



**Parent/Student Handbook  
2024 - 2025  
Principal – Mrs. Michelle Gardiner  
Assistant Principal – Mrs. Laura Favaloro  
Pastor – Father Trey Nelson**

2020 National Blue Ribbon School  
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 2024



# *St. Jude the Apostle School*

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



Dear Parents,

Welcome to the 2024-2025 school year! We are thrilled to have you as part of our St. Jude School family and are excited about the journey we will embark on together in nurturing your child's education.

At St. Jude School, we are deeply grateful for the trust you've placed in us with your child, and we approach this responsibility with unwavering dedication and care. Our faculty and staff are committed to helping each child reach their fullest potential, and we look forward to partnering with you in this important mission.

This handbook contains important rules and guidelines designed to help you understand the expectations of our school community. We encourage you to review it thoroughly and discuss it with your child to emphasize the importance of their cooperation and engagement.

Thank you for your commitment to St. Jude the Apostle School. With your support, we are confident we will create an environment where Catholic values and academic excellence flourish in a spirit of mutual respect and collaboration.

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. HISTORY AND PHILOSOPHY OF EDUCATION**

St. Jude the Apostle School was established in 1983 as a satellite site to a neighboring Catholic school. We opened our doors with four classes in grades K-2 and a school secretary. In 1985, the school operated independently, hired a school principal, and continued to add grades and sections each year. Since the early years, St. Jude has expanded to a multi-faceted complex with 58 faculty and staff members, and 580 students.

St. Jude the Apostle School provides an effective and challenging curriculum of rigor and relevance utilizing the Depth of Knowledge levels in accordance with the Diocese of Baton Rouge (DBR) Learning Standards. With delineated standards between content subject areas and grade levels, teachers utilize the Rubicon Atlas Curriculum Mapping programs to ensure continuity of content matters throughout all grades.

At St. Jude, the classrooms are intentionally designed to address the various facts of learning and diverse capabilities of each student, such as intellectual needs and social dispositions. Classroom instruction challenges students to think beyond the content matter and make real-life connections. Students take their learning a step further by answering "Why?" when asked to explain the process or reason for their answer or method. Making inferences and supporting them with details is a daily activity, whether through class discussion, individual questioning, or written assignments.

St. Jude School is a National Blue Ribbon School of Excellence. The National Blue Ribbon Schools Program recognizes public and private elementary, middle, and high schools based on their overall academic excellence or their progress in closing achievement gaps among student subgroups. Every year the U. S. Department of Education seeks out and celebrates great American schools, schools demonstrating that all students can achieve to high levels. More than 7,500 schools across the country have been presented with this coveted award. The National Blue Ribbon School award affirms the hard work of students, educators, families, and communities in creating safe and welcoming schools where students master challenging content.

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 his/her relationship with Christ, we hope to encourage each student to recognize and develop his/her 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 and educational 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. PARENTS' 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 8<sup>th</sup>), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results.



**Dividing authority between school and home or within the home will only teach disrespect of all authority.** Evidence of mutual respect between parents and 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 always required. 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 parents 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 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.

Let's start this year by committing to partnership, working together to support your child in becoming the best individual they can be.

## **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 are the nucleus of the child's religious training.

Prayer is an integral part of each day: morning prayer, prayer before each class, prayer before meals, afternoon prayer, prayer for special intentions, etc. Religious displays are visible throughout the school, and in each classroom, there is a special prayer table or area. PK through 8<sup>th</sup> grade students participate in retreats during the school year.

Eighth Grade students participate in the Come, Lord Jesus! small group faith-sharing program as part of their religion curriculum. CLJ is facilitated by dedicated parent volunteers. Throughout the year our students participate in many service projects. They have many opportunities to share their blessings and to reach out to others in various ways, following the example of Christ, who washed the feet of his apostles and who came “not to be served, but to serve.”

Students in 2<sup>nd</sup> Grade are prepared for the reception of First Reconciliation and First Eucharist. According to norms in the Diocese of Baton Rouge, students receive both the Sacrament of First Reconciliation and the Sacrament of First Eucharist in their own parish.

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.

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

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

Based on St. Jude grouping policies, students in 5<sup>th</sup> – 8<sup>th</sup> grades may be placed in either Honors Math or Honors Literature. Final course placement decisions will be made by the faculty and administration.

New students to St. Jude School are placed in on level 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.

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 or other grades other than eighth 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.

### **High School Credit**

Students may take Algebra I for high school credit based on their performance and ability as measured by our grouping criteria. Students placed in Algebra 1 will remain for the year.

## **B. GRADING SYSTEM**

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

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

The grading scale used at 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 grades, K – 8<sup>th</sup>, at the end of each nine-week period. PK report cards are issued twice a year at the end of each semester.

Report cards and progress reports will be sent via FACTS 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 to grades 1<sup>st</sup> – 8<sup>th</sup> after the first 4 1/2 weeks of each grading period and will inform the parent of the student's current progress. Interim progress reports may be sent at any time between marking periods to parents of students who need some type of special attention.

The **first two quarters** comprise the first semester for grades 1<sup>st</sup> - 6<sup>th</sup>. The third and fourth quarters comprise the second semester for grades 1<sup>st</sup> – 6<sup>th</sup>. The **final grade** is the average of the first and second semester grades.

Mid-term and final exams will be administered to 7<sup>th</sup> and 8<sup>th</sup> grade students. The first two

quarters (80%) plus the exam grade (20%) comprise the first semester for grades 7<sup>th</sup> - 8<sup>th</sup>. The third and fourth quarters (80%) plus the exam grade (20%) comprise the second semester for grades 7<sup>th</sup> – 8<sup>th</sup>. The grades on these exams will appear on the report card. The **final grade** is the average of the first and second semester grades.

### **8<sup>th</sup> Grade Final Exam Exemption**

Any eighth grade student that meets the following criteria will be exempt from the Spring 2025 Final Exam in that subject. Students may qualify for one or multiple exam exemptions.

Exemption Criteria:

1. Earns an A for the first semester (Semester Grade Only)
2. Earns an A for third quarter
3. Earns an A for the fourth quarter

ALL eighth graders (including those who are exempt from their final exam) are expected to complete ALL study guides, reviews, and participate during class preparation, etc. These grades will continue to affect their fourth quarter final grade.

### **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 5<sup>th</sup> – 8<sup>th</sup>):**

Parents may request to view test papers at school by contacting the classroom teacher. Graded work will be available to view in the front office between the hours of **7:15 a.m. and 3:15 p.m.** 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 in 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.

Although the amount of home study will vary within grades and on different days, a reasonable guideline is listed below. Teachers consider the ability of the group and the assignments of other teachers when requiring home study.

Kindergarten	10 minutes
Grades 1-2	20 minutes
Grades 3-4	40 minutes
Grades 5-6	60 minutes
Grades 7-8	80 minutes

Grades K-7 may be assigned homework Monday through Thursday. **Homework should not be given on Fridays or over the weekend for grades K-7.**

No homework and/or projects shall be assigned over the major holidays.

Digital homework should have a due deadline **NO LATER than 8:00 p.m.** on a school night. Digital homework should not be given on any non-school night. Tests should not be given to students on the first day of school for the week.

## **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 ruffled, 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 3<sup>rd</sup>- 8<sup>th</sup> are required to complete summer math work selected by St. Jude School.

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

## **F. STANDARDIZED TESTING**

The full battery of standardized tests is administered to students in accordance with the policy of the Diocese of Baton Rouge. The TerraNova NEXT testing program is given to students in grades 3<sup>rd</sup>- 8<sup>th</sup>. Star Reading and Star Math is given to students in grades 1<sup>st</sup>-8<sup>th</sup>. Star Early Literacy is given to students in kindergarten. Standardized 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. **Textbooks are to be always covered.** 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.

### **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-8<sup>th</sup>). Supplies that have been lost or consumed during the school year must be replaced promptly.

## **H. BACKPACKS**

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

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

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

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

## **I. RETENTION POLICY**

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

Along with these general promotion and retention policies, it is often necessary to examine a child's functional level in all class settings to determine appropriate placement. 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 50<sup>th</sup> percentile is a cause for concern and may indicate that retention or evaluation is necessary in grades 3<sup>rd</sup> - 8<sup>th</sup>.

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

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

If a student fails two or more major subjects, he/she will be retained in the same grade. 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 1<sup>st</sup> - 2<sup>nd</sup> include Religion, Reading, Mathematics, and English.**

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

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 is 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. To receive credit for courses completed, students in Catholic Schools in the Diocese of Baton Rouge will satisfy minimum attendance requirements as specified in Nonpublic Bulletin 741, Louisiana Handbook for Nonpublic School Administrators.

Daily schedules and school-year calendars are established by principals before the school year begins. Instructional minutes, as defined in Nonpublic Bulletin 741, must be calculated to ensure adherence to the minimum requirement contained in that bulletin. Partial instructional days may be combined to fulfill the state's requirement for minimum minutes of instruction as well as the 178-day requirement of the diocese.

Students must be present a minimum of 160 days to be eligible to receive credit for courses taken.

As indicated in Nonpublic Bulletin 741, principals have discretion in the cases of extenuating circumstances regarding absences and the awarding of credit. Principals must consult with the Catholic Schools Office Superintendent on any exceptional cases before granting credit to students who have missed an excessive number of school days.

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-educational 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 for the deficiency in their work. Work will not be issued prior to the absence. It is the obligation of the student and/or parent to plan with the teacher to make-up for 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 and 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 - 8<sup>th</sup>).

*\*This is to be done every day the student is absent unless the parent state the number of days the student will be absent in advance. Homework requests should be made by 8:00 a.m. Homework may be picked up daily after 3:15 p.m. Please do not request an earlier pick-up time.*

School office hours are 7:15 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 extracurricular activity/practice on the day of, or the duration of, the absence.**



## **Absentee Assignment Protocols for Planned or Unplanned Absences**

### **When a Student is Absent:**

#### **PK-1<sup>st</sup> Grade:**

- If a parent requests the absent student's work by 8:00 am on day of absence missed work will be put in a brown labeled envelope and placed in bin for pick up after 3:15 pm on the same day.
- If there is no parent request for work, missed assignments go home with student on Day Zero.

#### **2<sup>nd</sup> – 8<sup>th</sup> Grade:**

- Teachers will create a Google Classroom announcement for the absent subject with the following information
  - Work missed in class and assigned for homework.
  - If possible – worksheets or handouts (uploaded via picture or digital document) If worksheet or handouts are posted, students may print them out or answer on loose leaf.
- All announcements will be posted by 3:15 pm on the absent day.

### **On Day Zero (first day back):**

- Any materials needed to complete absent assignments need to be brought home.
- No assignments will be due on day zero.
- No tests/quizzes are allowed to be given on day zero unless requested by student/parent.

### **Guide for Absent Work Submission:**

Length of time out = length of time to make up work and take tests

Ex: Out sick Mon & Tues (Out 2 days = 2 days until work is due) (Assignments were posted M-T in Google Classroom)

Day 0 = Wednesday (Return to school, collect materials)

Day 1 = Thursday

Day 2 = Friday (all is due)

### **Extended Absences:**

- If a student is absent more than 2 days due to an illness AND a parent requests books/materials, teachers will work with the parent and provide labeled materials for bin pickup.

### **Planned Absences:**

- Per pages 15-17 of the Parent Student Handbook, student work will not be issued prior to a planned absence.

## **B. TARDINESS**

- A student is considered tardy\* if he/she comes to school after 7:55 a.m. or checks out prior to regular dismissal at 2:55 p.m.
- If a student is late for school, a parent must sign in with the student at the school office before the student can go to class.
- The student will be given an admission slip from the school office before reporting to class.

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

## **C. EARLY DISMISSAL**

Please do not arrange for an early dismissal unless necessary. It is preferable that no appointment (doctor, dentist, etc.) be made during school hours. However, if this is necessary prior to regular dismissal time at 2:55 p.m., please come to the school office before 2:20 p.m. to check out a student. Follow the procedure below.

- Send a written note and email the homeroom teacher with your child stating the reason and time you wish to pick him/her up. If circumstances arise after your child has left for school, please call and inform the school.
- Students must be checked out prior to 2:20 p.m.
- A parent or guardian must be present for a child to be called to the school office.

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. 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. 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.

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**

Students are expected to use academic honesty regarding all schoolwork. Students should do their own work. Copying test answers, academic practice, graded assignments, projects, etc. are a violation of this code. The use of teacher manuals, textbook materials, former tests acquired by parent, guardian, or student and/or cheating or plagiarism of any type (including electronic) is strictly prohibited. A student that has been found using any of these said materials will receive a score of 66%.

### **Schoolwide Rules**

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

### **Work/ Study Habits**

1. Uses time wisely and completes 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 always expected.
  3. Be respectful of self and others at all times.
  4. Stay in the 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.

### **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 always show special reverence to the Blessed Sacrament, 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 plan appropriate to the grade level of the students. Teachers follow a classroom plan that includes rules, consequences, and rewards for the students' classroom behavior. Grades 3<sup>rd</sup> and 4<sup>th</sup> record this information on conduct cards.

### **E. MIDDLE SCHOOL**

Middle school teachers will provide information concerning the discipline plan appropriate to the grade level of the students. Teachers follow a classroom plan that includes rules, consequences, and rewards for the students' classroom behavior. Grades 5<sup>th</sup>- 8<sup>th</sup> record this information on conduct cards.

### **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, both online or in person, that is detrimental to the school's image/reputation or to another student or inconsistent with the values and mission of St. Jude School.**

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
- Violation of the Academic Honesty Policy
- Violation of the Acceptable Use 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 always prohibited from campus.
- 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 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 because 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 unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal schoolwork 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 3<sup>rd</sup> - 8<sup>th</sup> are subject to disciplinary referrals that result in detention. 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.

A notice is sent home in advance informing the parents of the detention. It must be signed and returned to the homeroom teacher the next day.

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 extracurricular 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, brunch, awards, and graduation ceremony is a privilege and may be withheld if disciplinary or other 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 can be 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 by 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 7:15 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. Please allow a reasonable response time of at least 48 hours during the school week before expecting a reply.

The Administration should **not** be contacted prior to contacting the teacher.

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 48 business hours. Please note that during the day, teachers have limited access to check emails and return calls.

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

No peanut or nut products, including peanut oil, nut oil, or any products containing peanuts or nuts 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 parents 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. Teachers have the final say of what the date will be for this celebration for all students. Parents may join their child for this special celebration.



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

No birthday treats will be shared at school in grades 2<sup>nd</sup> - 8<sup>th</sup>. All students receive a birthday ribbon and treat from Home and School 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 schoolwide 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 AND CUSTODY**

St. Jude School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to student records.

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.

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.

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 and grades. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school. No records will be sent to transferring schools of students whose financial commitment is in arrears.

#### **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.

Be advised that if a teacher, staff member, or principal is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.)

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. EXTRACURRICULAR 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 parents 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 extracurricular 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 final 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 extracurricular 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.

**For guidelines specific to athletics, refer to the 2024-2025 SJS Athletic Handbook.**

## **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 meet 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 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 4<sup>th</sup> - 8<sup>th</sup> are encouraged to become altar servers. This is considered a privilege and the student's conduct must reflect acceptable behavior.

**JUNIOR BETA CLUB:** Eligible students are invited to join the Jr. Beta Club at the beginning of their seventh or eighth grade year. Members must have a GPA of 3.67. For the 7<sup>th</sup> grade students, the 6<sup>th</sup> grade final GPA is used, and for 8<sup>th</sup> grade students, the 7<sup>th</sup> 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.

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

**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. gardening, spirit club, 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.

## **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 and 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 and 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 BOOSTER CLUB:** The St. Jude Athletic Booster Club is open to any parent or guardian who has a student athlete enrolled at St. Jude School. This organization is designed to help promote volunteerism, support the marketing of St. Jude Athletics, and raise funds for St. Jude's athletic programs.

**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-8<sup>th</sup> 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. \*In the event allocated field trip money is completely depleted, parents may be asked to pay additional fees for a field trip. \*

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.

## IX. HEALTH

### A. GENERAL GUIDELINES AND IMMUNIZATIONS

Students who have flu-like symptoms such as nausea, vomiting, diarrhea, sore throats, or any other general illness may not return to school until they have been symptom free and fever free (without medication) for **at least 24 hours**.

If a student is seen by a physician for a contagious illness, the student must have a note from the physician as to when the student may return.

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

St. Jude School will follow the ongoing guidance of the U.S. Centers for Disease Control and Prevention (CDC) and the Louisiana Department of Health (LDH) regarding health-care issues generally, and particularly with respect to the Covid-19 virus and schools. All members of the St. Jude School community (including without limitation faculty, school staff, cafeteria staff, students, parents of students, volunteers, and visitors) must follow all applicable CDC and LDH guidelines, policies, and procedures at all times when they are physically present on the St. Jude School's campus or participating in a St. Jude School related activity. These guidelines are always subject to change based on circumstances in our communities related to Covid-19, new guidance from the CDC, the LDH, and our experience in the classroom.

Head lice are a common occurrence among school-age children. It is spread through direct contact and the sharing of personal items. Parents must notify the school nurse if their child has lice. Students must be checked by the school nurse and found to be lice and nit-free before returning to class.

No peanut or nut products, including peanut oil, nut oil, or any products containing peanuts or nuts may be brought to school.

### **Immunizations**

All students entering any school of the diocese shall present records attesting to their immunization in compliance with State health requirements at the time of registration. The school may waive a required immunization if a parent submits (a) a written statement from a physician attesting that the immunization is contraindicated for medical reasons or (b) a written statement refusing immunization for the student. Such a statement shall be maintained in the student's cumulative folder.

In the event of an outbreak of a vaccine-preventable disease, a school may exclude any un-immunized student from attendance until the appropriate disease incubation period has expired or until the parent presents records attesting to immunization of the student.

## **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 make sure all contact information in FACTS is current and up to date. 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 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup>. Scoliosis screenings are given to students in grades 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup>.

### **F. WELLNESS POLICY**

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

### **X. SAFETY PLAN**

St. Jude 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, but not limited to, 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 crises 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.

### **Evacuation Drills/Lockdown and Intruder Drills/Tornado Drills**

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

**Absolute silence and quick movement are necessary and a must during all drills.**

## **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. Parents will await students on or near the church rectory property. Students will be released following the reunification protocol.

## **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.

## **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 faculty.
- 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.

#### **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 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 3<sup>rd</sup> - 8<sup>th</sup> if applicable)
- Immunization card (health records)
- Social Security card
- Previous academic records as applicable



## **Immunizations**

All students entering any school of the diocese shall present records attesting to their immunization in compliance with State health requirements at the time of registration. The school may waive a required immunization if a parent submits (a) a written statement from a physician attesting that the immunization is contraindicated for medical reasons or (b) a written statement refusing immunization for the student. Such a statement shall be maintained in the student's cumulative folder.

In the event of an outbreak of a vaccine-preventable disease, a school may exclude any un-immunized student from attendance until the appropriate disease incubation period has expired or until the parent presents records attesting to immunization of the student.

No child will be refused admission to a Catholic school in the Diocese of Baton Rouge for the 2024-2025 school year based on their vaccination status for the COVID-19 virus. All other childhood vaccine requirements that the school presently has in place will remain intact.

## **Admissions Procedure for New Students**

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

1. Student (baptized Catholic) whose family is a Catholic in-parish family and qualify for the ISG admission bracket.
  - A. Sibling of students presently enrolled
  - B. Sibling/children of alumni
  - C. Non-sibling/non-alumni
2. Student (baptized Catholic) whose family is a Catholic in-parish family.
  - A. Sibling of students presently enrolled
  - B. Sibling/ children of alumni
  - C. Non-sibling/ non-alumni
3. Student (baptized Catholic) whose family is baptized Catholic and registered in a church parish.
  - A. Sibling of students presently enrolled
  - B. Sibling/children of alumni
  - C. Non-sibling/ non-alumni
4. Non-Catholic student whose family is not baptized Catholic.
  - A. Sibling of students presently enrolled
  - B. Sibling/ children of alumni
  - C. Non-sibling/ non-alumni

A student in grades 6 – 8 will not be considered for acceptance after the first nine weeks of school.

## **Fees for the 2024-2025 School Year for New Students**

- New Student Application Fee (\$155 – non-refundable) – A one-time fee assessed to all students that covers the cost of processing applications.
- Enrollment (registration) Fee (\$295 per child – non-refundable)  
This fee is due upon acceptance. Paid by ACH (preferred method) or Credit Card upon submission of the online enrollment form. This payment is made through FACTS.
- Building Use Fee (\$235 per family – non-refundable) – This fee helps defray the costs of increasing utility rates, etc.
- Security Fee - \$50 per child (non-refundable)
- Technology Fee (\$150 per child – non-refundable)

## **Fee Payment Options**

The following payment options are available for fees:

- These may be paid 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](http://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.

An admissions committee composed of the school principal, the pastor and/or their designees determine acceptance for enrollment at St. Jude School. Admission can be denied if a parent is not forthcoming with student information on the application.

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.

## **B. ENROLLMENT (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.

Submission of the online enrollment form and payment of fees is required to hold a place for students already attending St. Jude School. This form and fees hold a spot for your child for the upcoming school year provided all subsequent payments are by the due date. In the event that a child does not attend St. Jude School, the registration fee is non-refundable.

## **Fees for the 2024-2025 School Year for Returning Students**

- Enrollment (re-registration) Fee (\$295 per child – non-refundable)
- Building Use Fee (\$235 per family – non-refundable)
- Security Fee - \$50 per child (non-refundable)
- Technology Fee (\$150 per child – non-refundable)

## **Fee Payment Options**

The following payment options are available for fees:

- These may be paid 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](http://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.

## **C. ISG STATUS AND TUITION**

### **Policy on Identified Stewardship Givers (ISG) for 2024-2025.**

In order to qualify for the ISG admission bracket, a minimum identifiable amount of \$300.00 given through the Church offertory collection using the envelopes or the portal for online giving was met. Contributions were made by December 30, 2023.

A Catholic in-parish family (St. Jude Parish) is defined as, “a family in which one or both head(s) of the household are baptized Catholic and Registered in St. Jude Parish, by way of the Parish Census Process.”

A Catholic family is defined as, “a family in which one or both head(s) of the household are baptized Catholic and registered in a church parish.

A non-Catholic family is defined as, “a family in which neither of the heads of household are a baptized Catholic.” A non-Catholic family cannot request to have their child baptized, simply in order to be eligible for the Catholic, in-parish rate.

A Catholic family residing in the geographical boundaries of a church parish other than St. Jude must receive a letter of permission from the pastor of the parish in which they reside geographically before they can register at St. Jude.

### **Tuition**

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

### **Pre-K and Kindergarten Tuition**

(Includes non-refundable fees: \$300.00 student and field trip fees)

- \$6,675.00 ISG
- \$7,165.00 Non-ISG
- \$7,575.00 Non-Catholic

### **1st-7th Grade Tuition**

(Includes non-refundable fees: \$300.00 student and field trip fees)

- \$6,390.00 ISG
- \$6,885.00 Non-ISG
- \$7,295.00 Non-Catholic

### **8th Grade Tuition**

(Includes non-refundable fees: \$300.00 student and field trip fees and \$210 graduation fee)

- \$6,575.00 ISG
- \$7,070.00 Non-ISG
- \$7,480.00 Non-Catholic

- **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](http://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, 2024 thru April 1, 2025. The interest rate is 9%. The loan may be paid off at any time at which time the interest will stop accruing.

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.

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

Those parents of registered students attending St. Jude School who do not pay their tuition by May 3rd, 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 May 3rd, 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 1<sup>st</sup>, and the 1<sup>st</sup> of each subsequent month, families who have not paid their tuition payment in full or obtained a bank loan will be charged an additional late fee of \$50.00 per month.
- 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 10<sup>th</sup> of the month. At that time, there will be a charge of 5% of the monthly payment, with a minimum of \$10.00 and a maximum of \$25. If a parent of a child currently attending 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 a loan is more than 30 days delinquent, access to FACTS 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 extracurricular 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 parents 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 1<sup>st</sup> of the current school year. If a loan is more than 30 days past due, a student will not be allowed to take midterm or final exams. They cannot participate in graduation or other end of the year events if his/her loan is not paid in full a week before exams begin.

### **Returned Check Fee**

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

## **B. WITHDRAWAL POLICY**

If a child withdraws or transfers from St. Jude School, his/her parents **must notify the principal and business manager 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 U.S. 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 21<sup>st</sup> or transfers during the school year, tuition paid in advance will be refunded according to the graduated tuition refund scale as approved by the St. Jude School Advisory Council. The scale is as follows:

- May 21<sup>st</sup> – Sept. 1<sup>st</sup> 50%
- Sept. 2<sup>nd</sup> – Oct. 1<sup>st</sup> 45%
- Oct. 2<sup>nd</sup> – Nov. 1<sup>st</sup> 40%
- Nov. 2<sup>nd</sup> – Nov. 15 35%
- Nov. 16<sup>th</sup> – Dec. 1<sup>st</sup> 25%
- Dec. 2<sup>nd</sup> – June 1<sup>st</sup> No Refund

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

A letter notifying the principal and business manager must be received in the office a minimum of 2 weeks prior to the student's withdrawal to process any refund. Failure to adhere to this policy will result in the forfeiture of any remaining tuition. Tuition refunds are based on the graduated scale provided above and are 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 the date of notification i.e. summer months, school holidays, etc.

St. Jude School will not complete recommendation forms for other schools or other grades other than eighth grade.

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

Fees are the sole support of the Extension program. It is not subsidized by the school or St. Jude Parish. If you need to contact the Extension program, please call the Activity Center lobby telephone during extension hours 225-769-3899.

### **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 form 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.

Parents should not send people 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 requesting their child's after-school destinations via telephone will not have their requests granted to ensure only parental requests are honored.

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. Fees can be paid in nine monthly installments (August-April), per semester (August and January) or annually. Monthly fees are due on the 1<sup>st</sup> of the month. We ask that all payments be made in a timely manner. Any payment received after the 10<sup>th</sup> of the month will be assessed a \$25 late fee. Monthly billing statements will be sent home on the first day of Extension. 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 for the school to keep for record keeping purposes.

Fees are due regardless of attendance in the Extension program. Fees are to be paid to maintain enrollment in the program.

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.**

The 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 provided for minor cases on-site, while in serious cases, the program director will follow emergency form instructions; parents are responsible for taking sick children home as the program lacks transportation facilities. Parents who opt out of treatment for their child must specify on the emergency form with detailed instructions; otherwise, the Extension staff will use their discretion in emergencies if instructions are insufficient or cannot be implemented.

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**

Every day, a homework period is scheduled with a staff member available for assistance. It is the child's responsibility to acknowledge his/her assignment. Students will NOT be allowed in the school building to get books or materials that have been left in the classroom. The homework period is strictly optional.

### **Toys from Home**

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

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

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

### **Rules**

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

- Students must enter the school cafeteria quietly and wait for directions.
- There is NO running or rough play in the school cafeteria.
- The children must always leave the cafeteria tables and play areas neat and clean.

### **Extension Plan Changes**

If you choose to change Extension plans, please notify the Extension Bookkeeper, Susan Lala (slala@stjudebr.org) 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 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.

## **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 lunch from home.

The Diocese of Baton Rouge Child Nutrition Program has eliminated the use of peanut products, including peanut oil or any products containing peanuts. No NUT products including nut oil or any products containing any kind of nut may be brought to school.

### **Student ID Cards**

Student identification cards are issued to all students for use in the cafeteria. If the student's card is lost or damaged, the parent is responsible to pay for the replacement. The replacement fee is \$5.00. Students may not alter the appearance of the identification card.

## **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.

## **F. ADDITIONAL ACADEMIC SERVICES**

The REACH program offered through the Diocese of Baton Rouge provides Dyslexia and Instructional Support Lab services.

Students who qualify for speech and language therapy through the EBR Parish School System (Pupil Appraisal) will be seen by an EBR speech pathologist at St. Jude.

St. Jude School has limited space for outside therapists to service students. Qualifying students will be limited to only two therapy and/or academic support services on campus (REACH Lab, Speech and Language Therapy, Occupational Therapy, Math Resource, etc.)

Reading and Math resources are available for students in PK-4 by teacher recommendation. These services are free of charge to the parents and typically take place during Enrichment.

All services typically take place during Enrichment.

## XII. TECHNOLOGY

### A. ACCEPTABLE USE POLICY (AUP)

St. Jude the Apostle School  
Updated Date: July 31, 2024

Diocese of Baton Rouge Catholic Schools Office  
Technology Acceptable Use Policy  
Effective Date: July 1, 2022

A key purpose of this document is to serve as the basis for the inclusion of a Technology Acceptable Use Policy in the parent/student handbook of each of the Catholic schools (each a "**School**" and collectively, the "**Schools**") within the Diocese of Baton Rouge (the "**Diocese**").

#### **Statement on Technology**

The mission of the Technology Department at each of the Schools within the Diocese is to provide a range of technology services, tools and experiences to further opportunities for academic excellence, faith development, and leadership skills. 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. Technology use within our Schools shall be consistent with the mission and vision of the Diocese to evangelize hearts, educate minds, encourage talent, and embrace the future.

This Technology Acceptable Use Policy ("**AUP**") contains terms, conditions and standards ("**Standards**") that foster our mission and goals. By using any technology, equipment, or resources of a School or the Diocese as contemplated herein, the individual user is deemed to agree to be bound by this AUP and to strictly comply with all Standards contained herein. This AUP is reviewed annually to reflect any new technology and to address issues identified in the previous year. Each academic year, all students and parents at a School within the Diocese must read and contractually agree to abide by these Standards. Any student who violates this AUP or any applicable local, state, or federal law, is subject to disciplinary actions, including but not limited to a loss of technology privileges, potential legal liability to the School and/or Diocese, and potential legal prosecution at the discretion of local law enforcement.

As technologies continue to evolve, so will this document. The Diocese and administration of each School reserve the right to amend any item in the AUP or any technology policy during the year. Schools will notify parents and students in writing should any changes in this AUP occur during the school year.

#### **Scope of Use**

We recognize that the digital world allows anytime, anywhere access. School hardware, software, and technology services are provided for faith and academic purposes. All students using said technology shall be accountable for its use. Students are expected to use all technology resources in a considerate, ethical, moral, and legal manner, ensuring their actions are consistent with the School's Code of Conduct, which guides student behavior both on and off campus. Any potential or actual threat to the School, or the individuals contained within it, shall be viewed as a violation of this AUP and those individuals may be subject to the disciplinary measures found herein.

The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites or applications (“apps”), collaborative tools, cell phone calls, voicemails, voice memos, digital cameras, text messaging, email, Voice over IP, chat rooms, message board posting, blog or article comments, and instant messaging.

### **Device Usage**

For purposes of this AUP, the term “**device**” includes, without limitation, cellular telephones, smart phones, personal and School-owned/issued computers, laptops, tablets and similar devices.

### **Privacy**

All electronic resources owned or issued (“**owned/issued**”) by a 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 any and all electronic resources, including personal devices as part of a “Bring Your Own Device Program” (BYOD).

Each School-owned/issued technology device/accounts and the information stored on it 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 and each individual School reserves the right to monitor, access, retrieve, read, and disclose any and all messages, information, and files created, sent, posted from, and/or stored on any School-owned/issued device/account.

### **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, which may be suspended, revoked or terminated in whole or in part and with or without notice by the School or Diocese, in its/their sole discretion, upon any actual or alleged violation of this AUP. By using such devices and resources, parents, and students are deemed to agree to the following terms:

- Students shall not download or install software or third-party applications on any School owned/issued device which may interfere with the educational process (e.g., games) or which change a device’s system configuration 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 but not limited to, willfully introducing a computer virus, worm, or other harmful program.
- Use of a School’s network and internet usage must be consistent with the mission of the Diocese and the School and of the educational goals of each. Misuse includes, but is not limited to, any of the following: (i) any internet conduct on or off School campus which reflects negatively on the Diocese and/or School or the educational goals of each, including but not limited to sending or posting photos, images, videos, messages, or other communications that contain or suggest harassment, racism, sexism or inappropriate language and/or symbols; and, (ii) sending, transmitting or displaying any unchristian, immoral, offensive, violent, pornographic, obscene or sexually-suggestive or explicit photos, images, videos, messages, or other communication in any form. Any such misuse, as determined by the School and/or Diocese in its/their sole discretion, is strictly prohibited.
- Any student who receives a message suggesting harassment, racism, sexism or the contents of which include inappropriate language, images, and/or symbols must immediately report it to a teacher, counselor, or administrator.

- Any failure by a student 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 contains inappropriate language, images, and/or symbols will constitute 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, any School, or another student, whether 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 what is or may be a security concern, 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 such material nor import, transmit and/or transfer any such material to other computers.
- Students shall not capture or transmit any image, video, or audio of School employees. Photographing and/or recording (by audio and/or video) a teacher, staff member, student, or any other individual without permission of the subject is prohibited.
- Students will not provide their password(s) or access code(s) to, or share another student's password(s) or access code(s) with, any other student or nonstudent. Students shall not use another individual's device/account or log onto the internet or network as anyone other than themselves.
- Students are responsible for all digital data, activity, and products on their School owned/issued devices/accounts.
- Students shall observe all intellectual property laws and fair use guidelines (e.g., copyright, trademark, licensing and similar laws, rules and regulations). Copying, modifying, distributing, displaying, or transmitting the work of another without written 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 legal entity on the internet or through email without specific instructions from their teacher or administrator.
- 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. The Children's Internet Protection Act (CIPA) laws require the Schools to filter internet access to students and block inappropriate content from being accessed. This prohibition includes internet tethering and mobile hotspots that enable cellular data access on the School-owned/issued laptops.
- Content filtering alerts received by School personnel outside of normal school hours will be addressed the following school day.
- Student use of a Virtual Private Network (VPN) is prohibited at any time.
- The intentional destruction, deletion, or disabling of School-installed software on any device is prohibited. Unauthorized copying/installation of software programs belonging or licensed to a 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 or licensed to a School is prohibited, unless specific instruction is given by a teacher for changes related to non-sensitive files/data.

- Purposeful or careless damage to School-owned/issued devices is prohibited. Each individual user will be responsible for any repair or replacement costs (at then-current rates, including associated taxes and third-party charges) and commercially reasonable administrative or replacement fees as set by the School. The School has the discretion to suspend each user's technology privileges and/or take disciplinary action.
- Students shall not dispose of any School-owned/issued device without the prior approval of the School. Any such disposal of a School-owned/issued device shall be conducted by the School or, if directed by the School, by the student in accordance with the School's directive. Prior to leaving School enrollment, if directed by the School, students must return all School owned/issued devices.
- In the case of theft of a School-owned/issued device, parents are required to notify the School and file a police report within 24 hours of becoming aware of it. Misplaced/lost devices must be reported to School personnel immediately. If the device is not recovered, the student's parent/guardian is responsible for the replacement cost of the device.

### **Email and Communication Use**

Some Schools within the Diocese will issue to students password-protected logins for the network, School email, and other electronic communication resources. Not all Schools will provide this access.

For Schools which do have email accounts and other means of electronic communication for their students:

- Written parental permission is required for a student to have the use of a School-issued email account.
- Instant messaging, chat rooms, social networking, gaming, email, and other electronic communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation and are within the scope authorized by School faculty.
- Students shall not change their given email usernames.
- All communications sent or received may reflect on the Diocese, School, and the applicable church parish; thus, communication exchanged via the internet or email must not damage the reputation of the Diocese or School as determined by it/them in its/their sole discretion. No such communications shall be made for personal gain, to solicit others for activities unrelated to School-approved purposes, or in connection with political campaigns.
- All email communication between faculty, staff, coaches, and one or more students must be exchanged through the School-issued email account. Others, such as volunteer coaches, who are not School employees or administrators but who otherwise participate in School academic, athletic or other extra-curricular activities, may be granted access to a School hosted email account at the School's discretion, in which event the School-hosted email account shall be used only for School purposes and shall be subject in all cases to the terms, conditions and standards of this AUP and such users, upon request, shall contractually agree to abide by Standards set forth herein. If a School-hosted email account is not granted, all such individuals will nonetheless send email communication only to School-hosted email accounts when intended for School faculty, staff, coaches and students.
- Students are responsible for reporting and rejecting any inappropriate materials and information received through electronic communication.

- Students are prohibited from attempting to access or using 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 images, and videos.
- The Diocese and School each reserves the right to access student email accounts at any time. This reservation includes, but is not limited to, access of the student's email account for routine maintenance and to retrieve School records. Such 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 a student's email account with law enforcement as deemed necessary by the School administration at their discretion.
- 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.
- Prior to leaving School enrollment, students shall return all School-issued e-mail and user accounts. The School reserves the right to deactivate any such accounts at any time following unenrollment.

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

Students in grades PK – 4<sup>th</sup> may not have cell phones.

Students in grades 5<sup>th</sup> – 8<sup>th</sup> may have cell phones.

Students in grades 5<sup>th</sup> – 8<sup>th</sup> may have cell phones on campus for emergency purposes after school hours. Phones must remain in the backpack 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 the student is sent to the Principal. A detention is issued.
- Third Offense Phone is confiscated and the student is sent to the Principal. The student will serve a suspension.

### **Wearable Technology:**

No ‘smartwatch’ 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.

### **Artificial Intelligence (AI)**

Defined as technology that uses algorithms and machine learning to create new content (text, photos, video, audio, etc.). The use of AI software may impede true comprehension of course concepts, often has errors or inaccuracies, and may retain uploaded content to use in the future without the user’s acknowledgement or awareness. The use of AI to complete academic work is not allowed and is a violation of our Academic Honesty Policy.

### **Damaged/Lost Technology Equipment**

To ensure the responsible use and care of school technology equipment, any damage or loss of devices such as Chromebook, tablets, iPad, or accessories will result in monetary consequences for the student(s) responsible. This policy is implemented to maintain the quality and availability of technology resources for all St. Jude the Apostle School students.

The costs for repairs or replacements will be assessed based on the extent of the damage and the current market value of the lost or damaged item. Students and their families will be notified of the charges and will be expected to cover these expenses in a timely manner.

### **Conflicts**

Individuals subject to this AUP may also be subject to other School or Diocesan policies with respect to communications, the use of technology, or other matters covered by this AUP (each and “**Other School Policy**”). This AUP is not intended to modify any Other School Policy, nor should any Other School Policy be construed to modify any term, condition or provision of this AUP. In the event of a conflict between any term, condition or provision of this AUP and any term, condition or provision of any Other School Policy, the more restrictive user term, condition or provision shall apply.

## **B. PERMISSIONS**

### **1. Use of Student Information and Pictures**

In an effort to facilitate communication between high school and our graduating students, directory information and records will be provided to Catholic High Schools in the Diocese. Directory information may also be shared with Child Nutrition, School Picture Companies, uniform vendors, etc. The school reserves the right to use student pictures in publications and on the school’s website/social media sites. Any parent who does not wish his or her child’s picture used must notify the principal in writing prior to the beginning of the school year.

2. The **Acceptable Use Policy** shall be distributed to the student and parent/guardian through the St. Jude School Parent/Student Handbook, Enrollment application, and shall be posted on the school website.

3. 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.
  - Permission for student issued email account.
4. Parental permission shall be assumed unless specifically denied in writing to the principal prior to the first day of school each year.

## **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 7:25 a.m. unless they are enrolled in the Extension Program. Faculty members are on duty from 7:25 a.m. to 3:15 p.m.
- School begins promptly at 7:55 a.m. Any student who arrives after 7:55 a.m. must report to the school office and check in prior to going to class.

### **B. DISMISSAL**

- Students may not check out after 2:20 p.m.
- Bus dismissal will begin at 2:55 p.m. All students riding the bus will line up and board the buses in an orderly fashion.
- Carpool dismissal will begin at 2:55 p.m. Students are to stand in designated areas.
- 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 not in the bus system may not ride the bus.
- 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 or drink while on the bus.
- Students are not allowed to throw any objects at each other and are expected to leave the bus clean.
- A student may not damage the bus or other property on the bus
- 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.
- Students cannot use electronic devices while on the bus

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 the 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 Uniforms  
School Time Uniforms  
Young Fashions School Uniforms  
Classic Image Uniforms - Outerwear Navy Fleece PK-8 Only

## A. OUT-OF-UNIFORM DAYS

DAY	SHIRT	BOTTOM	SHOES	COMMENTS
Cougar Pride	Student spirit t-shirt	Uniform bottoms PK - 4th over jumper	School shoes and socks  No Cleats	Spirit shirts are purchased through Home and School.
Free Dress	Tops and dresses may not be strapless or off the shoulder. No tank tops are allowed. No tight-fitting tops.	Bottoms may be jeans, athletic pants, or dress slacks. Girls may wear capri pants. No leggings or yoga pants are allowed. Dresses and skirts must fall at least three inches above the knees.	Tennis shoes, flats or boots with flat heels for girls. No cowboy boots, Crocs, cleats, or sandals.	No shorts may be worn unless they are the uniform shorts.  No hooded shirts or sweatshirts  Shirts and bottoms may not be ripped or have holes.

## B. DRESS CODE FOR BOYS AND GIRLS

### DRESS CODE FOR BOYS

#### 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
Sweatpants	Navy	SJS logo	PK-8	May be worn November – March Must be worn with uniform shirt or sweatshirt Purchased through Inka's
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
Sweatshirt	Navy	SJS logo	PK-8	Purchased through Inka's
Sweatshirt	Red	SJS logo	PK-8	Purchased through Inka's
Undershirt	Solid White	Cotton T-shirt or Turtleneck	PK-8	Can be worn under uniform shirt with no logo or writing
Socks	White	Crew	PK-8	With SJS logo from uniform stores or plain white crew sock 3" above ankle
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	Must have laces that tie	PK-8	No topsiders or boat shoes allowed
Tennis Shoes	Predominantly White, Navy, Gray or Black	Tie shoes only, no slip-on shoes without laces.  No light-up shoes. No high-tops, low tops, sparkles, or cleats  Velcro may be worn in PK only.	PK-8	Shoes must be predominately one of the colors listed; Laces must be visible and tie. Laces are to match the predominant color of the shoe.  Grades K – 8 <sup>th</sup> must have shoes with laces that tie.

## BOYS

### 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.

## DRESS CODE FOR GIRLS

### GIRLS

CLOTHING ITEM	COLOR	STYLE	GRADE	COMMENTS
Jumper	Plaid	Button-up Front Style	PK-4	No higher than 3" above knee
Jumper	Plaid with Logo	Zippered / Drop Waist	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
Shorts	Plaid		PK-8	No higher than 3" above knee
Long Pants	Navy		PK-8	
Sweatpants	Navy	SJS logo	PK-8	May be worn November – March Must be worn with uniform shirt or 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
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
Under Shorts	Navy	Solid Pull-on Short	PK-8	To be worn under jumper or skirt
Undergarment	Solid White	Tank top, bra or sports bra in solid white	PK-8	Can be worn under jumper or uniform shirt with no logo or writing
Undershirt	Solid White	Long-sleeve Turtleneck Short-sleeve shirt Long-sleeve shirt	PK-8	Can be worn under jumper or uniform shirt with no logo or writing
Socks	White	Crew	PK-8	With SJS logo from uniform stores or plain white crew 3" above ankle
Tights or Leggings	White, Navy or Black	Opaque	PK-8	Must be full length and worn with SJS socks or plain white crew socks
Bows	Red, White, Navy, or Uniform Plaid		PK-8	
Headbands	Red, White, Navy, Black, Brown, or Uniform Plaid		PK-8	
Dress Shoes	Black, Navy, Brown		PK-8	Saddle Oxfords permitted as well No topsiders or boat shoes allowed
Tennis Shoes	Predominantly White, Navy, Gray or Black	Tie shoes only, no slip-on shoes without laces.  No light-up shoes. No high-tops, low tops, sparkles, or cleats  Velcro may be worn in PK only.	PK-8	Shoes must be predominately one of the colors listed. Laces must be visible and tie. Laces are to match the predominant color of the shoe.  Grades K – 8 <sup>th</sup> must have shoes with laces that tie.

## GIRLS

**Mass attire (Dress Uniform) for Early Childhood and Elementary girls (PK – 4<sup>th</sup>)**  
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<sup>th</sup> – 8<sup>th</sup>)**

Skirt with white blouse/banded shirt and tennis or dress shoes.

❖ SJS Sweatpants may not be worn to Mass.

## C. OUTERWEAR UNIFORM GUIDELINES

CLOTHING ITEM	COLOR	STYLE	GRADE	COMMENTS
Cardigan	Solid Navy	Button-up front style	PK-8	SJS logo
Fleece	Navy	Full zip fleece	PK-8	Purchased through Classic Image Uniforms
Wind Jacket	Solid Navy	Full zip, no hoods, no colored stripes, etc.	PK-8	SJS logo Purchased only at uniform stores
Cap	Navy with Grey	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.**

## D. ADDITIONAL UNIFORM GUIDELINES

### PE Uniforms

PE uniforms may be purchased through Inka's or the PE office at school. PE uniforms are required for grades 6 - 8.

### Additional Information

Uniforms, shoes, and skin must be free of pencil, pen, or marker writing.

### Hair Regulations

A student's hair shall be of moderate uniform length and must be neat and clean at all times. Hair should have a dry appearance. Styling for both boys and girls must be simple, symmetrical and conservative (no hair tails; beaded braids, extensions, 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. No mohawks, fohawks, perms, or any grooming style that is deemed extreme is allowed. Hair height cannot be more than 2 inches. Extreme tinting, bleaching or dyed hair that is not natural in color is prohibited. "Sun-In" Products which alter hair color are not acceptable.

Grooming policies also apply to students wearing out of uniform dress, an athletic uniform or participating in extracurricular activities.

### **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. Boys are not allowed to wear earrings at any time. No body piercings or permanent tattoos are allowed. No bracelets and/or rubber band jewelry should be worn.

### **Facial Coverings**

Facial coverings must not contain any offensive messages, pictures, political party endorsements or statements or be distracting to the learning environment.

### **Water Bottles PK-8<sup>th</sup> Grade**

All water bottles should be clear (no tint, no color), reusable, sized to fit in a school bag and can be disposable. **Students may not use squirt or squeezable water bottles.** Students may drink between classes, at lunch, and recess. Water bottles should not be out during class. Bottles may be refilled 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, students should store water bottles in backpacks. Water bottles may not be used in the library or when a student is using an electronic device.

### **Logos, Names, and Images**

The school logo, all names, or images that represent St. Jude the Apostle School and their likeness cannot be used without express permission of the principal. All requests must be submitted in writing and approved by the principal.

The Administration makes the final decision in all matters of uniforms, dress, and grooming.

## **XVI. VISITORS AND VOLUNTEERS ON CAMPUS**

**All visitors and volunteers must check in at the school office FIRST and receive a visitor’s badge prior to going to any other part of the school campus.**

Visitors and volunteers are always welcome. However, visitors and volunteers must follow State and Diocesan child protection regulations.

### **Child Protection Procedures for the Diocese of Baton Rouge**

St. Jude School is compliant with all State and Diocesan child protection regulations. We have been directed by our diocesan office to ensure that all volunteers have the necessary paperwork to prove they have been through all of the steps for child protection.

All Personnel in every diocesan institution whose duties involve contact with minors and vulnerable adults must comply with the Safe Environment requirements:

1. Completion of the EAPPS Application
2. Louisiana State Police Background check
3. Safe and Sacred online test
4. Signed acknowledgement for the Code of Ethics and Behavior

The Office of Child and Youth Protection is responsible for monitoring diocesan-wide Safe Environment compliance. The diocese and we at St. Jude School know that this paperwork, tutorial video, and background check is time consuming for us all. We are grateful that our volunteers are willing to go through this process to be with our children and teachers.

**All visitors/volunteers 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.**

Students from other schools are not allowed on the school campus unless they have obtained permission from the principal.

## **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. Parents 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 2024-2025**" on August 8, 2024.

# XVIII. PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM



*St. Jude the Apostle School*

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



## Parent/Student Handbook Acknowledgement Form 2024-2025

**Please sign this page and return with your child to his/her homeroom teacher on Thursday, August 8, 2024.**

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.

This is a contract/agreement between parents/students and St. Jude the Apostle Catholic School.

I understand that by Diocesan policy, "Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student's removal from the school."

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

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

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

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

Student Print Name & Grade \_\_\_\_\_

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

**Please return one form per child.**