



**Parent/Student Handbook
2020 - 2021
Principal – Mrs. Michelle Gardiner
Assistant Principal – Mrs. Laura Favaloro
Pastor – Father Trey Nelson**

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 2020



St. Jude the Apostle School

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Dear Parents,

Welcome to the 2020-2021 school year! We are so blessed to have you as a member of our school family and look forward to our journey together in educating your child. The faculty and staff at St. Jude School would like to thank you for enrolling your child and entrusting us with 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

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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 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 an opportunity for each student to experience the Catholic heritage, we hope to instill a lifelong commitment to the Catholic faith through teaching, liturgy and example. Each day students stand to pray and to recite the Pledge of Allegiance. 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.

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 faculty 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. PARENTS AS PARTNERS

As partners in the educational process at St. Jude School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or a nutritional lunch every day.
- Takes prescribed medications.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school emails and newsletters and to show interest in the student's total education;

To support the religious, educational, and E-learning goals of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on any social media.

E. PARENT'S ROLE IN EDUCATION

We, at St. Jude School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life-physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Jude 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 and Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Jude School, we trust you will be loyal to this commitment. During these formative years (PK to 8th), 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 faculty will model good mature behavior and relationships. Talking negatively about a faculty member at home will only create an attitude of distrust toward the faculty member, 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 St. Jude School. This is in accordance with the Diocesan policy. If at any point a parent is disrespectful or hostile towards a faculty 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 St. Jude School.

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 St. Jude School 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 St. Jude School.

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. The Baton Rouge Diocesan Office of Religious Education prescribes religious curriculum programs. The Diocesan curriculum and learning standards, 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 a 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. PK through 8th grade students 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 faculty 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 5th – 8th grades may be placed in either Honors Math or Honors 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 faculty 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 1st through 8th use the grading system below.

The grading scale used at St. Jude School for academic purposes and conduct 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)

PK and 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 all grades, PK – 8th, at the end of each nine-week period.

Report cards and progress reports will be sent via email. The final report card will be printed and sent home on the last day of school.

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. Daily work – including participation, assignments, quizzes and tests given during the nine-week period – helps to constitute a student's grade. 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 FACTS 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 1st - 6th. The third and fourth quarters comprise the second semester for grades 1st – 6th. The **final grade** is the average of the first and second semester grades.

Mid-term and final exams will be administered to 7th and 8th grade students. The **first two quarters plus the exam grade** comprise the first semester for grades 7th - 8th. The third and fourth quarters plus the exam grade comprise the second semester for grades 7th – 8th. The **exam grade** will count as 1/5 of the semester average, and the quarter grades count as 2/5 each. 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

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.**

Policy for viewing graded work (Grades 5th – 8th):

Parents may request to view test papers at school by contacting the classroom teacher. Graded work will be available to view between the hours of **7:00 am and 4:00 pm**. If a parent has any questions after viewing a test they should reach out to the teacher for a phone call or via email. All grades are posted on FACTS.

D. HOMEWORK

Homework is an integral part of a student's education and evaluation. It is assigned as purposeful learning, usually intensifying work already presented in school. Study work also constitutes an important part of every student's homework. The amount of homework assigned and study work may depend on a child's completion of work in school. 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.

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. 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. 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 reading 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. The faculty will accept nothing but the best work from the 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.
- All **math** work should be done in **pencil**.

Students in Middle School may choose their best handwriting, either print or script.

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 3rd- 8th are required to complete summer math work selected by St. Jude School.

Students entering grades 4th - 8th 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 3rd- 8th. 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 of Baton Rouge 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 or cubbies only at specific times. The school reserves the right to inspect lockers or cubbies 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 PK - 8th). Supplies that have been lost or consumed during the school year must be replaced promptly.

H. BACKPACKS

Students in grades PK through 4th grade may not have rolling backpacks. Students in grades 5th – 8th 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

St. Jude School 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 1st - 4th 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 1st - 4th 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. The 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 50th percentile is a cause for concern and may indicate that retention or evaluation is necessary in grades 3rd - 8th.

In order to pass a major subject in grades 4th- 6th, 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 7th and 8th, 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 St. Jude School. A student failing one major subject is considered "conditionally promoted". The student must complete 40 hours of tutoring by a certified teacher who is approved by the administration or must attend an approved summer school program.

The major subjects in grades 1st - 2nd include: Religion, Reading, Mathematics, and English.

The major subjects in grades 3rd - 8th include: Religion, Reading, English, 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 PK 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 PK. 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. Louisiana state law and Diocesan policy require that elementary students (K – 8th) 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.

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. Additional school days should not be missed prior to or following a school holiday. Students are not excused from tests or assignments scheduled during their absences and are required to make up the deficiency in his/her work. 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 child's homeroom teacher before 8:00 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 - 8th).

**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 8:00 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 7:20 a.m.-3:15 p.m.

- 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.

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

- Any student who arrives after 7:55 am must be accompanied by an adult to the Administration Building.
- Parents and students are asked to sanitize their hands prior to pushing the office buzzer on the right hand side of the door. Hand sanitizing station will be located outside the main entry door.
- All students will have their temperature checked, using an infrared forehead thermometer, by a faculty member prior to entering the building.
- If a student's temperature check registers at or above 100.4, a recheck will be done to ensure accuracy prior to entry.

*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 2:45 p.m., please come to the school office before 2:25 p.m. to check out a student. Follow the procedure below.

Parent should call the school office and make the secretary aware of the intent to check a student out early.

- Provide the secretary with an approximate time of check out. This will allow us to have the student ready and waiting in the front office.
- Upon arrival onto campus, please call the school office and your child will be walked by an adult to the front arched gate to be released to the parent.

OR

- Parent will go through arched gate.
- Parents are asked to sanitize their hands prior to pushing the office buzzer on the right hand side of the door. Hand sanitizing station will be located outside the main entry door.
- Please tell secretary the name of the student and their homeroom teacher.
- The secretary will call the classroom to have the student sent to the front office.
- The student will be escorted to the front door and released to the parent.

Absences, Tardiness or Early Dismissals due to medical appointments will be excused if accompanied by a medical excuse.

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 St. Jude School, 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, St. Jude School has established guidelines that are to be followed.

Each faculty member at St. Jude School 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 St. Jude School 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 St. Jude School have, by their presence, implicitly acknowledged and agreed to abide by all guidelines stated in the Parent-Student Handbook. Likewise, parents of St. Jude School students are assumed to have recognized that the faculty 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 faculty member 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 a cooperative partnership with the parents.

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 or plagiarism will be applied to any student's grade that has been found using these said materials.

School-Wide Rules

1. Shows respect towards faculty and classmates.
2. Be respectful of school property and the property of others.
3. Cooperates willingly.
4. Accepts personal responsibility.

Work/ Study Habits

1. Uses time wisely and complete assignments and homework on time.
2. Is a self-directed learner and seeks help appropriately.
3. Demonstrates effective organizational skills.
4. Follows school and classroom rules.

General Rules

1. Follow directions first time given.
 2. Honesty is expected at all times.
 3. Be respectful of self and others at all times.
 4. Stay in assigned area.
 5. Keep hands, feet, and objects to self.
 6. Follow uniform guidelines.
- A student should not be in a classroom before school, during recess or after school without a faculty member present.
 - Quiet is expected immediately after the bell rings in the morning, after each recess, and during any announcements made over the intercom system.
 - Playing is never allowed in the restrooms. No student is to use a restroom at any time without the permission of a faculty member.
 - 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 any St. Jude School student.
 - Destruction of any school or personal property is not tolerated.

Water Bottle Policy (Grades PK – 8th)

All water bottles should be clear (no tint, no color), reusable, sized to fit in school bag. They can be disposable. Students may drink between classes, at lunch, and recess. Water bottles should not be out during class. Bottles may be re-filled at recess/lunch time. Students with oversized water bottles may be sent to the assistant principal or the principal for approval. Forgotten water bottles in other classes may be retrieved at the end of the day. When not in use, 5th – 8th grade students should store water bottles in backpacks. Water bottles may not be used in the computer lab, library, or when a student is using an electronic device.

Emotional Support Animals

No emotional support animals will be permitted in school.

Student Accountability

The above rules and regulations are basic guidelines. They are to be followed, and will be enforced. All students at SJS are students 24 hours a day, 7 days a week, and 365 days a year.

The Principal is the final authority in all disciplinary situations.

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 St. Jude School, 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 faculty member 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, but not exhaustive examples, of grounds for possible severe disciplinary action including but not limited to detention, suspension, or expulsion.

- Violation of General Student Expectations
- Not adhering to the Academic Honesty Policy
- Violation of Technology Policy
- Blatant and/or willful disrespect or disobedience to any faculty or staff member
- 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).
- “F” in conduct
- Stealing of school or personal property
- Sale, possession or usage of alcohol, drugs, e-cigs, vaping devices, smokeless tobacco, or tobacco (in any form) on school premises
- Chronic and incorrigible misbehavior that impedes the academic progress of other students
- Truancy
- Gum, breath strips, mints, etc. are not permitted on campus.
- Any deliberate action that causes serious disruption to the school or community
- The making of an unfounded charge against anyone
- Toy guns, water pistols, sling shots, fidget spinners, knives, hard balls, weapons of any kind, weapon like objects, and any other items that conflict with St. Jude School's educational philosophy are prohibited from campus at all times.
- Possession of liquid paper, glass, or aerosol products
- Posting inappropriate content on social media sites will be subject to disciplinary action – including expulsion. This includes e-mail, text messaging and **ALL** forms of social media. 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.
- Students are not allowed to display visible signs of support or verbally endorse a political party, political candidate, or political statements. This includes, but is not limited to, masks, buttons, signs, stickers, t-shirts, socks, sweatshirts, and anything else Administration deems unacceptable.
- Any other violation deemed deserving of disciplinary action as determined by the principal and faculty of St. Jude School.

St. Jude School reserves the right to search anything brought onto the school/parish property. 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 School's name, faculty names, and student names are not to be used in public or online formats including, but not limited to, 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 faculty member who is aware of the above behaviors taking place towards a student(s) must report to the administrative or guidance office the alleged acts in a timely manner. The office will speak to the student(s) involved to determine if the alleged acts constitute harassment, hazing or bullying per Diocesan guidelines. A student(s) involved in any instance of harassment, hazing, or bullying is subject to detention, suspension and/or expulsion.

I. DETENTION

Students in grades 3rd - 8th are subject to disciplinary referrals that result in an in-school detention. Students in grades K - 2nd will receive a disciplinary referral, considered a warning, for the first offense. Any infraction thereafter can result in a conference with the parent, faculty member, assistant principal, and principal. Should an incident occur that the school feels warrants immediate action, St. Jude School may forgo the disciplinary referral and take appropriate action.

All in school detentions will be served during school on Tuesdays. 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.

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.

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 faculty 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 faculty.

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.

Weapons, or any instruments deemed in the sole judgment of the administration to be dangerous or threatening in nature, are prohibited. Any student who possesses any controlled substance in violation of the Uniformed Controlled Substance Law, a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property shall be subject to automatic expulsion by the Principal and or Pastor of the school in which the student is enrolled. Such expulsion shall take effect immediately.

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 or sending a

note with your child. Since class time is valuable and important, conferences may not be scheduled during instructional time.

Mandatory conferences are scheduled with all PK parents at the end of the first nine weeks.

In the event that information concerning the school or your child is needed, please call the office during school hours from 7:20 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 Administration 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 and faculty members may not discuss another student's academic, behavior, or discipline records with anyone other than the child's parents or legal guardians. Parents should not call or visit the homes of any faculty members concerning school matters.

St. Jude School follows the appeals process stated in the Administrative Manual of the Diocese of Baton Rouge.

B. TELEPHONE CALLS AND MESSAGES

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

Faculty members 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 PK, 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. At this time, parents may not 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 2nd - 8th. 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 and 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

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

VI. CONFIDENTIALITY

St. Jude School respects the confidentiality of the families it serves and the faculty 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.

All classroom information whether attending in class or virtual is confidential. At no time should any student, parent, sibling, or any other person share personal information or any other content associated with virtual or in person classes.

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, St. Jude School 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 St. Jude School 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. St. Jude School assumes no responsibility for compliance with a court order. School Administrators and faculty members do not become involved in custody issues between parents. A parent may also provide St. Jude School 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 St. Jude School 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.

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.

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

Students enrolled in virtual classes may not participate in SJS extracurricular activities.

Use of School Grounds

Any use of school grounds, outside the approved St. Jude School activities 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. Conduct is checked on a weekly basis. If the student fails to maintain these requirements, he/she will be put on probation. If no improvement is noted, he/she will be removed from the activity. See Athletic Handbook for further guidelines.

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 St. Jude School 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 4th - 8th 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. Members must have a GPA of 3.25. For the 7th grade students, the 6th grade final GPA is used, and for 8th grade students, the 7th grade final GPA is used. Subjects that determine this average are religion, math, science, social studies, literature, and English. Members must have an A or B in conduct at all times.

COMMUNITY COUGARS: Community Cougars is a service organization for students in grades 7th and 8th. 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 5th and 6th 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: St. Jude School 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 4th - 8th are encouraged to apply for membership in any of the clubs and organizations sponsored by St. Jude School. 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.

B. ACTIVITIES FOR PARENTS

SCHOOL ADVISORY COUNCIL: The St. Jude School 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 AND 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 faculty members 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.

ST. JUDE PARISH MEN'S CLUB: The mission of the Men's club is to aid and support St. Jude Parish and all the ministries of the parish in various capacities in a fun, Christian, fellowship atmosphere.

VIII. FIELD TRIPS

Students in grades Pre-K-8th usually take one field trip per semester. Field trips are considered a part of the school curriculum. 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 must attend the field trip as a class and may not be transported separately.

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 will not be accepted in lieu of written permission.

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 and St. Jude School. Parents are not to attend a field trip unless they are an official chaperone. Siblings may not attend.

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

At this time, field trips are not being scheduled.

IX. HEALTH

A. ILLNESS / FEVER / HYGIENE

General Illness: Students who have flu like symptoms such as nausea, vomiting, and/or diarrhea, sore throats, or any other general illness may not return to school until they have been symptom and fever free (without medicine) for at least 24 hours. Student must have a note from the physician as to when the student may return.

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 faculty will not participate in the clean-up. The student will remain in the nurse's office until the parent arrives.

COVID-19 with symptoms:

If a student is symptomatic, whether they test positive or not, they may return to school 10 days after the start of symptoms, as long as they are fever free (without medicine) for at least 24 hours, and their symptoms resolve themselves. A note from the physician as to when the student may return must be presented to school prior to the student's arrival back onto the campus.

COVID-19 Positive without symptoms:

If a student has a positive diagnosis of COVID-19 without symptoms, they may return to school 10 days from the positive test. A note from the physician as to when the student may return must be presented to school prior to the student's arrival back onto the campus.

COVID-19 Positive with symptoms:

If a student has a positive diagnosis of COVID-19 with symptoms, they may return to school 10 days from the positive test and fever free (without medicine) for at least 24 hours and no symptoms. A note from the physician as to when the student may return must be presented to school prior to the student's arrival back onto the campus.

Close contact with COVID-19 Positive person:

If a student has come in close contact with someone that is positive for COVID-19, they may return 14 days from their last exposure to that person. Close Contact defined by CDC is within 6 feet, no mask, for 15 minutes. A note from the physician as to when the student may return must be presented to school prior to the student's arrival back onto the campus.

Once a parent is called regarding a sick student at school, the student must be picked up within thirty minutes of being called.

B. MEDICATION

Children should **never** have medications in their possession on the school grounds. Faculty members 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.

If your child must take medication 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. **Faculty members are not to keep student medicines in the classroom or dispense medicine at any time.**
- 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 the student will be given the right medicine, and help protect the student and school personnel from any mistake that might cause injury or illness.

C. EMERGENCY CONTACT

Please be aware that St. Jude School makes every effort to keep children at school. St. Jude School will contact any and all emergency contacts to pick up the student if the student has not been picked up after 30 minutes.

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. Hearing and Vision screenings are given to students in grades 1st, 3rd, 5th, and 7th. Scoliosis screenings are given to students in grades 4th, 6th, and 8th.

F. WELLNESS POLICY

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

X. SAFETY PLAN

St. Jude School has implemented a comprehensive, multifaceted 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. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy. A copy of the school safety plan is available in the office. Students and faculty members regularly participate in drills and reviews of the safety plan.

St. Jude School cooperates with civil authorities in the event of an emergency.

A. CRISIS MANUALS

The faculty review and train for crisis at the beginning and throughout the school year. Crisis manuals are updated yearly.

B. DRILLS

Fire 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 faculty member in each classroom will give the students the instructions necessary. **Absolute silence and quick movement are necessary and a must at all times.**

Evacuation Drills/Lockdown Drills/Tornado Drills

Evacuation drills, lockdown drills and tornado drills are conducted as needed. Pertinent instructions will be given by faculty members.

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. Students will be released alphabetically, on the rectory property. Parents will await students 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.

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 Diocese of Baton Rouge and East Baton Rouge Parish School System unless reason dictates otherwise. The announcement will be made by the news media, FACTS parent alert, email, 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 to pick up the child.

F. PARENT PARTICIPATION IN SAFETY

- Always sign in at the front office and wear a visitor's badge when on campus.
- Make sure cell phone numbers and email addresses are correct and up to date. Emergency information is sent through emails and phone messages.
- In an emergency situation do not report to campus unless directed to do so.
- If on campus during an emergency, quietly follow guidelines from school personnel.
- Refrain from calling the school if an emergency has been communicated.

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 PK program has a curriculum which is developmentally appropriate in scope, materials, and manipulatives to the four year old child. In order to attend PK, 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 PK classroom environment may be asked to withdraw. PK 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 PK 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 St. Jude School 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 3rd - 8th 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 and 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 the Principal. In the event of non-acceptance to St. Jude School, inquiries should be directed to 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 6th 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. 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 the 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 students already attending St. Jude School. It holds a spot for your child for the upcoming school year provided all subsequent payments are paid by the due date. In the event that a child does not attend St. Jude School, 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 2020 - 2021 School Year

- New Student Application Fee (\$125 – non-refundable) – A one-time fee assessed to all applicants that covers the cost of processing applications.
- Registration Fee (\$250 per child – non-refundable) – For those students already attending St. Jude School, this fee is due at the time of re-registration each year. For new applicants, this fee is due upon acceptance. It is non-refundable.
- Building Use Fee (\$235 per family – non-refundable after due date) – This fee helps defray the costs of increasing utility rates, etc.

Tuition Rates

The St. Jude School Advisory Council establishes and approves tuition rates based upon the annual school budget.

- Payment of Building Use fee and tuition may be made by check, E-Check, Cashier's Check or credit card. No cash accepted.
- To pay by E-Check or Credit Card go to www.tuition.gulfbank.com.
- Tuition Loan with Gulf Coast (financing option) for tuition. All tuition loans, new or renewal of existing loans, must be applied for prior to tuition due date at www.tuition.gulfbank.com.
- After the tuition due date, families who have not paid their tuition payment in full or obtained a bank loan for the upcoming school year will forfeit all fees and the children may be removed from the school's roster.

Pre-K and Kindergarten Tuition

(Includes non-refundable fees: \$275.00 Student and field trip fees)

- \$5,730.00 ISG
- \$6,170.00 Non-ISG
- \$6,535.00 Non-Catholic

1st-7th Grade Tuition

(Includes non-refundable fees: \$275.00 Student and field trip fees)

- \$5,520.00 ISG
- \$5,960.00 Non-ISG
- \$6,325.00 Non-Catholic

8th Grade Tuition

(Includes non-refundable fees: \$275.00 Student and field trip fees, \$160 graduation fee)

- \$5,680.00 ISG
- \$6,120.00 Non-ISG
- \$6,485.00 Non-Catholic

It is the obligation of the person who is designated as the responsible party to see that all financial obligations are met. 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.

If the school is closed due to weather or a public health crisis, parents/guardians will still be responsible for the payment of tuition. The education of each student will continue with virtual/remote/E-learning.

Fees and Tuition Payments for 2020 - 2021

- **Registration Fees** – Can be paid by check or money order only and returned with Student Enrollment Form.
- **Building Use Fee** – The following payment options are available
 - These may be paid by by check, money order, E-check, or credit card.
 - Credit card or E-Check payment can be made by going to the website www.tuition.gulfbank.com and selecting the additional payments option.
 - Credit Card – A one-time payment with a Visa, MasterCard, Discover, or American Express. There will be a 4% convenience fee added to each transaction. Credit Card payments can be made only by accessing the bank website.
 - E-Check – An electronic payment drafted from your checking or savings account. You must have the routing and account numbers available. There is no additional charge for paying by E-Check.
- **Tuition** – Tuition may be paid by check, money orders, E-Check, credit card, or a tuition loan through Gulf Coast Bank. Payments by E-Check, credit card, and tuition loan can be made by going to the website www.tuition.gulfbank.com.
 - Credit Card – A one-time payment with a Visa, MasterCard, Discover, or American Express. There will be a 4% convenience fee added to each transaction. Credit Card payments can be made only by accessing the bank website.
 - E-Check – An electronic payment drafted from your checking or savings account. You must have the routing and account numbers available. There is no additional charge for paying by E-Check.
 - Tuition Loan – A loan made in 10 monthly payments beginning July 1, 2020 thru April 1, 2021. The interest rate is 9%. The loan may be paid off at any time at which time the interest will stop accruing.

Policy on Identified Stewardship Givers (ISG) for 2020 – 2021.

All St. Jude School families registered with St. Jude Church Parish are expected to participate as **Identified Stewardship Givers (ISG)**. Please note that a minimum identifiable contribution (\$250.00) for the previous calendar year is required of St. Jude School registered families in order to be eligible for the ISG tuition rate for the upcoming school year. St. Jude Church Finance Council sets the contribution amount. 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 qualify for the ISG rate the person designated as the responsible party must meet the ISG qualifications. St. Jude Church contributes towards maintenance of the school property.

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 (January to December of prior year).
3. Registered active participants of St. Jude Church and/or St. Jude School.

Late Tuition/Fee Payment Policy

Those parents of registered students attending St. Jude School who do not pay their tuition by June 1st, 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 1st, the parents who want their child(ren) to attend St. Jude School 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, FACTS 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 1st, and the 1st 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.
- 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 and there is no outstanding payment from the prior school year.

Delinquent Loan Policy

Bank loan payments are considered late if received after the 10th 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 St. Jude School 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.

Tuition loans are to be paid in full by April 1st 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 14th or transfers during the school year, tuition paid in advance will be refunded according to the graduated tuition refund scale as approved by the St. Jude School Advisory Council. The scale is as follows:

- May 16th – Sept. 1st 50%
- Sept. 2nd – Oct. 1st 45%
- Oct. 2nd – Nov. 1st 40%
- Nov. 2nd – Nov. 15 35%
- Nov. 16^h - Dec. 1st 25%

- Dec. 2nd – June 1st 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 2 weeks 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 the St. Jude School faculty.

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. St. Jude School is only able to make limited accommodations that are suitable to our academic setting.

B. EXTENSION PROGRAM

The St. Jude School 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 PK-8th. Hours of operation are 7:00 to 7:30 a.m. (morning) and 2:45 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 (August – April) due on the 1st of the month. We ask that all payments be made in a timely manner. Any payment received after the 10th of the month will be assessed a \$25 late fee. Monthly billing statements will be sent home on the first day of Extension. The top portion of the billing statement is for your records and for tax purposes. The bottom portion is to be returned with your monthly payment.

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

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.

Homework

Everyday, 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 parent or student 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. At this time, the library has limited usage.

D. CAFETERIA

St. Jude School participates in the Diocese of Baton Rouge Child Nutrition Program. The lunch program is a federally funded program. Therefore, parents may send or bring food items that are prepared at home but may not bring "fast food" or soft drinks into the cafeteria. Students who do not wish to participate in the Diocesan program may bring a lunch from home.

Parents may not visit the cafeteria at this time. Once allowed, the guidelines are below for eating in the cafeteria with your child/children.

Cafeteria visits should be used for special occasions and should not occur daily or weekly. Students 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 the visitor table; visitors may not join the students at the student table. Due to child protection requirements, visitors cannot use student restrooms. A restroom is available in the administration building. The Diocese of Baton Rouge Child Nutrition Program has eliminated the use of peanut products, including peanut oil or any products containing peanuts.

E. LOST AND LEFT

Items that have been found on school grounds will be kept in the "Lost and Left" container located under the stairwell on the left side of the Administration Building. Those items that are not claimed after two weeks will be donated to the Used Uniform Sale and/or charity.

XII. TECHNOLOGY

A. ACCEPTABLE USE POLICY

Statement on Technology:

Technology is used to support, enhance and optimize the learning process for all of our students. Emerging technologies will influence the formation of foundational skills in students to aid them in reaching their potential in a constantly changing world. Technology must be implemented seamlessly, as everyday experiences, and must promote higher student achievement and a deeper understanding of their Catholic faith.

Privacy:

All electronic resources owned/issued by St. Jude School remain the property of the school unless otherwise agreed to in writing. The individual has no reasonable expectation of privacy. The school retains the right to monitor all electronic resources in any manner it sees fit.

Any person using school owned/issued technology devices is expected to use all technology resources in a considerate, ethical, moral and legal manner.

Any school owned/issued technology device and the information stored on them are property of the school and are subject to the policies set forth by school administration, and are subject to supervision and inspection. The Diocese of Baton Rouge and each individual school reserve the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, and/or stored on any school owned/issued device.

General Computer and Internet Usage:

At times, students will have access to varied types of electronic and virtual resources to complete educational tasks, including but not limited to storage, network communications, equipment, apps, and software.

Technology devices and resources usage is a privilege, not a right. By using such devices and resources, parents and students agree to the following terms:

- Students are not allowed to install third party applications on the school owned device which may interfere with the education process (e.g., games) without specific instruction from their teacher.
- Students shall not attempt to gain unauthorized access to or 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.
- Student use of the school's network and internet usage must be consistent with the mission of the diocese and the individual school and of the educational goals of both. Misuse includes any internet conduct on or off campus which negatively affects the reputation of the diocese and/or school and the educational goals of both. This includes but is not limited to sent or posted messages that suggest harassment, racism, sexism or inappropriate language and/or symbols.
- Any student who fails to immediately make known to a teacher or an administrator at the school that the student received a message which suggests harassment, racism, sexism or has inappropriate language, pictures, and/or symbols will be considered to be misusing technology.
- If a student has access to network resources or internet access, the student will not disrupt network users, services, equipment, or data of the diocese, the school, of another student, either on or off campus.
- Students will not attempt unauthorized entry to any device accessible via the school network or remote network. If a student notices a security problem, the student must notify administration immediately.
- The internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use network resources or internet access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
- Students may not email or post to websites or blogs any images, photos or videos of school employees. Photographing and/or recording (audio or video) a teacher or staff member without permission is prohibited.
- Students will not provide their password(s) or share another student's password with any other student or nonstudent. Students may not use another individual's account or log onto the internet or network as anyone else.
- Students shall observe copyright laws and fair use in guidelines. Copying, modifying, distributing, displaying, or transmitting the work of another without permission or proper citation is prohibited.
- Students will not communicate the address, phone number or other personal information of themselves or any other individual to any person or company on the internet or through email without specific instructions from their teacher.
- While using any technology device at school, students are required to access the internet using the school's Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices such as a cell phone and/or other external devices. Children's Internet Protection Act (CIPA) laws require schools to filter internet access to students and block inappropriate content from

being accessed. This includes internet tethering and mobile hotspots that enable (3G or 4G) access on the school issued laptops.

- The intentional destruction, deletion, or disabling of school - installed software on any device is prohibited. Unauthorized copying/installation of software programs belonging to the school is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to the school is prohibited, unless specific instruction is given by a teacher for changes related to non-sensitive files/data.
- Purposeful damage to school issued or owned devices is prohibited. The individual will be responsible for any repair or replacement costs. The school has the discretion to suspend the user's technology privileges and/or take disciplinary action.

Email and Communication Use:

- Parents will be required to specifically acknowledge the use of the email account by their child.
- Students may not change their given email username.
- All communications sent or received serve as a representation of the diocese, parish, and school, as communication exchanged via the internet or email must not damage the reputation of the diocese or school.
- All email communication between faculty, staff, coaches and a student must be exchanged through the school-hosted email account.
- Students are responsible for reporting and rejecting any inappropriate materials and information received through electronic communication.
- Students are prohibited from attempting to access or otherwise use another student's email account.
- Students will not use network resources or internet access to broadcast messages via the school's network or email system, or to transmit threatening, obscene or harassing materials, including but not limited to chain-letters, solicitations, inappropriate photos and videos.
- The Diocese of Baton Rouge and/or the student's school reserve the right to access student email accounts. This includes but is not limited to access of the student's email account for routine maintenance and to retrieve school records. Access also includes, but is not limited to, carrying out internal investigations, accessing internet history, and the disclosure of messages, social networking data or files.
- School employees may share any information obtained in a search of student email accounts with law enforcement as deemed necessary by the school administration.
- Instant messaging, chat rooms, social networking, gaming, and email communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation.

Device Usage:

For purposes of this policy, the term device includes, cellular telephones, personal and school issued computers, laptops, tablets or similar devices.

Cellular devices:

The Diocese recognizes the convenience, logistical and safety advantages for students to have cellular telephones and other communication devices in their possession while on campus and during school activities.

- Communication devices must be turned off and stowed away throughout the academic day, during school activities, and may not be displayed.
- Students may use communication devices while on campus and during school activities only with the permission of the supervising adult, such as the teacher, bus driver, athletic coach or sponsor.
- The use of cellular devices in an unacceptable manner in the school setting is prohibited. Examples of unacceptable usage can include but are not limited to the following: use of a device for any purpose inside a restroom, use of a device on the school campus for cheating, cyber bullying, sexting, and taking inappropriate pictures or videos.
- Violations of this policy will result in disciplinary measures as well as the confiscation of the communication device.

- Students in grades PK – 4th may not have cell phones.

- Students in grades 5th – 8th may have cell phones on campus for emergency purposes after school hours. Phones must remain in the back pack and turned off at all times. Phones that are heard or observed at any time during the school day, upon arrival or dismissal, on the bus, field trips, etc. will be confiscated in each offense and a consequence will be issued. St. Jude School is not responsible for lost, stolen, damaged, or broken cell phones.
 - First Offense –Phone is confiscated and student is sent to the Principal
 - Second Offense – Phone is confiscated and student is sent to the Principal. A detention is issued.
 - Third Offense – Phone is confiscated and student is sent to the Principal. The student will serve a suspension.

Wearable Technology:

- No ‘smart watch’ or ‘smart’ type device including Fitbit, Apple watches, etc., Kindle, and other e-reading devices, radios, CD players, iPod, iTouch, iPad, MP3 players, calculators (unless desired by the teacher), electronic games, pagers, or cameras are allowed on campus.

B. PERMISSIONS

- 1) The *Acceptable Use* policy shall be distributed to the student and parent/guardian through the St. Jude School Parent/Student Handbook and shall be posted on the school web site.

- 2) Parental/guardian permissions that are assumed, but not limited to include:
 - Permission to use electronic devices.
 - Access to the internet.
 - Permission to publish students’ work across various mediums.
 - Permission to have identified and/or unidentified photos and videos of students published across various mediums.
 - Permission to have identified/and or unidentified photos and videos of students, parents, and their guests published on behalf of St. Jude School in promotional materials across various mediums.

- 3) Parental permission shall be assumed unless specifically denied.

IV. TRANSPORTATION

A. ARRIVAL

- Parents must use the designated carpool lines for morning arrival. Students cannot walk throughout the parking lot for safety reasons.
- Students are not allowed to arrive at school before 7:20 a.m. unless they are enrolled in the Extension Program. Faculty members are on duty from 7:20 a.m. to 3:15 p.m.
- Students are to report to homeroom or sit in designated spots.
- 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.

B. DISMISSAL

- Students may not check out after 2:25 p.m.
- Bus dismissal will begin at 2:45 p.m.
- Carpool dismissal will begin at 2:45 p.m.
- Faculty members 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 beginning at 3:15.)
- Students are not allowed to go home by a different means without written permission from the parents.
- Students may not return to the classroom for forgotten articles or materials.

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 Parish Transportation Department. 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 are not allowed to get off the bus other than at their regular stop.
- Students are forbidden to stick their heads, arms, or hands out of the bus. Spitting and throwing objects out of the windows is not allowed.
- Students may not eat while on the bus.
- Students are not allowed to throw any objects at each other and are expected to leave the bus clean.
- Talking is permitted only in a regular and conversational tone. Any shouting, singing, screaming is not allowed.
- Students transported in a school bus shall be under the authority of and responsible directly to the driver of the bus. Continued disorderly conduct shall be sufficient reason for a student to be sent to the school office, suspended, and/or removed from the bus.

- A student is not allowed to ride a different bus other than the regular one he/she rides.

The East Baton Rouge Parish Transportation Department provides transportation for students who reside within the St. Jude Church parish boundaries. Bus and stop assignments are determined by East Baton Rouge Parish Transportation Department and not by St. Jude School.

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 St. Jude School 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 members 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
- Mark the student's name on the inside of all outerwear.
- Do not allow your child to alter the uniform in any way
- 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	Solid White	T-shirt, tank top, bra or sports bra in solid white	PK-8	To be worn under uniform shirt with no logo or writing

Undershirt				
Undershirt	Solid 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
Tights or Leggings	White, Navy & Black	Opaque	PK-8	Must be full length and worn 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 high-tops or cleats. Velcro may be worn in PK – 2.	PK-8	Shoes must be predominately one of the colors listed; Laces must be visible and tie. 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 the addition of black and brown

Mass attire (dress uniform) for Early Childhood and Elementary girls (PK – 4)

- ❖ Jumper with white blouse and tennis or dress shoes.
- ❖ SJS Sweatpants may not be worn to Mass.

Mass attire (dress uniform) for Middle School girls (5 – 8)

- ❖ Skirt with white blouse/banded shirt and tennis or dress shoes.
- ❖ SJS Sweatpants may not be worn to Mass.

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	Solid White	Cotton T-shirt	PK-8	To be worn under uniform shirt with no writing or logo
Undershirt	Solid White	Turtleneck	PK-8	To be worn under uniform shirt on cold weather days
Socks	White	Crew	PK-8	With SJS logo
Belt	Navy, Brown or Black	Braided or leather	1-8	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 high-tops or cleats Velcro may be worn in PK- 2.	PK-8	Shoes must be predominately one of the colors listed; Laces must be visible and tie. Laces are to match the predominate color of the shoe

Mass attire (dress uniform) for all boys (PK – 8)

- ❖ Long pants with white shirt and tennis or dress shoes.
- ❖ SJS Sweatpants may not be worn to Mass.

B. OUTERWEAR UNIFORM FOR GIRLS AND BOYS

CLOTHING ITEM	COLOR	STYLE	GRADE	COMMENTS
Cardigan	Solid Navy		PK-2	
Sweatshirt Will be phased out at the end of the 2021 school year.	Red	Crew	PK-4	With SJS logo; No longer sold. Will be phased out at the end of the 2021 school year.
	Navy	Crew	5-8	
Fleece	Red	1/2 Zip Pullover Fleece	PK-8	With SJS logo; Purchased through Home and School
	Navy	Full Zip Fleece	5-8	
Wind Jacket	Solid Navy	Full zip, no colored stripes, etc.	PK-8	SJS Logo optional Purchased only at uniform stores
Sweat Pants	Navy	SJS logo	PK-8	May be worn November – March Must be worn with uniform shirt/sweatshirt Wearing under the jumper/skirt is optional Purchased through Inka's
Sweatshirt	Navy	SJS logo	PK-8	Purchased through Inka's
Sweatshirt	Red	SJS logo	PK-8	Purchased through Inka's

These are the only outerwear options allowed at SJS.

Options may be layered for extremely inclement weather.

C. OUT-OF-UNIFORM DAYS

DAY	SHIRT	BOTTOM	SHOES (NO CLEATS)	COMMENTS
Cougar Pride	Spirit t-shirt	Uniform bottoms and spirit shirt	School shoes and SJS socks	Spirit shirts are purchased from Home and School. PK-4 grade are white shirts. 5-8 are red shirts.
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 at least 3 in. above knee.	Tennis shoes with free choice of socks; flats or boots with flat heel for girls. No cowboy boots or sandals.	No shorts may be worn unless they are the uniform shorts.

On **FREE DRESS** days, please note that students may not wear tank, strapless or off-the-shoulder tops and/or dresses. Jeans and/or pants may not be ripped or have holes. Jewelry and hair regulations are applicable to all school days, including **FREE DRESS** Days.

D. ADDITIONAL UNIFORM GUIDELINES

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 boy's 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, false eyelashes, lip gloss, colored chapstick, 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

Jewelry should be limited to one watch, one ring, and simple crosses or holy medals on a narrow silver or gold chain. Necklaces other than chains and religious medals or chains and crosses shall not be worn with the uniform. Scapulas made at school are acceptable. Beaded or "jewelry" type scapulas may not be worn. Stud earrings are permitted only for those girls who have pierced ears. Loop or hoop earrings are 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 and/or rubber band jewelry should be worn.

Protective Masks

Protective masks are required for students in grades 3 – 8. Students will be expected to wear a mask while at school. Masks must not contain any offensive messages, **pictures, political party endorsements or statements**, or be distracting to the learning environment. Protective masks are recommended, but not required, for students in grades PK – 2.

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.

All visitors must sign in at the school office and obtain a visitor's badge. The badge must be visible at all times and worn for the duration of the school visit. Upon leaving, all visitors must sign out.

At this time, volunteers/visitors are not allowed on campus without special permission from the Administration.

XVII. 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 faculty 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 the policies listed in this handbook after publishing will be announced via FACTS and on the school website.

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

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

6. After reading this handbook and reviewing it with your child, please sign and return the “**Parent/Student Handbook Acknowledgement Form 2020**” and the “**Diocese of Baton Rouge Covid-19 Consent form and Liability Waiver**” on August 6, 2020.

XVIII. FORMS

DIOCESE OF BATON ROUGE COVID-19 CONSENT FORM AND LIABILITY WAIVER

Name(s) of Child(ren): _____

Birth date(s): _____ Gender(s): _____

Parent/Guardian's name: _____

Home address: _____

Home phone : _____ Cell phone: _____

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is extremely contagious and social distancing is therefore recommended. **St. Jude School** Parish/School ("Parish/School") will follow state and local standards of conduct and has put in place reasonable preventative measures to reduce the spread of COVID-19 during the 2020-2021 academic year (the "School Year") at the Parish/School including, but not limited to, during student arrivals/departures; before, during and after classes, meals and class/school assemblies; extracurricular meetings and activities; sports practices and events; and other activities (each, an "Activity" and collectively, the "Activities"). However, even though such standards will be followed and reasonable measures are in place, Parish/School cannot guarantee that your child(ren) or you will not become infected with COVID-19. Further, your child(ren)'s attendance at the Parish/School and/or participation in an Activity could increase his/her/their risk, and yours, of directly or indirectly contracting COVID-19.

By signing this *COVID-19 Consent Form and Liability Waiver* ("Agreement"), I acknowledge the contagious nature of COVID-19 and that my child(ren) and I may be exposed to or infected by COVID-19 by his/her/their attendance at the Parish/School and/or participation in any Activities and that such exposure or infection may result in personal injury, illness, permanent disability, and even death ("Injury"). I understand that the risk of becoming exposed to or infected by COVID-19 during attendance at the Parish/School or participation in an Activity may result from the actions, omissions or negligence of myself and/or others including, but not limited to, Parish/School employees and volunteers; third-party service providers; other students and visitors at the Parish/School; and participants in an Activity and their families.

Considering the foregoing, and notwithstanding the risks associated with the COVID-19 virus and group activities, I, _____, grant permission for my child(ren) named above to attend the Parish/School and participate in all Activities during the School Year, some of which may require transportation to a location away from the Parish/School site.

I further agree on behalf of myself, my child(ren) named herein, and my spouse (if any), my/our heirs, successors and assigns, to release, indemnify and hold harmless the Parish/School and The Roman Catholic Church of the Diocese of Baton Rouge, its/their members, directors, employees, agents and representatives ("Indemnitees"), from all claims related to an Injury associated with attending the Parish/School and/or participating in one or more Activities and arising from or in connection with the negligent acts or omissions of the Indemnitees, but ONLY in regard to the prevention of the spread of the COVID-19 virus. I SPECIFICALLY ACKNOWLEDGE AND AGREE TO THE FOREGOING.

Signature: _____ Date: _____

Print Name: _____

Parish/School 2020

PD.28803960.1



Parent/Student Handbook Acknowledgement Form 2020

**Please sign this page and return with your child
to his/her homeroom teacher on Thursday, August 6, 2020.**

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

2. Student Print Name & Grade

Student Signature

3. Student Print Name & Grade

Student Signature

4. Student Print Name & Grade

Student Signature

5. Student Print Name & Grade

Student Signature