiritually, emotionally, socially, and intellectually, the school strives to develop well-rounded citizens willing and able to contribute to their community.

As St. Jude School provides each student an opportunity to experience the Catholic heritage, we hope to instill a lifelong commitment to the Catholic faith through teaching, liturgy and example. We believe that through the experiences encountered at St. Jude School each student will develop into a happy, productive individual ready to meet the challenges of modern life. Each day, St. Jude students stand to pray and to recite the Pledge of Allegiance.

## **C. OBJECTIVES**

### Spiritual Objectives

- To provide religious experiences and instruction in which the child's faith becomes living, conscious and active
- To witness daily within the school and community an atmosphere of faith, love and concern for each other
- To stress the importance of Christian values as a dynamic force in our society today
- To assist faculty, children and parents in understanding the teachings of the Church in the light of continual renewal and growth

### Intellectual Objectives

- To provide a well-qualified staff able to address the individual needs of the students
- To provide students with the necessary academic skills to enable them to be self-supportive and productive members of society
- To meet the individual needs of each student through the implementation of different styles of teaching
- To provide a positive environment where there is both love and eagerness for learning
- To develop an appreciation of our American heritage by understanding the concepts of liberty, justice and democracy

### Social Objectives

- To promote a positive atmosphere throughout the school based on trust and respect for self and others
- To instill within the students the realization of their uniqueness and worth as individuals
- To help students understand and accept responsibility for their choices and resulting consequences

### Physical Objectives

- To provide opportunities for the physical development of each student
- To provide for the physical safety of all students
- To instill in each student an appreciation for the aesthetics
- To foster a wholesome attitude toward competition and to encourage good sportsmanship and a spirit of fair play
- To develop an understanding of good health and nutrition habits

## **D. PARENT COOPERATION STATEMENT**

It is considered 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 St. Jude Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**A good example is the strongest teacher. Your personal 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.

During these formative years (Pre-K to 8<sup>th</sup>), 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.

**Dividing authority between school and home or within the home will only teach disrespect of all authority.** Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Parental cooperation is required at all times. Uncooperative parental conduct can result in a student(s) being asked to leave SJS. This is in accordance with the Diocesan policy. If at any point a parent is disrespectful or hostile towards a staff member or student, the parent will be removed and may be unable to attend future events, or the student(s) will be asked to leave SJS.

The school does not give the parent the right to alter the school calendar for any reason. Parents may not form closed groups in the name of St. Jude School via social media outlets. There may be a time in order to support a child's continued enrollment at SJS that counseling with a certified counselor/ specialist could become a requirement. If such a requirement is needed, parents would be responsible to follow through with the recommendation to continue their child's enrollment at SJS.

Together, let this year begin 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.

## **II. ACADEMICS**

### **A. CURRICULUM**

Curriculum is defined as the total body of services of the school that affects each student: spiritual, physical, intellectual, cultural, social and emotional. Secular curriculum offerings in elementary schools are mandated in large measure by state government regulations. The Baton Rouge Diocesan Office of Religious Education prescribes religious curriculum programs.

The Diocesan curriculum guidelines, consistent with the state of Louisiana, are followed for all subjects.

St. Jude School's primary goal of curriculum is to provide the learning experiences that will instill in our students virtues, knowledge, understanding and skills necessary to achieve the above-stated "services" in keeping with the stated philosophy of our school. Integrated into our curriculum are components of old school wisdom and new school technology.

The General Catechetical Directory states, "The first roots of religious and moral life appear at the very beginning of human life. In the families of believers the first months and years of life, which are of the greatest importance for a man's balance in years to come, can already provide the right conditions for developing a Christian personality." We believe that, as primary educators, it is the parents' responsibility to create a climate of joy, love and peace in the home. The school is, therefore, a support to the parents in the task of educating their children. Prayer in the home, regular attendance at Liturgy, and life in a faith-centered family is the nucleus of the child's religious training.

Our aim is to help our students discover the full life that Jesus promises us through formal religious instruction, prayer, Liturgy, service activities, and religious retreats. Pre-K through 8<sup>th</sup> grade participate in retreats during the school year.

The regular course of studies for students in all grades includes the following: religion, language arts, mathematics, science, social studies, music, physical education, computer, art and French.

The physical education teacher is responsible for grading students in P.E. class. Skill is not the main factor that is considered. Sportsmanship, team cooperation, effort and participation are factors reviewed in grading.

In order to allow teachers to meet a student's individual needs, students are placed in appropriate groups based on standardized test scores, classroom performance and teacher observation. The teachers and administration make all final decisions regarding grouping.

New students to St. Jude School are placed in regular classes. Teachers are given the opportunity to assess classroom performance and grades. A new student's placement may be adjusted after these observations take place.

Students must complete the required skills to the minimum degree at each level before advancing to the next level. The skills and concepts are sequential in order beginning with level one. Parents will be notified by the teacher if a grouping change will be made.

Based on St. Jude grouping policies, students in 5<sup>th</sup> – 8<sup>th</sup> grades may be placed in either Honors Math or Literature. A grade of C or below in either honors course may result in a different course placement. Final course placement decisions will be made by the teachers and administration.

### **High School Credit**

Students may take Algebra I for high school credit based on their performance and ability as measured by our grouping criteria.

## **B. GRADING SYSTEM**

Grading scale for academic purposes is set by the Diocese of Baton Rouge and individual schools may not alter.

Students in grades 1<sup>st</sup> through 8<sup>th</sup> use the grading system below.

The grading scale used at SJS for academic purposes is as follows:

- 100-93 – **A** (Outstanding Achievement)
- 92-85 – **B** (Above Average Work)
- 84-75 – **C** (Average Accomplishment)
- 74-67 – **D** (Below Average Work)
- 66-0 – **F** (Failure)

The conduct grading scale used at SJS is as follows:

- 100-94– **A** (Outstanding Achievement)
- 93-86 – **B** (Above Average)
- 85-78 – **C** (Average Accomplishment)
- 77-70 – **D** (Below Average)
- 69-0 – **F** (Failure)

Pre-K students use Mastered, Emerging, and Non-Evident as the grading scale. (M,E,NE)

Kindergarten students use Satisfactory, Needs Improvement, and Unsatisfactory as the grading scale. (S,N,U)

## C. REPORT CARDS

Report cards are issued four times per year for grades K – 8<sup>th</sup>, at the end of each nine-week period.

Pre-K students receive report cards twice per year with a checklist of mastered objectives.

All report cards should be carefully checked, signed by the parent with a first and last name, and returned by the date indicated on the report card.

Grades recorded on the report card (letter symbols) represent the percent average as recorded by the teacher. Grades are usually recorded alphabetically on report cards (the alphabetical grade will reflect the percentage grade recorded in the teacher's grade book). Daily work – including participation, assignments, quizzes and tests given during the nine-week period – helps to constitute a student's mark. Consideration is also given to a student's effort in class. Standardized testing scores have no bearing on grades earned.

Official progress reports will be sent via RenWeb after the first 4 1/2 weeks of each grading period, and will inform the parent of the student's current progress. Interim progress reports may be sent at any time between marking periods to parents of students who need some type of special attention.

The **first two quarters** comprise the first semester for grades 1<sup>st</sup> - 6<sup>th</sup>. The **first two quarters plus the exam grade** comprise the first semester for grades 7<sup>th</sup> - 8<sup>th</sup>. The **exam grade** will count as 1/5 of the semester average, and the quarter grades count as 2/5 each. Mid-term and final exams will be administered to 7<sup>th</sup> and 8<sup>th</sup> grade students. The grades on these exams will appear on the report card. The **final grade** is the average of the first and second semester grades.

### **Exam Review Policy**

Students in grades 7<sup>th</sup> and 8<sup>th</sup> take mid-term and final exams. These graded exams are not sent home. Parents may request to view the exams at school. **Exams may not be copied, photocopied, or reproduced in any manner when parents review the exams.**

## D. HOMEWORK

Homework is an integral part of a student's education and evaluation. The amount of homework assigned may depend on a child's completion of work in school. It is of utmost importance to keep in mind that written work is not the only kind of homework. Study work also constitutes an important part of every student's homework.

In general, work is assigned to students according to individual needs and abilities. Beginning in kindergarten, students will have homework assignments on a regular basis. The amount of time required each evening will increase at each grade level. More study time and homework should be expected in the upper grades. Occasionally, special projects may involve additional time. These are generally assigned well in advance and should not be delayed until they are due. Parents should check on student assignments to see if they are done; however, the accuracy of such assignments will be reviewed in school.

Homework is assigned as purposeful learning, usually intensifying work already presented in school. Failure to submit home assignments will usually result in a lower final grade.

Students should also practice reading activities on their level every night. It is important that time is devoted to practicing these skills. Parents can become involved in this reading, either by discussing the material that was read, listening to the child read aloud, or reading to the child.

## E. STUDENT WORK

Quality work is expected of every student. Messy or careless work indicates a lack of personal pride in accomplishments. Our teachers will accept nothing but the best work from our students.

- Papers that are rumpled, folded, torn from spiral notebooks, or pulled from binders are not accepted.
- When mistakes are made, they must either be neatly erased or marked through with a single line.
- Penmanship must be neat and legible. A teacher has the right to refuse any work that is not written to the best of the student's capabilities.
- Students should never write in ink until they reach the fourth grade.
- It is recommended that all **math** work be done in **pencil**.

### **Parent Signature of Student Work/Reports/Letters**

For any document requiring a Parent/Guardian Signature, a first and last name should be signed.

### **Summer Student Work**

Students entering grades 3<sup>rd</sup>- 8<sup>th</sup> are required to complete summer math work selected by St. Jude School.

Students entering grades 4<sup>th</sup> - 8<sup>th</sup> are required to complete summer reading work selected by St. Jude School.

## F. STANDARDIZED TESTING

The full battery of standardized tests is administered to students in accordance with the policy of the Diocese of Baton Rouge. The ACT Aspire testing program is given to students in grades 3<sup>rd</sup>- 8<sup>th</sup>. Test results do not have a bearing on a student's grades. However, a student's standardized test scores, in addition to classroom performance, will be used to determine educational placement. Results are sent to the parents when received from the testing company and directed by the Diocese to do so.

## G. TEXTBOOKS

Textbooks are loaned to the student at the beginning of the school year. Any child who loses or damages a book in any way will be held responsible. The student will not be issued another book until compensation has been made. The student must pay for any lost or damaged books prior to the end of the school year. Please be aware that any damage will result in an assessment fee. **Textbooks are to be covered at all times.**

## **Lockers**

Each student is assigned a locker or cubby in which to store textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specific times. The school reserves the right to inspect lockers at any time.

## **School Supplies**

Students will be provided with a list of needed school supplies. These supplies are available at any school supply store or may be ordered within the given timeline for the next school year through the St. Jude Home & School Association (grades Pre-K-8<sup>th</sup>). Supplies that have been lost or consumed during the school year must be replaced promptly.

## **H. BACKPACKS**

Students in grades Pre-K through 4<sup>th</sup> grade may not have rolling backpacks.

Students in grades 5<sup>th</sup> – 8<sup>th</sup> grade may have rolling backpacks.

Students may not have toys, cards, games, etc. in their backpacks. Backpacks are to remain closed and contents are to remain inside backpacks during morning arrival and afternoon dismissal.

The school reserves the right to inspect backpacks at any time.

## **I. RETENTION POLICY**

SJS has established minimum standards of performance that the child must meet if he/she is to be promoted to the next grade level.

A primary skill developed in grades 1<sup>st</sup>-4<sup>th</sup> is reading. Without this ability, it is not advantageous for a child to be promoted, as most learning is directly related to reading skills. For this reason, a child in grades 1<sup>st</sup>-4<sup>th</sup> may be retained if he/she receives a reading grade of C or below as a final average.

Along with these general promotion and retention policies, it is often necessary to examine a child's functional level in all class settings to determine appropriate placement. Our homeroom teachers, along with the reading and math teachers, assess the individual child's progress. Standardized test scores are also examined. A reading score below the 50<sup>th</sup> percentile is a cause for concern and may indicate that retention or evaluation is necessary in grades 3<sup>rd</sup> -8<sup>th</sup>.

In order to pass a major subject in grades 4<sup>th</sup>-6<sup>th</sup>, a student must earn a minimum yearly average of 67% and a passing grade during the third or fourth nine weeks.

In order to pass a major subject in grades 7<sup>th</sup> and 8<sup>th</sup>, a student must earn a minimum yearly average of 67%. The first semester average will also be reviewed.

If a student fails two or more major subjects, he/she will be retained in the same grade if he/she wishes to remain at SJS. A student failing one major subject is considered "conditionally promoted" and must receive 40 hours of remediation during the summer months. This can be done through summer classroom work at an approved school.

**The major subjects in grades 1<sup>st</sup>-2<sup>nd</sup> include: Religion, Reading, Mathematics, English, and Spelling.**

**The major subjects in grades 3<sup>rd</sup>-8<sup>th</sup> include: Religion, Language Arts (Reading, English and Spelling), Mathematics, Science and Social Studies.**

Also according to the Administrative Manual for the Diocese, section 6.2.1.3, Kindergarten is a required grade and the classroom teacher and administration make the final decision as to promotion or retention of each student. While Pre-Kindergarten is not a required grade, in some circumstances, due to a child's developmental readiness, a child may not be ready for Kindergarten at the completion of Pre-Kindergarten. Again, final placement decisions are made by the classroom teacher and administration after conferencing with the parent.

### **Special Considerations**

If a student is unable to keep up with his/her class, he/she may be placed in a lower grade at the administration's discretion after consultation with the parents and the teacher. This will be contingent on the suitability of the learning environment and available space for the student in the needed grade.

### **Academic Probation**

A student, whose performance indicates serious deficiencies, may be placed on academic probation. Probation will last 9 weeks. At the end of that time, if there is no improvement, a child may be removed from school.

## **III. ATTENDANCE**

Regularity of attendance and punctuality are important to a student from the first day of school. Repeated/excessive absences or tardiness may result in non-acceptance for the following school year or retention in the given grade level. State law and Diocesan policy require that elementary students (K – 8<sup>th</sup>) be present a minimum of 160 days per year. (LA Bulletin 741). The academic calendar has 178 school days. Doctor's excuses must be provided for any absences that exceed the minimum number of days required. Students not present for 160 days may be retained. Students not present for 160 days per year will not be given credit for the year's work.

Exceptions can be made only in the event of extended personal illness as verified by a physician and/or other extenuating circumstances as approved by the principal.

Section 221 of Title 17 of the LA Revised Statutes states that the responsibility of a child's school attendance is placed on the child's parent or legal guardian. This responsibility includes awakening the child in sufficient time each morning and ensuring that the child, in fact, arrives at school at the appointed time.

Please remember that one of the major reasons for academic difficulty is extended absences.

Please do not arrange trips, vacations, etc. during the days that the student should be in school. Planned absences are discouraged during the school year. Additional school days should not be missed prior to or following a school holiday.

## A. ABSENCE

School administration should be notified of planned absences.

Extended or frequent out-of-town trips or events of a non-education nature are not considered good reasons for absence.

Extended periods of absence from school will result in the student being required to make up the deficiency in his/her work. Students are not excused from tests or assignments scheduled during their absences. Work will not be issued prior to the absence. It is the obligation of the student and/or parent to make arrangements with the teacher to make-up missed work. Grades may reflect work that has not been made up.

In the event of a one or two day absence, make-up work or tests must be completed in the number of days equal to the number of days absent.

For administrative purposes, a child who misses less than three hours will be counted as having missed 1/2 day of school. Three or more hours missed will be considered as a full day's absence.

Any time a student is absent, the parent is asked to:

- Call the school office or email school receptionist and child's homeroom teacher before 9 a.m. on the day the student is absent and report the following information:\*
- Name of person making the call and relationship to the student
- Name of student and grade
- Reason for the absence
- Request for homework (grades K-4<sup>th</sup>).

Grades 5<sup>th</sup>-8<sup>th</sup> have an assigned homework buddy to get assignments.

*\*This is to be done every day the student is absent, unless the parent stated the number of days the student will be absent in advance. Homework requests should be made by 10:30 a.m. Homework must be picked up daily between 2:40 and 3:15 p.m. Please do not request an earlier pick-up time.*

School office hours are 7:30 a.m.-3:15 p.m.

The student is responsible for making up all work missed upon returning to school; this includes make-up tests.

- Send a written note to the child's teacher on the day the student returns to school explaining the reason the child was absent. If the child is absent three or more consecutive days or has had a contagious illness, a doctor's excuse is required for the child to be readmitted to class.
- A doctor's excuse is required for checking in/checking out for appointments.

**Students absent from school may not participate in any sports or extra-curricular activity/practice on the day of, or the duration of, the absence.**

## B. TARDINESS

- A student is considered tardy\* if he/she comes to school after the second bell has rung (7:55 a.m.) or checks out prior to regular dismissal (2:55 p.m.).
- If a student is late for school, a parent must sign in the student at the school office before the student can go to class.

- The student will be given an admit slip from the school office before reporting to class.
- Tardy students will not be admitted to class without an admit slip.
- Every effort should be made to schedule appointments for students before or after school hours.

\*Tardy policy as per LA Bulletin 741 which governs non-public schools

### **C. EARLY DISMISSAL**

Please do not arrange for an early dismissal unless absolutely necessary.

It is preferable that no appointment (doctor, dentist, etc.) be made during school hours. However, if this is absolutely necessary prior to regular dismissal time at 2:55 p.m., please come to the school office before 2:35 p.m. to check out a student. Follow the procedure below.

- Send a written note with your child stating the reason and time you wish to pick him/her up. If circumstances arise after your child has left for school, please call and inform the school.
- Please arrive at the school office prior to 2:35 p.m. to check out your child. Students will not be allowed to go home alone or wait in the office. Please do not pick up early on a regular basis. Appointments/extra-curricular activities should be scheduled after dismissal.
- Sign your child out in the school office. A parent or guardian must be present for a child to be called to the school office. Please do not call in advance to have your child waiting for you.

## **IV. DISCIPLINE POLICY AND PROCEDURES**

To nurture a child in his/her development it is necessary to discipline with love and respect. In order to achieve our goal of self-discipline for each child at SJS the school has endeavored to establish an atmosphere of peace, harmony, and respect for authority. This involves the parent as well as the school in the process of discipline, which is intended to enhance and enrich the student's life in such a way that he/she realizes that he/she is disciplined with love and concern and that he/she will develop self-discipline during these formative years of his/her life. With this in mind, SJS has established guidelines that are to be followed.

Each teacher at SJS expects acceptable behavior in the classroom, and therefore communicates his/her specific expectations to his/her students. There are many areas outside of the classroom that also warrant the use of good judgment, courtesy, and specific behaviors. No student may leave the school campus without permission from the office. While on campus students should fully understand that any member of the faculty and staff of SJS have the authority to correct misconduct.

### **A. STUDENT COMMITMENT AND DELEGATION OF AUTHORITY**

One of the most important tasks of teachers and parents is to enable students to successfully function under reasonable limits of behavior. Students enrolled at SJS have, by their presence, implicitly acknowledged and agreed to abide by all guidelines stated in the Parent-Student Handbook. Likewise, parents of SJS students are assumed to have recognized that the teacher takes the place of the parent in the classroom and should be supported in his/her actions or recommendations in order that his/her authority with each student remains intact.

Developing student self-discipline – which becomes evident in self-control, character, orderliness and efficiency – is an important outcome of our educational philosophy. Toward this end, directions given to students by any staff member – including office personnel, teachers, teaching assistants, etc. – must be followed immediately. Parent volunteers are due the same courtesy and obedience. Talking back or defiance in any form will not be accepted or tolerated. Students are expected to respond to adults in a courteous and polite manner.

In order to ensure an atmosphere that promotes learning and understanding, it is necessary that certain levels of conduct and discipline be maintained. We ask that you never, under any circumstances, question the authority of a teacher in the presence of your child.

The parental role in establishing definite patterns of discipline can never be overrated. The school seeks to build on the home foundation and work in cooperative partnership with the parents.

### **Student Accountability**

The following rules and regulations are basic guidelines. They should be followed, and will be enforced. Exceptions to the rules will be made only if they are deemed necessary by the administration.

## **B. GENERAL STUDENT EXPECTATIONS**

### **Academic Honesty**

The use of teacher manuals, textbook ancillary materials, former tests acquired by parent, guardian, or student is strictly prohibited. The 15% grade deduction for cheating will be applied to any student's grade that has been found using these said materials.

- A student should not be in a classroom before school, during recess or after school without a teacher present. This is in the best interest of the students' safety.
- Quiet is expected immediately after the bell rings in the morning, after each recess, and during any announcements made over the P.A. system.
- Playing is never allowed in the restrooms. No student is to use a restroom at any time without the permission of a teacher.
- SJS reserves the right to search anything brought onto the school/parish property.
- Kindle and other e-reading devices, radios, CD players, iPod, iTouch, iPad, and MP3 players, calculators (unless desired by the teacher), toy guns, water pistols, sling shots, fidget spinners, knives, hard balls, tobacco (in any form), weapons of any kind, electronic games or devices and any other items that conflict with our educational philosophy are prohibited from campus at all times.
- No 'smart watch' or 'smart' type device allowed on campus including Fitbit, Apple watches, etc.
- No cell phones are allowed on campus. Any cell phone found will be held in the school office and must be picked up by a parent. Parents must contact school administration if a child needs a cell phone at school. Use of a cell phone at school may result in suspension.
- Fighting or loud disturbances on campus are not in accordance with Christian conduct and brotherly love, and are not acceptable.
- The use of foul language and gestures is unbecoming of any Christian person and is not acceptable for an SJS student. We encourage only positive and motivating language among fellow students and in teacher/student conversations.

- Destruction of any school property is not tolerated.
- Gum chewing is not permitted on campus. Candy may be eaten only with the express permission of the teacher. No breath strips, mints, etc. permitted.
- Students are not permitted to have liquid paper in their possession.
- No aerosol and/or glass products are permitted on the school campus (i.e. hair spray, deodorant products, etc.). Please do not allow your child to bring any glass containers to school. No hand sanitizer permitted for an individual. Hand sanitizer is available in all classes.

### **C. CHURCH BEHAVIOR**

All students, regardless of religious denomination, are to have reverent and meditative attitudes in Church. This behavior is to continue from the moment they enter Church to the end of the Liturgy or assembly. Upon entering Church, students are expected to bow their heads in reverence to the Blessed Sacrament before entering the pew and to participate fully in the Liturgy. Students are expected to show special reverence to the Blessed Sacrament at all times, but especially during the reception of Holy Communion.

### **D. EARLY CHILDHOOD AND ELEMENTARY**

Early childhood and elementary school teachers will provide information concerning the discipline code appropriate to the grade level of the students. Parents may be asked to indicate their support of the discipline system by signing a code of discipline letter sent home during the first week of school.

### **E. MIDDLE SCHOOL**

Middle school students are expected to adhere to Honor Code policies per the Middle School Discipline Plan signed by each student and parent.

### **F. CONSEQUENCES**

Because of the community nature of rules and regulations appropriate to SJS, any student who chooses not to meet his/her responsibilities will be subject to disciplinary action. **Students may be disciplined for behavior inside/outside of school which is detrimental to school's image/reputation or to another student.**

When efforts on the part of the teacher fail to motivate a student and he/she displays consistent lack of cooperation and disregard for the standards of expected behavior or the school's education program, disciplinary consequences become necessary.

### **G. OFFENSES**

The following offenses are additional examples of grounds for possible severe disciplinary action including but not limited to detention, suspension, or expulsion.

- Not adhering to the Academic Honesty Policy
- Blatant and/or willful disrespect or disobedience to any faculty or staff member
- Destruction of school or personal property

- Behavior that may endanger the safety of others or cause physical or emotional harm to another person (including harassment of another student – physically, verbally or through written word). This includes e-mail, text messaging and other forms of social media
- Maintain an “F” average for a nine weeks period in conduct
- Use of cell phones or electronics on campus
- Stealing of school or personal property
- Sale, possession or usage of alcohol, drugs, e-cigs, vaping devices, smokeless tobacco, or tobacco on school premises
- Vulgarity in speech or action
- Violation of technology policy
- Chronic and incorrigible misbehavior that impedes the academic progress of other students
- Truancy
- Any deliberate action that causes serious disruption to the school or community
- Any weapon, weapon like item, or item used to appear as a weapon
- The making of an unfounded charge against anyone
- The habitual violation of expected behaviors for SJS students
- Cheating/plagiarism - A student caught cheating on a test will receive 15% deduction off the grade earned on the test, as well as, serve detention. Plagiarism of any type will result in 15% deduction of the grade earned.
- Pictures
- Sites such as *Facebook, Instagram, Snapchat, Twitter* or any forms of social media are not considered acceptable for Pre-K-8<sup>th</sup> grade students. Any student found posting inappropriate content to these sites will be subject to disciplinary action – including expulsion. The Diocese of Baton Rouge advocates the use of innovative technology resources in its students’ academic pursuits. However, because the Internet is a public forum with unrestricted access, all schools contained within the Diocese of Baton Rouge reserve the right to discipline any student for the posting of information on the Internet by that student regardless of the origin of the post. Disciplinary action can be taken as a result of any information or photographs in any format related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any website, chat room, social media, e-mail or other messaging system that is deemed threatening, harassing, or spreading false, defamatory or morally inappropriate material.
- Any other violation deemed deserving of disciplinary action as determined by the principal.

Any student who fails to adhere to this policy is subject to disciplinary action, including expulsion. (In situations in which laws may have been violated, civil authorities may be notified.)

## **H. DIOCESAN HARASSMENT, HAZING, AND BULLYING**

To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge do not condone harassment, hazing, or bullying of any kind. All school community members are to be treated with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication.

Public defamation of a student, a parent, or an employee is serious whether this is done orally, in writing, via email, text messaging, or on the web and whether it is done on a school or a home computer during school time or after hours. St. Jude the Apostle’s name, staff

names, and student names are not to be used in public or online formats including websites, blogs, emails, and social media.

Any individual found to be participating in any defamatory activity will be subject to disciplinary action by the school, which could include expulsion/termination.

- A. **Harassment** is annoying or unpleasant behavior toward someone including, but not limited to, threats, offensive remarks, or physical attacks. Verbal harassment shall include derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to another. Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- B. **Hazing** is a form of harassment that involves intentional, knowing or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team or other group. Culpability includes hazing practices mandated or voluntarily entered into by any party.
- C. **Bullying** behavior is the repeated harassment and targeting of another with the intent to cause emotional, physical, or psychological harm. A student, parent, or staff member who is aware of the above behaviors taking place towards a student must report to the administrative or guidance office the alleged acts in a timely manner. The office will speak to the students involved to determine if the alleged acts constitute harassment, hazing or bullying per Diocesan guidelines. A student involved in any instance of harassment, hazing, or bullying is subject to detention, suspension and/or expulsion.

## I. DETENTION

Students in grades 3<sup>rd</sup>-8<sup>th</sup> are subject to disciplinary referrals that result in an after-school detention. Students in grades K-2<sup>nd</sup> will receive a disciplinary referral, considered a warning, for the first offense. Any infraction thereafter can result in a conference with the parent, teacher, assistant principal, and principal. Should an incident occur that we feel warrants immediate action, we may forgo the disciplinary referral and take appropriate action.

All after-school detentions will be served on Wednesday from 3:00 to 4:00 p.m. A notice is sent home in advance informing the parent of the detention. It must be signed and returned to the homeroom teacher the next day. You are asked to make arrangements to have your child picked up promptly at 4:00 p.m. Students not picked up by 4:00 p.m. will be sent to the Extension Program, and a fee of \$10 will be charged for each 15-minute period that the student is kept in Extension (\$20 for 30 minutes, \$30 for 45 minutes, \$40 for an hour).

This fee is assessed only to students who are not regularly enrolled in the Extension Program.

Students missing detention or having to leave early will serve two detentions. If a student receives five (5) detentions within a school year, the student may be suspended. Note that any isolated incident of a serious nature may result in immediate suspension even if the student has had no prior detentions.

## **J. SUSPENSION**

Suspension is a severe consequence for continued inappropriate or irresponsible behavior or a serious behavior violation. If a student receives five (5) detentions within a school year, the student may be suspended. During off-campus suspensions, parents are responsible for their children.

A student will be assigned work to complete during their time out of school. The work should be turned in upon returning to school, and any tests given may be made up upon return to school. Due to the fact that the student will not participate in classroom testing or classwork, 15% of the grade will be deducted off the top. Conduct cards should receive 18 points off for the week of suspension in addition to any other card signs the student may have received.

In all suspensions, the student is responsible for all assignments missed during the time suspended. He/she should contact his/her assigned homework buddy to receive assignments and handouts.

**Students may not attend or participate in extra-curricular activities both on and off campus for the duration of the suspension.**

A **probation period** is given to a student who has been suspended and is in effect for the remainder of the school year. During this time, the student will be notified of specific conditions that, if not adhered to by the student, may warrant his/her expulsion. Additionally, either repeated or continued disciplinary actions may warrant his/her expulsion.

## **K. EXPULSION**

**Expulsion** is used as a last resort and only after other avenues of correction have been used and proven unsuccessful or if an action is so inappropriate as to warrant immediate expulsion. Threats made to any student or staff member will result in immediate suspension/expulsion as defined by Diocesan policy.

The principal will make the final decision concerning the expulsion of a student after conferring with the parent, student and teachers.

## **L. GRADUATION PRIVILEGES**

Participation in the eighth grade field trip, dance, brunch, awards, and graduation ceremony is a privilege and may be withheld if disciplinary issues warrant.

## **M. DRUG-FREE/FIREARM FREE ZONES**

St. Jude School is a drug-free, violence free, and firearm free zone. This applies to all students, employees and visitors on campus and includes concealed carry permits.

### **Possession of Weapons on Campus**

R.S 14:95.2 creates the crimes of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school-sponsored functions, or in other designated zones. The law provides that a dangerous weapon includes, but is not limited to, a firearm or

other object, any gas, liquid, or other substance, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such a weapon within 1,000 feet of the school's property, on a school bus, and at any school-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra-curricular activities. Whoever is convicted of the crime of carrying a dangerous weapon, whether a student or a non-student, is subject to a maximum penalty of imprisonment with or without hard labor for not more than five years.

## **N. PROPERTY DAMAGE**

A student found guilty of defacing or injuring school property, losing property given to the student on loan, or any other offense against building or property shall pay for the damages and will be referred to the principal for appropriate disciplinary action.

## **O. GRIEVANCE POLICY**

In matters of expulsion, serious deviation from handbook policy, or denial of graduation privileges, a grievance may be advanced to the School Advisory Council Grievance Committee, only after a conference has been held with school administration and the Pastor.

## **V. COMMUNICATION**

### **A. TEACHER CONFERENCES**

Parent-teacher conferences are scheduled during the school year; however, parents are encouraged to contact teachers at any time to discuss the child's progress. If a parent wishes to schedule a conference, please contact the appropriate teacher through e-mail, sending a note with your child, or calling the school office. Your message will be given to the appropriate teacher, and a conference will be arranged for you. Since class time is valuable and important, conferences may not be scheduled during this time.

**Parents should not call or visit the homes of any staff members, teachers or secretaries concerning school matters.** In the event that information concerning the school or your child is needed, please call the office during school hours from 7:30 a.m. to 3:15 p.m. If a question arises concerning the school or your child, you are asked to contact the teacher to resolve the concern. The office should **not** be contacted prior to contacting the teacher. Please allow a reasonable response time of at least 24 hours during the school week before expecting a reply.

Administration, faculty, and staff members may not discuss another student's academic, behavior, or discipline records with anyone other than the child's parents or legal guardians.

If you have a concern with your child, first see the teacher. SJS follows the appeals process stated in the Administrative Manual of the Diocese of Baton Rouge.

## **B. TELEPHONE CALLS AND MESSAGES**

Students and teachers should not be called to the phone during school hours unless it is an emergency.

Teachers should respond to phone calls and emails within 24 business hours. Please note that during the day, teachers have limited access to check emails.

## **C. PARTIES/BIRTHDAYS/COLLECTIONS**

No peanut products, including peanut oil or any products containing peanuts may be served at class parties or special events. Guidelines are provided to room mothers each year.

In Pre-K, each child's birthday will be recognized in a special way at school. Cupcakes or cookies may be brought by the parent to celebrate with the class at snack time. A special day will be set aside for each child whose birthday falls outside the school year. Parents may join their child for this special celebration. Teachers have the final say of what the date will be for this celebration for all students.

Kindergarten and First grade students continue to celebrate birthdays at school with a special snack. However, parents may not join them for this special snack. Teachers have the final say of what the date will be for this celebration for all students.

No birthday treats will be shared at school in grades 2<sup>nd</sup>-8<sup>th</sup>. All students receive a birthday ribbon and ice cream on their celebrated day.

Room Mothers, in cooperation with the principal, assistant principal, and the Home & School Association, may plan class parties for special holidays throughout the school year. Students counted as absent the day of the party may not attend the class party.

Invitations for schoolmates to attend birthday parties, private parties, clubs, or other events or activities are not to be issued at school unless an entire homeroom, or all boys or all girls in a homeroom or grade level are invited.

Aside from collections for any school-wide drives, special permission of the principal is required for any other collection. No requests for money or donations are to be sent home without the approval of the principal.

## **D. COMMUNICATION SOURCES**

SJS communication sources include but are not limited to: email, text message, RenWeb, The Cougar, The SJS webpage, phone alerts, etc. Communication between school and home is extremely important. Please make sure all contact information is current.

## **VI. CONFIDENTIALITY**

St. Jude Catholic School respects the confidentiality of the families it serves and the faculty/staff it employs. School officials will keep information confidential as long as no one's

life, health or safety is at stake. Parents will be notified promptly of concerns relating to students' life, health or safety.

Academic records, as well as student demographics, are made available to high schools during the high school admissions process. Administration will complete recommendation forms for students in the eighth grade as part of the high school application process.

St. Jude School will not complete recommendation forms for other schools.

### **Non-Custodial Parent/ Custody**

The law holds that parents do not cease to be parents when they no longer have custody of their children. Therefore, St. Jude School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, SJS will provide the non-custodial parent access, upon request, to the child's academic records and other school related information. If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide SJS with an official court-certified copy of the current court order. It is assumed by the school that parents will abide by the current court order. SJS assumes no responsibility for compliance with a court order. School Administrators and teachers do not become involved in custody issues between parents. A parent may also provide SJS a current copy of the custody section of the divorce decree, which would also indicate to whom a child's information may be released.

In the case of legally separated or divorced parents, a copy of their custody records, including the parenting plan, must be submitted to SJS to be included in their child(ren)'s files. Documents must be submitted to school administration during the enrollment process or in the event of changes, at any point during the school year.

### **Child Abuse Laws**

St. Jude School abides by the laws of the state of Louisiana and the policies of the Diocese of Baton Rouge. The law mandates that all suspected cases of abuse or neglect must be reported.

## **VII. EXTRA-CURRICULAR ACTIVITIES**

Students who elect to participate in extra-curricular activities must remember that, in doing so, they are assuming the responsibility of maintaining acceptable behavior at all times. Through their participation they represent the total enrollment of our school. Should a discipline problem arise concerning a student involved in extracurricular activities, a conference will be scheduled with the parent in order to determine if continued participation is in the best interest of the student. The final decision in this matter will be left to the discretion of the principal.

Because participation in extra-curricular activities requires additional time after school and away from academic preparation, it is necessary for parents to consider this aspect when allowing their child to take part in after school activities.

The results of the previous year's fourth nine weeks' report card grades, including conduct, will be used to determine eligibility for sports played throughout the first nine weeks of the school year. Each subsequent report card will determine eligibility for the entire nine weeks' period that follows.

**Only students currently enrolled at St. Jude School may participate in or tryout for extracurricular activities.**

### **Use of School Grounds**

**Any use of school grounds, outside the approved SJS activity / calendar events must be pre-approved by the principal and/or the school insurance carrier.**

## **A. ACTIVITIES FOR STUDENTS**

**CSAA:** Eligibility requires an overall GPA of 2.25 and no F's in any academic subject in order to participate. Also, any student participating in an athletic activity must maintain at least a B average in conduct. If the student fails to maintain these requirements, he/she will be put on probation for one grading period. (A grading period is determined by progress reports and report cards.) If no improvement is noted, he/she will be removed from the activity.

**CHEERLEADERS:** Prospective cheerleaders are required to complete an application form that is reviewed by the administration and cheerleader moderator in order to evaluate the areas of academics and discipline. Cheerleading at SJS is a female only sport. Cheerleaders must maintain an overall GPA of 2.25 (no grade of F is allowed) and a B average in conduct. If these requirements are not maintained, she will be put on probation until the next grading period. If there is no improvement, she will be removed from the squad. Parent cooperation is required or the student will be removed from the activity and/or squad.

**ALTAR SERVERS:** Students in grades 4<sup>th</sup>-8<sup>th</sup> are encouraged to become altar servers. This is considered a privilege and the student's conduct must reflect acceptable behavior.

**JUNIOR BETA CLUB:** Eligible students are invited to join the Jr. Beta Club at the beginning of their seventh or eighth grade year based on their 4<sup>th</sup> nine weeks averages from the preceding year. A student must have a 3.25 overall average or better. The GPA shall be computed as follows: No C, D, or F is allowed, other than a C in Honors Math. Students must receive an A or B in conduct. Enrichment grades will not be used in calculating averages. All invited members will be inducted unless they choose otherwise. Probationary periods are calculated each nine weeks and are based on academic and disciplinary conduct.

If a student receives a C (other than in Honors Math), he/she will be placed on academic probation for one nine-week period. If academic requirements are not met by the end of the next report card period, the member will be dismissed from the club. Receiving more than one C, or any Ds or Fs in any subject will result in immediate dismissal from the Jr. Beta Club. A member will also be dismissed if he/she receives a C or below in conduct or if extreme misconduct necessitates this measure. A student may remain on disciplinary status for only one nine-week period while at SJS.

A student on academic probation or disciplinary status may not hold club office, attend rally or convention, or be recognized at official ceremonies. Also, if a student has two unexcused absences from meetings, he/she will be dismissed from Jr. Beta Club.

**COMMUNITY COUGARS:** Community Cougars is a service organization for students in grades 7<sup>th</sup> and 8<sup>th</sup>. The primary goal of this club is to offer and promote opportunities for students to become involved in our community. There are no GPA requirements; however, a student's conduct will be closely monitored. Additionally, because we want to afford all students the opportunity to represent his/her school in some form of extracurricular activity, a

member of the Jr. Beta Club (a service organization in itself) is not eligible to join Community Cougars. Students who have a genuine interest in serving our community and exhibit responsible behavior are encouraged to join this club.

**KC CLUB:** Service clubs for students in grades 5<sup>th</sup> and 6<sup>th</sup> that focuses on service to the school and promotion of kindness.

**SCOUTS:** Both boys and girls have the opportunity to join a scouting program through Brownies, Girl Scouts, Cub Scouts and Boy Scouts, offered through St. Jude Parish.

**MATH CLUB:** Students are invited to become members based on the following: math grade, standardized test scores, and teacher recommendations. Due to the advanced level of this group, only select students are invited to participate.

**ADDITIONAL CLUBS:** SJS offers several clubs (i.e. choir, band, etc.) to promote educational and social opportunities, thus enabling a student to realize his/her talents and interests, as well as learning how to live, work, and share with others. (Individual sponsors can explain varying guidelines for their organizations.)

All students in grades 4<sup>th</sup>-8<sup>th</sup> are encouraged to apply for membership in any of the clubs and organizations sponsored by SJS. Such activities are an important part of a student's life and the life of the school. A student in an extracurricular activity is required to attend the scheduled events of the organization.

\*No notices, fee collections, communication for Scouts, brownies or any other non-school teams or activities will be distributed or collected at school\*

## **B. ACTIVITIES FOR PARENTS**

**SCHOOL ADVISORY COUNCIL:** The SJS Advisory Council shall be considered as an advisory committee formed and elected for the purpose of aiding in the financial operation of the school and shall be subject to all regulations from the office of the Diocese of Baton Rouge and considerations of the Pastor of St. Jude Parish. It shall function according to its constitution.

**HOME & SCHOOL ASSOCIATION:** The Home & School Association is a means by which the home and the school are brought into closer relationship so that parents and teachers may cooperate in the education of our children. It takes a united effort to maintain a successful working relationship that will assure the highest advantages in physical, mental, social and spiritual education for all students. The Home & School Association provides volunteer services essential to the school. It also purchases any needed items to enhance instruction and to facilitate a positive learning environment.

**ST. JUDE ATHLETIC ASSOCIATION:** The St. Jude Athletic Association is designed to act as a support for the athletic activities of the St. Jude Activity Center, including athletic activities associated with the school and parish. Membership is open to any individual interested in the objectives of this association.

## VIII. FIELD TRIPS

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Because the field trip is a privilege, a student can be denied participation if he/she fails to meet academic or behavioral requirements. A class/student may be denied participation if they fail to behave appropriately. Students in grades Pre-K-8<sup>th</sup> usually take one field trip per semester. Field trips are considered a part of the school curriculum. Students must attend the field trip as a class and may not be transported separately. Parents are not to attend a field trip unless they are an official chaperone. Siblings may not attend.

Students will be issued the standard field trip permission form to be filled out by a parent prior to any field trip. This must be returned to the teacher before any child may leave the school campus for a field trip. A phone call or verbal permission is not acceptable.

All students are expected to participate in class trips. If parents elect not to allow their child to participate, then the student will remain at home and be marked as an unexcused absence. Fees are paid in advance and refunds are not given.

Chaperones should follow appropriate guidelines and expectations when supervising students, as outlined by the classroom teacher.

All chaperones of any school sponsored activity are prohibited from the use of drugs or consumption of alcohol while supervising SJS students.

## IX. HEALTH

### A. MEDICATION

Children should **never** have medications in their possession on the school grounds. Teachers and administration have the right to take any such medications away from the child and contact the parent for appropriate information.

As a general rule, medications should not be given at school. This includes antibiotics and other short-term medications, as well as non-prescription drugs. The possible exceptions to this rule are:

- Medication for behavior modification (e.g., Ritalin)
- Insect sting allergy (must have a note from the physician with specific instructions)
- Anticonvulsive medications (e.g., Dilantin, Phenobarbital)
- Medication for asthmatic conditions

If your child must take one of the above-mentioned medications at school, please follow these rules:

- The medication should be brought to school by the parent or guardian in the container in which it was originally packaged. The label should have the student's name, medication name, date, dosage, and the specific time it is to be given at school. (This refers to all medicine, prescription of "over-the-counter" oral meds, creams, etc.)

- The medication must be clearly labeled (unlabeled medicine cannot be dispensed) and brought to the school office by the parent or guardian, who must fill out and sign a school medication form. A doctor's note must also be on file to administer any medication at school.
- The student may bring the empty bottle home.
- To circumvent potential abuse, all medications are secured in the school nurse's office. Additionally, per Diocesan policy, EpiPens are to be kept in the school office only. **Teachers are not to keep student medicines in the classroom or dispense medicine at any time. Please do not ask your child's teacher to do so.**
- If a parent must give a child medication, it is to be given to the child in the nurse's office.

These regulations are necessary to ensure your child will be given the right medicine, and help protect your child and school personnel from any mistake that might cause injury or illness to him or her.

## **B. ILLNESS / FEVER / HYGIENE**

Students who have nausea, vomiting, and/or diarrhea may not return to school until they have been symptom free for 24 hours. If a student is seen by a physician for a contagious illness, the student must have a note from the physician as to when the student may return.

Students should be free of fever (a temperature of 100.4 or above is considered a fever) for 24 hours before returning to school.

If a student in any grade has a bathroom accident or other hygiene concerns at school, the parent will be notified by the school nurse to either come to school to care for the student or to take the student home. Due to hygiene concerns, the staff will not participate in the care. The student will remain in the nurse's office until the parent arrives.

## **C. EMERGENCY CONTACT**

Please be aware that SJS makes every effort to keep children at school. If we call you to get your child due to fever, vomiting, diarrhea, lice, or any other communicable illness or emergency, and the child has not been picked up after 30 minutes, SJS will contact any and all emergency contacts to pick up the student. Children who can spread any kind of communicable disorder will not be allowed to remain at school.

## **D. ORTHOPEDIC APPLIANCE / PHYSICAL EDUCATION**

Students sent to school with an orthopedic appliance such as a cast, sling, brace, splint, crutches, etc., must bring a note from the physician regarding diagnosis and activity restriction. If a student is sent to school with an appliance before seeing a doctor, please send a note stating that an appointment has been made. This is a precautionary measure for the safety and well-being of your child and other students.

### **Physical Education Policy**

A written excuse filed in the school office is necessary for any child who does not actively participate in the Physical Education Program. Any student unable to actively participate in the physical education program may not participate physically in recess or athletic activities until cleared by their doctor. All students must participate and are expected to cooperate with the teacher just as they would with their classroom teacher. The physical education teacher is

responsible for grading students in P.E. class. Skill is not the main factor that is considered. Sportsmanship, team cooperation, effort, and participation are factors reviewed in grading.

## **E. SCREENINGS**

The school nurse will conduct several health screenings throughout the school year for various grade levels. If you have questions regarding any of the screenings, please contact the school nurse.

Yearly screenings for Hearing and Vision are given to students in grades 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup>. Yearly screenings for Scoliosis are given to students in grades 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup>.

## **F. WELLNESS POLICY**

The Diocese of Baton Rouge Wellness Policy is on file in the school office.

## **X. SAFETY PLAN**

St. Jude has implemented a comprehensive safety program based on best practices recommended by FEMA and Homeland Security, as well as national first responder organizations, including the presence of an armed sheriff's officer, fencing, and video surveillance. A copy of the school safety plan is available in the office. Students and faculty regularly participate in drills and reviews of the safety plan.

SJS cooperates with civil authorities in the event of an emergency.

### **A. CRISIS MANUALS**

Faculty and staff review and train for crisis at the beginning of each school year. Each faculty and staff member receives annually updated crisis manuals.

### **B. DRILLS**

#### **Emergency Drills**

Fire drills are conducted at regular intervals as required by law. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students the instructions necessary. **Absolute silence and quick movement are necessary and a must at all times.**

#### **Disaster/Lockdown Drills**

Disaster/lockdown drills are conducted as needed. Pertinent instructions will be given by teachers or administrators.

### **C. EVACUATION**

In the event of an actual emergency requiring evacuation of the school, students will be brought to the church. Parents will not be allowed on school property. Children will be released alphabetically, on the rectory property. Parents will await children on or near the church rectory property.

## **D. LOCKDOWN**

In the event of an actual emergency requiring lockdown of the school, students will be locked down in whatever classroom they are in until law enforcement informs the school that the lockdown can be lifted. Any visitors on campus must also be locked down. Parents will not be allowed on school property until the lockdown has been lifted and everyone has returned to their regular class. We ask parents to refrain from calling the school if a lockdown has been communicated to them via RenWeb.

## **E. EMERGENCY CLOSING OF SCHOOL**

If it becomes necessary to close school due to inclement weather conditions or other extreme conditions, we will follow the guidelines of the EBRP school system unless reason dictates otherwise. The announcement is made by the news media, RenWeb parent alert, or through a phone call from administration.

If school is already in session when this decision is made, parents or authorized persons are requested to come to the school office to pick up the child.

## **F. PARENT PARTICIPATION IN SAFETY**

- Always sign in at the front office and wear a visitor's pass when on campus.
- Make sure cell phone numbers and email addresses are correct. Emergency information is sent through emails and phone messages.
- In an emergency situation do not report to campus unless you are asked.
- If on campus during an emergency, quietly follow guidelines from school personnel.

# **XI. SCHOOL ENROLLMENT**

## **A. ADMISSION**

### **Admissions Policy**

The schools of the Diocese of Baton Rouge admit students without regard to sex, race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of policies, scholarship or loan programs, admission policies or other school-administered programs. All students are admitted to school with the understanding and the condition that they will be able to meet the rigors and requirements of school life. A child's physical, mental or emotional condition will be considered in the admissions decision if it is thought to impact the effectiveness of teaching personnel.

### **Admissions Requirements**

- Parents or legal guardians (both of which will be referred to "parents" in the remainder of this handbook) must fully support the stated mission and educational philosophy of St. Jude the Apostle School.
- Our Pre-K program has a curriculum which is developmentally appropriate in scope, materials, and manipulatives to the four year old child. In order to attend pre-kindergarten, a child must be developmentally ready. This includes the ability to separate from the parent, toilet without assistance, and the maturity to interact appropriately with teachers

and peers in a school setting. A child who enters school and is found to be unready for the Pre-K classroom environment may be asked to withdraw. Pre-K is considered a part of the school and is subject to all policies contained herein.

- Children entering first grade must be six years of age on or before September 30 of the current school year. Students entering kindergarten must be five years of age on or before September 30 of the current school year, and children entering Pre-K must be four years of age by the same date. This age requirement is with the approval of the Diocese of Baton Rouge School Board.
- Children entering all other grades must have successfully completed all work required in previous grades, have a record of good conduct, and submit evidence of the same. Failure to be forthright about past misconduct or academic concerns is cause for withdrawal.
- Any student who is admitted to SJS is accepted conditionally for the first quarter of admission. The student's academic and behavioral response will continue to be reviewed throughout the first year. The first year is considered a probationary period.

### **Required Records for New Students**

The following records are required for all new students:

- State birth certificate with certified state number
- Certificate of baptism
- First Communion and First Reconciliation certificates (grades 3<sup>rd</sup> -8<sup>th</sup> if applicable)
- Immunization card (health records)
- Social security card
- Previous academic records as applicable
- Evaluations or screening as applicable

### **Admissions Procedure for New Applicants**

The following procedure is used for registering new students to St. Jude School:

1. Applicants (baptized Catholics) whose parents are registered and participating parishioners\* of St. Jude
  - A. Siblings of students presently enrolled
  - B. Siblings/children of alumni
  - C. Non-siblings/non-alumni

*\*A participating parishioner is one who is an active participant in parish ministry (church and/or school) and is an Identified Stewardship Giver (ISG) through time, talent or treasure.*

2. Applicants (baptized Catholics) whose parents are registered parishioners of St. Jude
  - A. Siblings of students presently enrolled
  - B. Siblings/ children of alumni
  - C. Non-siblings/ non-alumni
3. Applicants (baptized Catholics) whose parents are non-parishioners of St. Jude, but are validated participating parishioners of other Catholic churches
  - A. Siblings of students presently enrolled
  - B. Siblings/children of alumni
  - C. Non-siblings/ non-alumni
4. Non-Catholic Applicants
  - A. Siblings of students presently enrolled

- B. Siblings/ children of alumni
- C. Non-siblings/ non-alumni

\*Sibling and Alumni status takes precedence over non-sibling, non-alumni status when the other criteria have been met.

An Admissions committee comprised of the school principal, the pastor and/or their designees determine acceptance for enrollment at St. Jude School.

Final admission decisions are made at the discretion of the Pastor and Principal. In the event of non-acceptance to SJS, inquiries should be directed to the Admissions committee through the school principal.

A student who has not been baptized in the Roman Catholic Church or made a profession of faith through RCIC in a Roman Catholic Church will be considered non-Catholic for the purposes of admission and tuition.

### **Medical Requirements for New Students**

- Minimum of four DPT and three Polio (last of which must be given after fourth birthday)
- Two MMR (the second dose given prior to entrance into kindergarten)
- Minimum of one HIB vaccine
- Three doses of Hepatitis B vaccine
- Chicken pox vaccine (Varicella) – two doses prior to entrance into kindergarten & first-time enterers
- Meningitis, DTaP, and second Varicella (by age 11 and/or 6<sup>th</sup> grade)

### **Homeroom Placement**

The faculty and administration consider the individual academic, social needs and abilities of each child when making placement decisions for the upcoming school year. Because there are two sections per grade, the faculty works very diligently to balance each class based on appropriate boy/girl ratio and abilities. For that reason, parent requests for specific teachers are not accepted. All faculty members are degreed, dedicated and committed to St. Jude School, and believe the students are best served by a balanced approach to homeroom placement. If your child has a specific educational need that administration is not aware of, please notify the school.

## **B. RE-REGISTRATION**

Re-registration for the upcoming school year is usually held in January. Students currently attending St. Jude School receive preference in registering for the next school year. Students must re-register each year.

Re-registration fees are required to hold a place for a student. In the event that a child does not attend SJS, the registration fee is non-refundable.

## **C. ANNUAL FEES AND TUITION/LATE PAYMENT**

St. Jude School's tuition scale was developed to maintain its financial integrity while giving due consideration to those families who support St. Jude Parish's endeavors, both financially

(through the current stewardship program) and via time and talents. Tuition rates for each year are published prior to registration.

### **Annual Fees for the 2018-2019 School Year**

- New Student Application Fee (\$125 – non-refundable) – In order to cover the cost of processing applications, this one-time fee is assessed to all applicants.
- Registration Fee (\$200 per child – non-refundable) – For those students already attending SJS, this fee is due at the time of re-registration each year. It holds a spot for your child for the upcoming school year provided all subsequent payments are paid by the due date. For applicants, this fee is due upon acceptance. It is non-refundable.
- Student Fee (\$250 per child – non-refundable after tuition due date) – This fee is helps defray the cost of supplies and textbooks and includes Home and School activity fee. For new students, this fee is due after acceptance.
- Building Use Fee (\$235 per family – non-refundable after tuition due date) – This fee helps defray the costs of increasing utility rates, etc.

### **Tuition Rates**

The SJS Advisory Council establishes tuition rates based upon the annual school budget. The four options of tuition payment are:

- CHECK - To pay in full by check by the tuition due date.
- TUITION LOAN - To finance a school tuition loan with Gulf Coast Bank. Payments are based on a 10-month period beginning in July and ending in April. Beginning June 1, 2018, and the 1<sup>st</sup> of each subsequent month, families who have not paid their tuition payment in full or obtained a bank loan will be charged an additional late fee of \$25 per month. The late fee will also apply to past due fees.
- E-CHECK - A one-time electronic payment drafted from your checking or savings account through Gulf Coast Bank.

A student's name will not appear on the class list and the student will be not allowed to start school unless all fees and tuition have been paid or a tuition loan secured.

The three categories of tuition rates for the 2018-2019 school year consist of:

- Identified Stewardship Givers (ISG) Tuition
  - Pre-K and K \$4,960.00 per child
  - Grades 1<sup>st</sup> -8<sup>th</sup> \$4,760.00 per child
- Other Catholic (non-ISG/other parish) Tuition
  - Pre-K and K \$5,360.00 per child
  - Grades 1<sup>st</sup> -8<sup>th</sup> \$5,160.00 per child
- Non-Catholic Tuition
  - Pre-K and K \$5,685 per child
  - Grades 1<sup>st</sup> -8<sup>th</sup> \$5,485.00 per child

Determination of ISG status versus non-ISG status is based upon:

1. The child's baptism in the Catholic Church or profession of faith made in a Roman Catholic Church through RCIC.
2. Contributions made to St. Jude church during the prior calendar year.

It is the obligation of the person who is designated as the responsible party to see that all financial obligations are met. To qualify for the ISG rate the person designated as the responsible party must meet the ISG qualifications. The school advisory council will approve tuition rates and fee structure for the following school year.

### **Policy on Identified Givers**

All SJS families registered with St. Jude Parish are expected to participate as **Identified Stewardship Givers (ISG)**. Please note that a minimum identifiable contribution for the previous calendar year is required of SJS-registered families in order to be eligible for the ISG tuition rate for the upcoming school year. Tuition rates are based upon baptism of the applicant in a Roman Catholic Church or profession of faith in Roman Catholic Church through RCIA as well as registration and participation in the St. Jude parish.

To be recognized as ISG with St. Jude family must be registered and make an identifiable contribution (\$250.00) using church envelopes during the preceding calendar year. St. Jude parish contributes towards maintenance of the school property.

### **Late Tuition/Fee Payment Policy**

Those parents of registered students attending SJS who do not pay their tuition by June 1<sup>st</sup>, or who have not made arrangements to finance through the bank for the upcoming school year, will forfeit the registration fee and the child(ren) may be removed from the school rolls.

Situations may occur that may prevent a parent from fulfilling their obligation to pay fees or tuition on a timely basis. This should be discussed with the administration **prior** to the delinquency occurring. Any overdue fees that are past due on the first day of school may result in the forfeiture of enrollment. This includes but is not limited to all fees, tuition and NSF checks for the current school year OR balances owed for the prior school year such as: before/after school care, book loss/damage and library and lunch monies.

- If, after June 1<sup>st</sup>, the parents who want their child(ren) to attend SJS must reapply and pay a new registration fee. Acceptance of the child(ren) will then be based on available space.
- At the time of acceptance, all fees must be paid in full. No records, progress reports, RenWeb access or report cards will be released when any monies are owed to the school. Students may not sit for exams, testing, or participate in events- including graduation and other closing ceremonies- if monies are past due.
- Late Fee- Any fee or tuition monies that are not paid by the due date will be subject to a \$50 late fee.
- Beginning June 1<sup>st</sup>, and the 1<sup>st</sup> of each subsequent month, families who have not paid their tuition payment in full or obtained a bank loan will be charged an additional late fee of \$50.00 per month.

### **Delinquent Loan Policy**

Bank loan payments are considered late if received after the 10<sup>th</sup> of the month. At that time, there will be a charge of 5% of the monthly payment, with a minimum of \$10.00 and a maximum of \$25. If a parent of a child currently attending SJS is delinquent in payment of his/her prepaid bank loan after adequate notice has been sent, the following steps will be taken:

1. A 30-day notice will be sent by the bank notifying the parents of the delinquent account and requesting payment of the balance or possible removal of the child(ren) from school.
2. Once loan is more than 30 days delinquent, access to RenWeb will be suspended. Progress reports/report cards will be held until payment has been made for the past due balance and the payment has cleared the bank.

3. Once a loan has become 40 days overdue a child will not be allowed to participate in extra-curricular activities, clubs, and athletic programs.
4. At 60 days past due, loans will be charged back to the school and the responsible party will be required to pay the remaining loan balance plus any interest and fees owed to the bank within 5 days or the student will be removed from the rolls.
5. If the borrower (parent) defaults on the tuition loan, legal actions may be pursued. The bank may engage an attorney on behalf of the school, to file suit to collect the balance owed to St. Jude School. The parent will be assessed all attorney fees and collections costs.
6. If the parents do not pay the loan in the year of delinquency, they, upon the next re-registration period, must pay all outstanding prior year's tuition plus interest at an agreed rate before the child(ren) is(are) accepted.

We cannot accept partial payments based on child custody agreements. Full payment must be received from one financially responsible parent. The responsible parties must work out payment arrangements among themselves as no partial percentages will be accepted.

Tuition loans are to be paid in full by April 1<sup>st</sup> of the current school year. If a loan is more than 30 days past due, a student will not be allowed to take midterm or final exams. They cannot participate in graduation or other end of the year events if his/her loan is not paid in full a week before exams begin.

#### **Returned Check Fee**

A \$28 fee will be assessed for all returned checks. Within a school year, once a check is returned, only a cashier's check or money order will be accepted.

### **D. WITHDRAWAL POLICY**

If a child withdraws or transfers from St. Jude School, his/her parents must notify the principal and bookkeeper in writing. Notification must be in writing for school records. It is the parents' responsibility to see that all school textbooks are returned to the homeroom teacher and all financial responsibilities have been met.

St. Jude School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the St. Jude School Office for distribution. Completed forms will be sent via the U.S. Mail. No records will be sent to transferring schools of students whose financial commitment is in arrears.

The school will withdraw a student from school when it is deemed necessary for the climate of the class or school for academic or disciplinary reasons. A student will also be withdrawn if St. Jude School cannot accommodate his or her educational needs. A student who is asked to withdraw for disciplinary reasons may not be present on campus for any other activities/events.

Parents may receive immunization and health records from the school office, if requested in writing. The principal will mail academic records to the new school when all appropriate check-out procedures are completed and all financial obligations have been met.

If a student withdraws after May 14<sup>th</sup> or transfers during the school year, tuition paid in advance will be refunded according to the graduated tuition refund scale as approved by the SJS Advisory Council. The scale is as follows:

- May 15<sup>th</sup> – Sept. 1<sup>st</sup> 50%
- Sept. 2<sup>nd</sup> – Oct. 1<sup>st</sup> 45%
- Oct. 2<sup>nd</sup> – Nov. 1<sup>st</sup> 40%
- Nov. 2<sup>nd</sup> – Nov. 15 35%
- Nov. 16<sup>h</sup>- Dec. 1<sup>st</sup> 25%
- Dec. 2<sup>nd</sup> – June 1<sup>st</sup> No Refund

If a student transfers during the year and a loan has been made, it will be reduced by the amount of the refund as shown above. There will be a bank charge of \$25 for canceling any loan before any loan payments have been made.

A letter notifying the Principal and bookkeeper must be received in the office a minimum of 1 week prior to the student's withdrawal in order to process any refund. Failure to adhere to this policy will result in a forfeiture of any remaining tuition. Tuition refunds are based on the graduated scale provided above and is based on the student's last day of official enrollment if school is in session. All fees owed to the school (e.g. extension, library fines, lunch money, textbook damage or loss) will be deducted before any refund of tuition is issued. When school is not in session, determination of tuition owed will be based on date of notification i.e. summer months, school holidays, etc.

**A two week notice and proper releases are required for all records, forms and letters needed from faculty, staff and office.**

## **XII. STUDENT SERVICES**

### **A. GUIDANCE COUNSELOR**

There is a guidance counselor on staff at SJS. The guidance counselor may offer help, recommendations or assistance but is not available for long-term counseling of any students.

When deemed necessary by an administrator, teacher, or the counselor, an evaluation may be necessary or required. Outside testing and counseling fees are at the expense of the parent. All paperwork for outside evaluations should be submitted to the guidance counselor, who will send it directly to the doctor. Evaluation forms will not be returned to parents. We ask that administration receive a copy of the completed evaluation, recommendations, forms, letters, and records. An Educational Evaluation is required for a child to receive classroom accommodations. SJS is only able to make limited accommodations that are suitable to our academic setting.

### **B. EXTENSION PROGRAM**

The SJS Extension Program provides professional care, supervision, and recreational activities to working families who desire both a Catholic school education and supplementary day care in a Christian environment. The professionally staffed program strives to help each child grow in maturity and self-respect in a safe, positive atmosphere.

The Extension program is open to any student in grades Pre-K-8<sup>th</sup>. Hours of operation are 7:00 to 7:30 a.m. (morning) and 2:50 to 5:30 p.m. (evening) each school day. There is no part-time program or drop-off service. Afternoon snack is included in the monthly extension cost; morning breakfast is an additional expense.

Fees are the sole support of the Extension program. It is not subsidized by the school or St. Jude Parish.

If you need to contact the Extension program, please call the activity center lobby telephone during extension hours (769-3899).

### **Emergencies/Safety**

With the child's safety and well-being in mind, it is of the utmost importance that a parent fills out an emergency card and adheres to all instructions given.

One of the most important regulations concerns the child leaving the Extension program premises. Parents should not take children from the school campus without notifying the Extension staff AND signing the child out.

Also, parents should not send persons whose names are not on the emergency card to ask for the release of any child. For the child's safety, this release will not be granted.

Parents may wish to telephone the Extension program asking that their child be directed to various places after school. As there is always the possibility that a person other than a parent might telephone, such a request will not be granted.

All children participating in the morning Extension program should be dropped off at the school cafeteria. NO student should be dropped off before 7 a.m. If your child is not enrolled in the morning Extension program, please do not drop your child off at school before 7:30 a.m. or you will be charged a fee.

### **Fees and Pick-up**

The Extension fee assessment is for the 180-day school year and is payable in nine monthly installments due on the 1<sup>st</sup> of the month. We ask that all payments be made in a timely manner. Any payment after the 10<sup>th</sup> of the month will be assessed a \$25 late fee. Monthly billing statements will be sent home on the first day of Extension.

A \$28 fee will be assessed for all returned checks.

**Due to carpool and for your child's safety, please do not pick up your child until 3:15 p.m.**

Our staff is employed until 5:30 p.m., and we request that you pick up your child promptly by this time. Students who are picked up late will be assessed \$1 per MINUTE past 5:30 p.m.

### **Illness or Accident**

First aid will be administered on the premises in cases that appear to be of a minor nature.

In cases that appear to be serious, the program director will make every effort to carry out the instructions as given on the emergency card.

Parents who do not wish their child to be treated in any way should indicate such on the emergency card and should give directions to be followed in the “Special Instructions” section. If the parent does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of emergency, the Extension staff will act with their best judgment for the welfare of the child.

Please provide an extra inhaler/EpiPen for your child to be placed in the Extension room. Our staff does not have access to the school nurse’s office after school closes.

Parents will be expected to make provisions for taking sick children home. The Extension program does not have facilities for transportation of sick children.

### **Homework**

Every day, a homework period is scheduled with a staff member available for assistance. It is the child’s responsibility to acknowledge his/her assignment.

Students will NOT be allowed in the school building to get books or materials that have been left in the classroom.

The homework period is strictly optional.

### **Toys from Home**

Please do not allow your child to bring toys from home.

### **Expectations for Your Child’s Behavior**

As members of a Catholic school and Christian community, your child will be expected to respect the Extension staff and each other. He/she must also respect all school property. Students must NEVER leave the building or school grounds without explicit permission from the Extension staff. Such permission will only be granted by order of the parent.

### **Rules**

School-wide rules are to be followed at all times:

- Students must enter the school cafeteria quietly and wait for directions.
- There is NO running or rough play in the school cafeteria.
- The children must always leave the cafeteria tables and play areas neat and clean.
- The school buildings, activity center and parking lot are OFF LIMITS to the children.

### **Extension Plan Changes**

If you choose to change Extension plans, please notify the Extension director in writing at least two weeks in advance.

### **Withdrawal from Extension**

If you choose to withdraw your child from the Extension program, please notify the Extension Director in writing at least one month in advance.

### **Termination from Extension**

Extension program services to the family and/or an individual child may be terminated by the director after consultation with the principal.

Cancellation of services will be given one week's notice. Causes for termination from Extension include but are not limited to:

- Abuse of program hours
- Non-payment of Extension fees
- Failure of the adult or child to respect the safety and rights of other individuals in the Extension program
- Habitual discipline issues

### **C. LIBRARY POLICY**

Students are encouraged to use the library for curricular enrichment and pleasure reading. Borrowed books are to be returned on time and in good condition. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is **cleared**.

Behavior in the library must conform to the standards established by the librarian and all school rules.

### **D. CAFETERIA**

SJS participates in the Diocese of Baton Rouge Child Nutrition Program. Please consult the cafeteria manager regarding lunch pricing. Students who do not wish to participate in the Diocesan program may bring a lunch from home. Lunch accounts should be current. Food brought into the cafeteria may not be in fast food wrappers.

Parents are welcome to visit students in the cafeteria during their lunchtime. However, we ask that the first few weeks of school be a time for faculty and staff to establish routines and procedures before parents eat in the cafeteria with their child(ren). We ask that these visits are reserved for special occasions and should not occur daily or weekly as children need this time to socialize with their peers. Visitors should be parents, grandparents or close relatives of the student. Visitors should not be guests of the parent. All visitors must remain at visitor table; parents may not join children at their student table. Due to child protection requirements, we ask that visitors do not use student restrooms. A restroom is available in the administration building.

Because of the number of both children and adults who are extremely allergic to peanuts (which can cause severe reactions in some), the Child Nutrition Program of the Diocese of Baton Rouge has eliminated the use of or serving of peanut products, including peanut oil or any products containing peanuts, from Diocesan school cafeterias.

### **E. LOST AND FOUND**

Items that have been found on school grounds will be kept in the "Lost and Found" container located under the stairwell on the right side of the Administration Building. Those items that

are not claimed will be donated to the Used Uniform Sale.

## **XII. TECHNOLOGY**

### **A. INTERNET SAFETY**

The Internet is a vast, global computer network that provides access to major universities, governmental agencies, other school systems, and commercial providers of data banks. St. Jude School shall establish appropriate guidelines for exploring and using Internet resources within the school district to enhance learning and teaching activities. Acceptable use of these resources shall be consistent with the philosophy, goals and objectives of the St. Jude School. Instruction shall be provided to all students in grades Pre-K through 8<sup>th</sup> regarding Internet safety.

In its continued efforts to comply with the *Children's Internet Protection Act*, the Administration shall adopt and enforce a policy of Internet safety that incorporates the use of computer-related technology or the use of Internet service provider technology designed to block or filter Internet access for minors and adults, to certain visual depictions, including without limitation those that are obscene, child pornographic, or harmful to minors, including without limitation to sites that are excessively violent, pervasively vulgar, or sexually harassing. Sites which contain information on the manufacturing of bombs or other incendiary devices shall also be prohibited. Only authorized persons may disable, for an adult user, the blocking or filtering mechanism in order to enable Internet access for bona fide research or other lawful purposes, which shall include online services for legitimate scientific or educational purposes approved by the Administration, or access to online services of a newspaper with a daily circulation of at least 1,000.

In addition to filtering requirements, the Administration shall maintain regulations which:

- Prohibit access by minors to inappropriate matter on the Internet and World Wide Web;
- Address the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, such as "Instant Messaging";
- Prohibit unauthorized access, including what is now known as hacking, and other unlawful on-line activities by minors online;
- Prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Institutes measures designed to restrict minors' access to materials harmful to minors.

### **B. PERMISSIONS**

- 1) The *Student Computer Access and Use* policy shall be distributed to the student and parent/guardian through the school handbook and shall be posted on the School web site.

- 2) Parental permission shall be assumed unless specifically denied. **Please send a written denial request with your child(ren) to school attached to the Parent/Student Handbook Acknowledgement Form 2018 to deny this permission.**
- 3) Parental/guardian permissions that are assumed, but not limited to include:
  - Access to the internet
  - Permission to publish students' work to classroom web sites
  - Permission to have unidentified photos of students published to classroom web sites

### **C. COMPUTER AND INTERNET USE TERMS AND CONDITIONS**

- 1) *Acceptable Use* - The purpose of the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunities for collaborative work. Transmission of any material in violation of any U.S., state, local or School District regulations shall be prohibited.
- 2) *Privileges* - The use of the Internet is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges and may result in disciplinary or legal action by the administration, faculty, or staff.
- 3) *Security* - Security on any computer system is a high priority, especially when the system involves many users. Any suspected security problem on the Internet shall be reported to the Technology Coordinator, Principal, or other Administration. Any user identified as a security risk or having a history of problems with other computer systems shall be denied access to the Internet.
- 4) *Vandalism* - Vandalism shall result in cancellation of privileges and or other disciplinary actions up to and including expulsion. *Vandalism* is defined as any malicious attempt to harm or destroy hardware or software data of the school system, another user, the Internet Service Provider, or other networks that are connected to Internet. This includes, but is not limited to, the uploading or creation of computer viruses. No software, programs, or files may be installed or downloaded by any user without the prior permission of the technology coordinator, who must scan for appropriateness and viruses.
- 5) *Consequences of Misuse* - The school principal may discipline (up to and including expulsion) any student who accesses, sends, receives, or configures electronically any profane language or pictures or violates the *Honor Code* for computer use, or any rules contained in the *Acceptable Use Agreement*.
- 6) *Cyberbullying* - Cyberbullying shall result in cancellation of privileges and/or other disciplinary actions up to and including expulsion. Cyberbullying is defined as the use of the Internet to harass or bully others. St. Jude School is a place of tolerance and good manners. Students may not use the network or any school's computer facilities for hate mail, defamatory statements intended to injure or humiliate others by disclosure of personal information (whether true or false), personal attacks on others, and statements expressing animosity towards any person or group by reason of race, color, religion, national origin, gender, sexual orientation or disability.

## D. RESPONSIBLE USE

St. Jude School *Honor Code* applies to all persons who use any School computer. Honesty, integrity, and respect for the rights of others should be evident at all times.

The use of the Internet, including the World Wide Web, at St. Jude School must be in support of education and academic research and consistent with the educational objectives of the school. St. Jude School shall not be responsible for any financial obligations incurred by users of the Internet.

The computer user shall be held responsible for his/her actions and activities. Unacceptable uses of the computers and/or the Internet shall result in appropriate disciplinary action, including school suspension, expulsion or revoking of these privileges. If a student has questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

If a student accidentally accesses inappropriate material, he or she should back out of that information at once. Students who may inadvertently access a site that is pornographic, obscene, or harmful to minors shall immediately disconnect from the site and inform the teacher.

Students shall use the Internet search engines and/or other Internet tools only under the direction and supervision of teachers.

In general, any student use of networks and telecommunications resources must be for educational purposes and conform to school system rules of behavior. *Regulations for the use of computers and the participation by anyone on the Internet shall include but not be limited to the following:*

1. Student use of e-mail and other forms for direct electronic communication including instant messaging systems is prohibited unless authorized and directly supervised by a teacher.
2. School system rules prohibiting indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing language apply to all forms of electronic communications.
3. Students shall not post any e-mail or other messages or materials on school or district networks or the Internet that are indecent, vulgar, lewd, slanderous, abusive, threatening, sexually harassing, or terrorizing.
4. Students shall not post personal information about themselves, (last name, addresses, or telephone numbers) or any other person.
5. Students shall not abuse or waste network resources through frivolous and non-educational use or send chain letters or annoying or unnecessary letters to large numbers of people.
6. Students shall not access over the Internet visual depictions that are obscene, pornographic, or harmful to minors.

7. Students shall not attempt to gain unauthorized access, including so-called "hacking" or otherwise compromise any computer or network security or engage in any illegal activities on the Internet, including willfully introducing a computer virus, worm, or other harmful program to the network.
8. Students shall observe copyright law and fair use guidelines. Students shall not plagiarize or otherwise use copyrighted material without permission. Students shall properly cite the source of information accessed over the Internet.
9. Students shall not make any purchase on the Internet while using school equipment or Internet service.
10. Degrading or disrupting equipment or system performance shall not be permitted.
11. Invading the privacy of individuals, sending of hate mail, harassing, or making discriminatory remarks or other antisocial behavior shall be prohibited.
12. Using an account owned by another user shall be prohibited.
13. Posting anonymous messages shall not be permitted.
14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.
15. Downloading information without permission of the Director of Technology or designee shall be prohibited.
16. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions, that taken as a whole, and with respect to minors, appeals to the prurient interest in nudity, sex, or excretion shall be prohibited.
17. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions that describe or represent in an offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals shall be prohibited.
18. Accessing or creating exposure in any way to pictures, graphics, or other visual depictions, that taken as a whole, lack serious literary, artistic, political, or scientific value as to minors shall be prohibited.
19. Use for product advertisement, political lobbying, or illegal activities shall be strictly prohibited.
20. Subscriptions to list servers, bulletin boards, and on-line services must be pre-approved by the Superintendent or his/her designee.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or designated representatives.

## **XIV. TRANSPORTATION**

### **A. ARRIVAL**

- For morning arrival, parents should use the designated carpool lines. For the safety of your child(ren), do not allow them to walk throughout the parking lot.
- When arriving at school in the morning, students are to sit in their designated areas. Quiet talking is permitted.
- Students are not allowed to arrive at school before 7:30 a.m. unless they are enrolled in the Extension Program. Teachers are on duty from 7:30 a.m. to 3:15 p.m.
- School begins promptly at 7:55 a.m. Any student who arrives after the 7:55 a.m. tardy bell must report to the school office before going to class.
- Children are not allowed to go home by a different means without written permission from the parents. Please send this information to the teacher on the day of the change. According to East Baton Rouge Parish bus regulations, a student is not allowed to ride a different bus other than the regular one he/she rides. Parents of both children involved must send a note of permission to the office for a child to go home with another child.

The safety of our children is our primary concern. Please honor the above guidelines.

### **B. DISMISSAL**

- Bus dismissal will begin at 2:50 p.m. All students riding the bus will line up and board the buses in an orderly fashion. Students may not return to the classroom for forgotten articles as this may cause them to miss their bus.
- Carpool dismissal will begin at 2:55 p.m. Students are to stand in designated areas. Students may not return to the classroom for forgotten articles as this may cause a delay in carpool.
- Teachers are on duty until 3:15 p.m. After this time, the students are unsupervised and will be sent to the Extension Program. (There will be a late charge of \$1 per minute for Extension services.)
- Please do not come to the school office to check out a student after 2:35 p.m. At this time, we begin afternoon prayers and announcements. If it is necessary to check out a student for early dismissal, please make sure this is done prior to 2:35 p.m. No students will be called to the school office after this time.

### **C. BUS**

Students who ride the school bus are expected to obey the rules and regulations established by the bus driver in compliance with the East Baton Rouge Transportation Department. (The East Baton Rouge Parish Transportation Department makes all decisions on routes, bus assignments and drop off/pick up locations.) For the safety of the students, the bus drivers expect the following:

- All students must be seated and may not stand until the bus comes to a stop.
- Students shall not be allowed to get off the bus other than at their regular stop, unless they have a note from their parents or guardian signed by the administration.

- Students are forbidden to stick their heads, arms, or hands out of the bus. Spitting and throwing objects out of the windows will not be tolerated.
- Eating is forbidden while on the bus. This includes candy, chewing gum, snacks, etc.
- Students are not allowed to throw any objects at each other, including paper, and are expected to leave the bus as clean as it was found in the morning.
- Talking is permitted only in a regular and conversational tone. Any shouting, singing, screaming is completely forbidden as it impairs the hearing of the bus driver to the sound of traffic.
- Students transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be sent to the school office.
- The school bus is an extension of the student school day.

Should an incident occur in which the administration believes warrants immediate action, administration may forego the procedure and simply suspend or expel the child from this service.

The above rules are enforced for the safety and protection of your child. These regulations (taken from the Book of Policies issued by the E.B.R.P. School Board) are to be observed by all children.

## **XV. UNIFORM REGULATIONS**

All students attending St. Jude School are obligated to wear their uniforms daily unless otherwise advised. The school uniform is to be worn with pride and respect. A clean, neat appearance should be a distinguishing mark of the SJS student. Shirts must be tucked in at all times. Complete uniform is understood to mean not only the kind of clothing but also the manner in which it is worn. **The school administration makes the final decision in all matters of dress and grooming.**

After a warning has been given, a student not in uniform will not be allowed in the classroom. This includes blatant infractions, which will be handled immediately.

When students are on campus, all faculty and staff are to enforce the policy both in and out of the classroom. Parents, as well, are asked to:

- Make sure that faded uniforms are replaced
- The student's name should be marked on the inside of all items of clothing brought to school.
- Refrain from allowing your child to alter uniforms in any way that changes their appearance
- Support administration and faculty in disciplinary matters involving any uniform "offenses"

**Uniforms may be purchased at any of the following stores:**

Inka's – 11626 Sherwood Forest Court  
 School Time – 7745 Jefferson Hwy  
 Young Fashions – 11111 Coursey Blvd.

## A. DRESS CODE FOR GIRLS AND BOYS

### GIRLS

CLOTHING ITEM	COLOR	STYLE	GRADE	COMMENTS
Jumper	Plaid	Button-up Front Style	PK-4	No higher than 3" above knee
Skirt	Plaid		5-8	No higher than 3" above knee
Skort	Plaid		5-8	No higher than 3" above knee
Under Shorts	Navy	Solid Pull-on Short	PK-8	To be worn under jumper or skirt
Shorts	Plaid		PK-8	No higher than 3" above knee
Long Pants	Navy		PK-8	
Collared Shirt	White	Banded Shirt	5-8	With SJS logo
Blouse	White	Single pocket Broadcloth or Oxford pointed collar (SS or LS)	PK-4	Peter Pan Collar
			PK-8	No lace/ruffle trim allowed
Undergarment and/or Undershirt	White	T-shirt, tank top, bra or sports bra	PK-8	To be worn under uniform shirt with no logo or writing
Undershirt	White	Turtleneck / Long-sleeve shirt	PK-8	To be worn under uniform shirt on cold weather days
Socks	White	Crew	PK-8	With SJS logo, <b>PURCHASED ONLY AT INKA'S</b>
Tights	White, Navy & Black	Opaque; No leggings	PK-8	Must be full length and footed; can be worn on cold weather days with SJS socks
Dress Shoes	Black, Navy, Brown		PK-8	Saddle Oxfords permitted as well No topsiders or boat shoes allowed
Tennis Shoes	Predominately White, Navy, Gray or Black	Tie shoes only, no slip-on shoes without laces. No light-up shoes. No Converse, high-tops or cleats. Velcro may only be worn in Pre-K.	PK-8	Shoe and shoe base must be predominately one of the colors listed; Laces must be visible and laces are to match the predominate color of the shoe
Bows/Headbands	Red, White, Navy or Uniform Plaid		PK-8	Headbands may be worn in the same colors with addition of black and brown

**Proper dress uniform (to be worn on Mass days) for girls:  
5<sup>th</sup> -8<sup>th</sup> grade is a skirt with white blouse. PK-4<sup>th</sup> grade is a jumper with white blouse.**

### BOYS

CLOTHING ITEM	COLOR	STYLE	GRADE	COMMENTS
Long Pants	Navy		PK-8	No brand name labels allowed
Shorts	Navy		PK-8	No higher than 3" above knee; No brand name labels allowed
Shirt	White	Oxford cloth (SS or LS) Knit, polo style (SS or LS) Dry Fit (SS)	PK-8	SJS Logo on left pocket Knit Polo / Dry Fit
Undershirt	White	Cotton T-shirt	PK-8	To be worn under uniform shirt with no writing or logo
Undershirt	White	Turtleneck	PK-8	To be worn under uniform shirt on cold weather days
Socks	White	Crew	PK-8	With SJS logo, <b>PURCHASED ONLY AT INKA'S</b>
Belt	Navy, Brown or Black	Braided or leather	5-8	No decorative accents such as team logos
	Red	Woven Mesh	PK and K only	Stretchable type with clasp closure
Dress Shoes	Black, Navy or Brown		PK-8	No topsiders or boat shoes allowed
Tennis Shoes	Predominately White, Navy, Gray or Black	Tie shoes only, no slip-on shoes without laces. No light-up shoes. No converse, high-tops or cleats Velcro may only be worn in Pre-K.	PK-8	Shoe and shoe base must be predominately one of the colors listed; Laces must be visible and laces are to match the predominate color of the shoe

**Proper dress uniform (to be worn on Mass days) for boys:**

**PK-8<sup>th</sup> grade is long pants with white shirt.**

## **B. OUTERWEAR UNIFORM FOR GIRLS AND BOYS**

CLOTHING ITEM	COLOR	STYLE	GRADE	COMMENTS
Cardigan	Navy		PreK-2	
Sweatshirt	Red	Crew	PreK-4	With SJS logo; Purchased through INKA's *Hooded will be phased out after 2018-19
	Navy	Crew / Hooded*	5th-8th	
Fleece	Red	1/2 Zip Pullover	PreK-8	With SJS logo; Purchased through Home & School
	Navy	Full Zip Pullover	5th-8th	
Wind Jacket	Solid Navy	Full zip, no colored stripes, etc.	PK-8	SJS Logo optional Purchased only at uniform stores listed above
Wind Pants	Navy	Solid navy, no stripes	PK-8	May be worn during months of December through February, must be worn the entire day Purchased only at uniform stores listed above

## **C. OUT OF UNIFORM DAYS**

DAY	SHIRT	BOTTOM	SHOES (NO CLEATS)	COMMENTS
Cougar Pride	Student spirit t-shirt	Blue jeans, uniform pants or shorts, uniform skirt, or shirt worn over jumper.	Tennis shoes with free choice of socks; flats or boots with flat heel for girls	Spirit shirts are purchased from H&S. Pk-4 <sup>th</sup> grade are white shirts, 5 <sup>th</sup> -8 <sup>th</sup> are red shirts. Students may wear spirit attire on pep rally days, and other days as announced by administration.
Themed	T-Shirt that fits theme. Refer to school newsletter	Blue jeans, uniform pants or shorts, uniform skirt, or shirt worn over jumper.	Tennis shoes with free choice of socks; flats or boots with flat heel for girls. No cowboy boots.	Themed dress days will be announced surrounding certain holidays, events, or rewards. For example, Halloween theme dress would warrant students wearing a choice of Halloween theme shirt or orange and/or black t-shirt.
Free Dress	Tops and dresses may not be strapless or off the shoulder. No tank tops.	Jeans, long athletic pants, and dress slacks are acceptable for boys and girls. Girls may wear Capri pants; no leggings or yoga pants. Dresses and skirts must fall <i>at least</i> 3 in. above knee.	Tennis shoes with free choice of socks; flats or boots with flat heel for girls. No cowboy boots.	Free dress days typically correspond with a pre-scheduled event (such as spring & sibling picture day) or are announced as a reward. No shorts!

## **D. ADDITIONAL UNIFORM GUIDELINES**

### **SOCKS**

**Official SJS uniform socks may only be purchased at Inka's.** Other socks will not be accepted.

### **HAIR REGULATIONS**

A student's hair shall be of moderate uniform length and must be neat and clean at all times. Styling for both boys and girls must be simple, symmetrical and conservative (no hair tails;

beaded braids or feathers; large, unkempt styles; line cuts; shaven heads; etc.). A boys' haircut should be above the ear, ½ inch above the eyebrow, a transition line from short to long should not be visible and side burns should be short, neat and trimmed at all times. Middle school boys should be clean shaven. Extreme tinting, bleaching or dyed hair that is not natural in color is prohibited. "Sun-In" products which alter hair color are not acceptable. The Administration makes the final decision in all matters of dress and grooming.

### **MAKE-UP REGULATIONS**

Wearing makeup and fingernail polish is not permitted (this includes manicures, fingernail "tips" or other false fingernails). Spray tans and tanning lotions are considered make-up and shall not be permitted.

### **JEWELRY REGULATIONS**

Ornaments other than chain-and-religious-medal or chain-and-cross shall not be worn with the uniform. **Stud earrings** are permitted only for those girls who have pierced ears (loop or hoop earrings are strictly prohibited). Pierced ears are defined as a single piercing on the lobe of the ear. No body piercings or permanent tattoos are allowed. Boys are not allowed to wear earrings at any time. No bracelets should be worn. Scapulas made at school are acceptable. Beaded or "jewelry" type scapulas may not be worn.

## **XVI. VISITORS ON CAMPUS**

Volunteers are always welcome, especially parents. However, permission must be obtained from the school office before going to any part of the school complex. Students from other schools are not allowed on the school campus unless they have obtained permission from the principal.

Anyone arriving on the school campus is expected to check in with the school office. This policy is for each child's safety and protection. **All visitors must sign in at the school office and obtain a visitor's label. The label must be visible at all times and worn for the duration of the school visit.**