Parent/Student Handbook
2026-2027
Principal – Mrs. Michelle Gardiner
Assistant Principal – Mrs. Laura Favaloro
Pastor – Father Trey Nelson

2020 and 2025 National Blue Ribbon School
Accredited by National Catholic Education Association (NCEA)
State of Louisiana
The Catholic University of America Lumen Accreditation
(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 July 2026

Dear St. Jude Families,

Welcome to the 2026–2027 school year! We are truly grateful to have you as part of our St. Jude School family. It is a privilege to join you in the shared mission of educating your child, and we look forward to a year filled with growth, learning, and faith.

Thank you for choosing St. Jude and for entrusting us with one of your most precious gifts. We embrace this responsibility with deep commitment and love, working alongside you to help each child reach their fullest potential—spiritually, academically, and personally.

This handbook has been created to help you understand the expectations and values that guide our school community. We kindly ask that you read through it carefully and review it with your child. Your awareness and support of these guidelines are vital to ensuring a positive and successful school experience.

Together, with your partnership, we will continue to create a nurturing environment rooted in Catholic values, one that encourages academic excellence, mutual respect, and a strong sense of community. Grounded in Faith, dedicated to Academic Strength, and driven by a Spirit of Excellence, we are honored to walk with you in developing the whole child: mind, heart, and spirit.

With gratitude and blessings,

Mrs. Michelle Gardiner
Principal

Mrs. Laura Favaloro
Assistant Principal

FAITH, ACADEMICS, EXCELLENCE

TABLE OF CONTENTS

I. MISSION STATEMENT 6
A. MISSION STATEMENT 6
B. HISTORY AND PHILOSOPHY OF EDUCATION 6
C. OBJECTIVES 7
D. PARENTS AS PARTNERS 7
E. PARENTS' ROLE IN EDUCATION 8
II. ACADEMICS 9
A. CURRICULUM 9
B. GRADING SYSTEM 10
C. REPORT CARDS 11
D. HOMEWORK 12
E. STUDENT WORK 13
F. STANDARDIZED TESTING 14
G. TEXTBOOKS 14
H. BACKPACKS 14
I. RETENTION POLICY 14
III. ATTENDANCE 15
A. ABSENCE 16
B. TARDINESS 18
C. EARLY DISMISSAL 18
IV. DISCIPLINE POLICY AND PROCEDURES 18
A. STUDENT COMMITMENT AND DELEGATION OF AUTHORITY 18
B. GENERAL STUDENT EXPECTATIONS 19
C. CHURCH BEHAVIOR 20
D. EARLY CHILDHOOD AND ELEMENTARY 20
E. MIDDLE SCHOOL 20
F. CONSEQUENCES 20
G. OFFENSES 21
H. DIOCESAN HARASSMENT, HAZING, AND BULLYING 22
I. DETENTION 22
J. SUSPENSION 23
K. EXPULSION 23
L. GRADUATION PRIVILEGES 23
M. DRUG-FREE/FIREARM FREE ZONES 23

N. PROPERTY DAMAGE....24
O. GRIEVANCE POLICY....24
V. COMMUNICATION....24
A. TEACHER CONFERENCES....24
B. TELEPHONE CALLS AND MESSAGES....25
C. PARTIES/BIRTHDAYS/COLLECTIONS....25
D. COMMUNICATION SOURCES....25
VI. CONFIDENTIALITY AND CUSTODY....26
VII. EXTRACURRICULAR ACTIVITIES....27
A. ACTIVITIES FOR STUDENTS....27
B. ACTIVITIES FOR PARENTS....28
VIII. FIELD TRIPS....28
IX. HEALTH....29
A. GENERAL GUIDELINES AND IMMUNIZATIONS....29
B. MEDICATION....30
C. EMERGENCY CONTACT....30
D. ORTHOPEDIC APPLIANCE / PHYSICAL EDUCATION....31
E. SCREENINGS....31
F. WELLNESS POLICY....31
X. SAFETY PLAN....31
A. CRISIS MANUALS....31
B. DRILLS....31
C. EVACUATION....32
D. LOCKDOWN....32
E. EMERGENCY CLOSING OF SCHOOL....32
F. PARENT PARTICIPATION IN SAFETY....32
G. NOTIFICATION OF ASBESTOS INSPECTION AND MANAGEMENT PLAN....32
XI. SCHOOL ENROLLMENT....33
A. ADMISSION....33
B. ENROLLMENT (RE-REGISTRATION)....35
C. ISG STATUS AND TUITION....36
B. WITHDRAWAL POLICY....38
XII. STUDENT SERVICES....39
A. GUIDANCE COUNSELOR....39
B. EXTENSION PROGRAM....40
C. LIBRARY POLICY....41
D. CAFETERIA....42

E. LOST AND LEFT 42
F. ADDITIONAL ACADEMIC SERVICES 42
XII. TECHNOLOGY 42
A. ACCEPTABLE USE POLICY (AUP) 42
B. PERMISSIONS 49
IV. TRANSPORTATION 50
A. ARRIVAL 50
B. DISMISSAL 50
C. BUS 50
XV. UNIFORM REGULATIONS 51
OUT-OF-UNIFORM DAYS 51
OUTERWEAR UNIFORM GUIDELINES 52
ADDITIONAL UNIFORM GUIDELINES 54
XVI. VISITORS AND VOLUNTEERS ON CAMPUS 55
XVII. DISCLAIMERS 56
XVIII. PARENT/STUDENT HANDBOOK ACKNOWLEDGEMENT FORM 57

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 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.

Recognized twice as a National Blue Ribbon School of Excellence, St. Jude School is committed to academic excellence and faith-based education. 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. 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

• Provide religious experiences and instruction that help each child develop a living and active faith.
• Foster an atmosphere of faith, love, and concern for others.
• Emphasize Christian values as an important part of daily life.
• Assist faculty, students, and parents in understanding the teachings of the Church.

Intellectual Objectives

• Provide a qualified faculty committed to meeting the individual needs of students.
• Equip students with the academic skills needed to become productive members of society.
• Address individual learning needs through a variety of teaching methods.
• Create a positive environment that encourages a love of learning.
• Develop an appreciation of American heritage, liberty, justice, and democracy.

Social Objectives

• Promote a school atmosphere based on trust and respect.
• Help students recognize their uniqueness and value as individuals.
• Encourage responsibility for choices and actions.

Physical Objectives

• Provide opportunities for physical growth and development.
• Maintain a safe and healthy environment for all students.
• Encourage appreciation for aesthetics, sportsmanship, and fair play.
• Promote healthy habits and good nutrition.

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 8th), your child needs constant support from both parents and faculty 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 for 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 authorities. 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, there are 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 absence times.

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, and/or the student(s) will be asked to leave St. Jude School.

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 at St. Jude School encompasses the total educational experience of each student, including spiritual, intellectual, physical, social, emotional, and cultural development. Religious instruction follows the guidelines of the Diocese of Baton Rouge Office of Religious Education, while all academic subjects follow diocesan curriculum standards aligned with the State of Louisiana.

The goal of our curriculum is to provide meaningful learning experiences that develop virtue, knowledge, understanding, and skills in accordance with the mission and philosophy of St. Jude School. Our curriculum blends traditional educational values with modern technology to support student growth and success.

We believe parents are the primary educators of their children, especially in faith formation. St. Jude School partners with families to support the development of Christian values through prayer, worship, and a faith-centered home life.

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 8th 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 2nd 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.

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 is made.

Based on St. Jude grouping policies, students in 5^{th} – 8^{th} 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

Homeroom placement is a thoughtful process designed to support each student's academic, social, and emotional growth. Faculty and administration consider factors such as academic needs and abilities, social dynamics, screening results, gender balance, age, and individual student traits when creating balanced class lists. For this reason, parent requests for specific teachers are not accepted. All St. Jude School faculty members are dedicated professionals committed to providing a positive learning environment for every child. If your child has a specific educational need that administration may not be 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 1st through 8th use the grading system below.

The grading scale used at St. Jude School for academic purposes and conduct is as follows:

- A = 100 - 90
- B = 89.99 - 80
- C = 79.99 - 70
- D = 69.99 - 60
- F = 59.99 - 0

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

Academic Recognition Criteria (Grades 3–8)
To reflect the percentage-based grading system, the following criteria will now be used for academic honors:

- Principal's Honor Roll: Cumulative average of 95% or higher
- Academic Honor Roll: Cumulative average of 93% or higher
- Honor Roll: Cumulative average of 89% or higher

***All core subject areas are Literature/Reading, Math, English, Social Studies, Science, and Religion.**

GPA Reporting for High School Applications
For students applying to high schools, GPA will be used and calculations will now be based on the updated 10-point grading scale. This ensures consistency with other schools and provides a fair reflection of student performance.

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.

C. REPORT CARDS

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

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 on the report card reflect the teacher's evaluation of a student's overall performance. 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 1st – 8th after the first 4 1/2 weeks of each grading period and will inform the parent of the student's current progress. Interim progress reports may be sent at any time between marking periods to parents of students who need some type of special attention.

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

Mid-term and final exams will be administered to 7th and 8th grade students.
The first two quarters (80%) plus the exam grade (20%) comprise the first semester for grades 8th. The third and fourth quarters (80%) plus the exam grade (20%) comprise the second semester for grades 8th.

The first two quarters (90%) plus the exam grade (10%) comprise the first semester for grades 7th. The third and fourth quarters (90%) plus the exam grade (10%) comprise the second semester for grades 7th

The grades on these exams will appear on the report card. The **final grade** is the average of the first and second semester grades.

8th Grade Final Exam Exemption

Any eighth grade student that meets the following criteria will be exempt from the Spring 2027 Final Exam in that subject. Students may qualify for one or multiple exam exemptions.
Exemption Criteria:
1. Earns 93% or higher for the first semester (Semester Grade Only)
2. Earns 93% or higher for the third quarter
3. Earns 93% or higher 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 5th – 8th):

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 a vital component of a student's education, reinforcing classroom learning and fostering independent study habits. Assignments, including regular study work and occasional long-term projects, are tailored to individual needs and typically increase in complexity and time commitment with each grade level. Beginning in kindergarten, students are expected to complete homework regularly, with more required in the upper grades. While parents are encouraged to monitor completion, accuracy is assessed at school. Incomplete or missing assignments may negatively impact a student's 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 rumpled, folded, torn from spiral notebooks, or pulled from binders are not accepted.
- When mistakes are made, they must either be neatly erased or marked through with a single line.
- Penmanship must be neat and legible. A teacher has the right to refuse any work that is not written to the best of the student's capabilities.
- Students should never write in ink until they reach the fourth grade.
- All **math** work should be done in **pencil**.

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

Parent Signature of Student Work/Reports/Letters
For any document requiring a Parent/Guardian Signature, a first and last name should be signed.

Summer Student Work
Students entering grades 3rd- 8th are required to complete summer math work selected by St. Jude School.

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

F. STANDARDIZED TESTING

The full battery of standardized tests is administered to students in accordance with the policy of the Diocese of Baton Rouge. The TerraNova NEXT testing program is given to students in grades 3rd- 8th. Star Reading and Star Math is given to students in grades 1st-8th. 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. 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 school supplies needed. These supplies are available at any school supply store or may be ordered within the given timeline for the next school year through the St. Jude Home & School Association (grades PK-8th). Supplies that have been lost or consumed during the school year must be replaced promptly.

H. BACKPACKS

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

Students in grades 5th – 8th grade may have rolling backpacks.

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

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

I. RETENTION POLICY

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

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

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

To pass a major subject in grades 3rd - 6th, a student must earn a minimum yearly average of 59% and a passing grade during the third or fourth nine weeks.

To pass a major subject in grades 7th and 8th, a student must earn a minimum yearly average of 59%. 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 1st - 2nd include Religion, Reading, Mathematics, and English.

The major subjects in grades 3rd - 8th include Religion, Lit/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 176-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 four hours will be counted as having missed 1/2 day of school. Four 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 - 8th).

  **This is to be done every day the student is absent unless the parent states 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-1st 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 students on Day Zero.

2nd – 8th 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 worksheets 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 the 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 Mon & Tues 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 SJS 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 59%.

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 3rd and 4th 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 5th- 8th 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 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 Technology 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).
- "D or 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 repeated harassment and targeting another with the intent to cause emotional, physical, or psychological harm.

A student, parent, or faculty member who is aware of the above behaviors taking place towards a student(s) must report to the administrative or guidance office the alleged acts in a timely manner. The office will speak to the student(s) involved to determine if the alleged acts constitute harassment, hazing or bullying per Diocesan guidelines. A student(s) involved in any instance of harassment, hazing, or bullying is subject to detention, suspension and/or expulsion.

I. DETENTION

Students in grades 3rd - 8th are subject to disciplinary referrals that result in 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 warrant 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. Because the student will not participate in classroom testing or classwork, 20% 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 by 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.

If 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 parents 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 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 1st - 8th. All students receive a birthday ribbon and treat from Home and School on their celebrated day.

Room Parents, 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 on 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 to the new school. 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 participating in extracurricular activities are expected to always maintain appropriate behavior, as they represent the entire student body. Participation requires a time commitment beyond the school day, and parents should carefully consider this when approving involvement. If a discipline issue arises, a parent conference will be held to determine whether continued participation is in the student's best interest, with the final decision made at the principal's discretion.

The results of the previous year's final report card grades, including conduct, will be used to determine eligibility for sports and extracurricular activities 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 2026-2027 SJS Athletic Handbook.

A. ACTIVITIES FOR STUDENTS

SPORTS AND EXTRACURRICULAR ACTIVITIES:
In order to participate in athletic teams and extracurricular clubs, students must meet the following academic and conduct standards:

- Maintain a minimum cumulative academic average of 79% or higher in all core subjects
- Have no D's or F's on progress reports or report cards
- Earn a weekly conduct grade of 85% or higher

*All core subject areas are: Literature/Reading, Math, English, Social Studies, Science, and Religion.

These expectations reinforce our commitment to academic excellence and positive behavior for all students engaged in extracurricular opportunities.

ALTAR SERVERS: Students in grades 3rd - 8th are encouraged to become altar servers.

JUNIOR BETA CLUB: Eligible students are invited to join the Jr. Beta Club at the beginning of their seventh or eighth grade year. Students must have a cumulative average of 90% or higher in all core subjects.

KC CLUB: Service clubs for students in grades 5th 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. 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 should 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-8th usually take one field trip per semester. Field trips are considered a part of the school curriculum. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Because the field trip is a privilege, a student can be denied participation if he/she fails to meet academic or behavioral requirements. A class/student may be denied participation if they fail to behave appropriately. Students must attend the field trip as a class and may not be transported separately.

Students will be issued the standard field trip permission form to be filled out by a parent prior to any field trip. This must be returned to the teacher before any child may leave the school campus for a field trip. A phone call or verbal permission will not be accepted in lieu of written permission. *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 are expected to follow all guidelines and expectations for supervising students as outlined by the classroom teacher and St. Jude School. Parents may only attend a field trip if they are serving as an official chaperone, and siblings are not permitted to attend.

Chaperones are expected to always model respectful and appropriate behavior and follow all guidelines established by the classroom teacher and St. Jude School. The use of drugs or consumption of alcohol is strictly prohibited while supervising students during any school-sponsored activity. Confrontational or disruptive behavior toward parents, students, or staff is not permitted and may result in removal from the activity and/or loss of future chaperone privileges.

IX. HEALTH

A. GENERAL GUIDELINES AND IMMUNIZATIONS

To promote a healthy and safe environment for all students and staff, St. Jude School follows the guidelines outlined below regarding illness and hygiene concerns:

Illness and Return-to-School Policy
Students experiencing flu-like symptoms—such as nausea, vomiting, diarrhea, sore throat, or general illness—must remain at home until they are symptom-free and fever-free (without the use of medication) for a minimum of 24 hours.

If a student is evaluated by a physician and diagnosed with a contagious illness, a written note from the physician must be provided indicating the date the student may return to school.

Hygiene and Bathroom Accidents
If a student of any grade level experiences a bathroom accident or hygiene-related issue during the school day, the school nurse or a faculty member will contact the parent or guardian. The parent will be asked to either come to school to assist the student or take the student home. In adherence to child protection protocols and hygiene standards, faculty and staff are not permitted to assist in cleaning the student. The student will remain in the nurse's office until a parent or guardian arrives.

Public Health Guidelines
St. Jude School adheres to all applicable health guidelines issued by the U.S. Centers for Disease Control and Prevention (CDC) and the Louisiana Department of Health (LDH), particularly in relation to COVID-19. All individuals on campus, including faculty, staff, students, parents, volunteers, and visitors—are required to comply with current CDC and LDH protocols. These guidelines may be updated as public health conditions evolve or new directives are issued.

Head lice are a common issue among school-age children and are primarily spread through direct contact or the sharing of personal items. Parents must notify the school nurse if their child is found to have lice. Before returning to class, the student must be evaluated by the school nurse and confirmed to be free of both lice and nits.

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

Immunization Requirements and Exemptions

In accordance with Act No. 675 (HB 47 of the Louisiana Legislature's 2024 Regular Session) and La. R.S. § 17:170(E)(2), please be advised of the following: La. R.S. § 17:170(E)(1) provides that "No person attending or seeking to enter any school or facility enumerated in Subsection A of this Section shall be required to comply with the provisions of this Section, including any additional immunization or proof of immunity requirement adopted pursuant to the provisions of this Section, if the person is a distance learner or if the person or his parent or guardian submits either a written statement from a physician stating that the procedure is contraindicated for medical reasons, or a written dissent from the student or his parent or guardian." 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

1. Non-prescription medications should never be administered at school.
2. Children should NEVER have medications in their possession on the school grounds. Teachers and administrators have the right to take any such medication away from children and contact the parents for appropriate information.
3. If a student must take prescription medications at school, the following should be observed:
    1. The medication must be brought to the school office, by the parent/guardian, in the container in which it was originally packaged. The label should have the name of the student, name of medication, date, dosage, and the specific time it is to be given at school.
    2. The medication form should be filled out and signed by the parent/guardian.
    3. No more than a month's supply of medication for each student should be kept at school. The student may bring the empty container home with him/her.
    4. To circumvent potential abuse, the medication will be kept in the school office under lock and key in a secure, central location and a log maintained on the administration of the medications.
    5. Teachers are not to keep student medicines in the classroom or dispense medicine at any time.
    6. If a parent must give a child medication, it is to be given in the nurse's office.

C. EMERGENCY CONTACT

Please ensure that all contact information in FACTS is current and up to date. St. Jude School makes every effort to keep students in school whenever possible. If a student has not been picked up within 30 minutes of notification, the school will contact the student's emergency contacts to arrange for pickup.

D. ORTHOPEDIC APPLIANCE / PHYSICAL EDUCATION

Students who come to school wearing an orthopedic device (such as a cast, sling, brace, splint, or using crutches) must provide a physician's note outlining any activity restrictions. If the student has not yet been evaluated by a physician, please send a note indicating that an appointment has been scheduled. This policy helps ensure the safety of all students.

Physical Education Policy

A written excuse filed in the school office is necessary for any child who does not actively participate in the Physical Education Program. Any student unable to actively participate in the physical education program may not participate physically in recess or athletic activities until cleared by their doctor. All students must participate and are expected to cooperate with the teacher just as they would with their classroom teacher. The physical education teacher is responsible for grading students in P.E. class. Skill is not the main factor that is considered. Sportsmanship, team cooperation, effort, and participation are factors reviewed in grading.

E. SCREENINGS

The school nurse will conduct several health screenings throughout the school year for various grade levels. If you have questions regarding any of the screenings, please contact the school nurse. Hearing and Vision screenings are given to students in grades 1st, 3rd, 5th, and 7th. Scoliosis screenings are given to students in grades 4th, 6th, and 8th.

F. WELLNESS POLICY

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

X. SAFETY PLAN

St. Jude School has implemented a comprehensive, multifaceted safety program based on best practices recommended by FEMA and Homeland Security, as well as national first responder organizations, including, 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 members 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 emergency evacuation, students will be relocated to the designated reunification site. Parents should not report to the school campus but should proceed to the designated reunification location. Students will be released only through the school's reunification procedures.

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 school must close due to inclement weather or other emergencies, we will generally follow the guidance of the Diocese of Baton Rouge and the East Baton Rouge Parish School System unless circumstances require otherwise. Families will be notified through local news, FACTS Parent Alert, email, or a phone call from the school. If an emergency closure occurs during the school day, parents or authorized individuals will be asked to pick up their 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.

G. NOTIFICATION OF ASBESTOS INSPECTION AND MANAGEMENT PLAN

In compliance with the Asbestos Hazard Emergency Response Act (AHERA), St. Jude School conducts detailed inspections to identify any asbestos-containing building materials (ACBM) that may be present within the school environment. AHERA also requires that the inspection results and the corresponding Management Plan be submitted to the Louisiana Department of Environmental Quality (LDEQ). A copy of the Management Plan is available for public review at the St. Jude School administrative office.

St. Jude School maintains a proactive asbestos awareness program. The architect responsible for the construction of the school has provided a letter stating that, to the best of his knowledge, no asbestos-containing building materials (ACBM) were used in the construction of St. Jude School.

This serves as an annual notification to the public as required by AHERA. If you have any questions or need additional information, please contact the Designated Person, Michelle Gardiner, at 225-769-2344.

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.
- We do not accept students transferring into 8th grade from other Catholic schools within the Diocese.

Required Records for New Students

The following records are required for all new students:

- State birth certificate with certified state number
- Certificate of Baptism
- First Communion and First Reconciliation certificates (grades 3rd - 8th if applicable)
- Immunization card (health records)
- Social Security card
- Previous academic records as applicable

Immunization Requirements and Exemptions

All students entering any school within the Diocese are required to provide documentation of immunization in accordance with State health regulations at the time of registration. Immunization requirements may be waived if the parent or guardian submits either: (a) a written statement from a physician indicating that the immunization is medically contraindicated, or (b) a signed statement from the parent or guardian refusing immunization for the student. These documents will be kept in the student's cumulative folder. In accordance with Louisiana Revised Statute 17:170, Section E, exemptions may be claimed for medical, religious, or philosophical reasons. To request an exemption, the parent or guardian must provide the student's full name and submit a signed statement of refusal.

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 2026-2027 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 2026-2027 School Year for New Students

- New Student Application Fee ($160 – non-refundable) – A one-time fee assessed to all students that covers the cost of processing applications.

- Enrollment 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 - $75 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 and selecting the ancillary fee 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)

Enrollment 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-enroll 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 enrollment fee is non-refundable.

Fees for the 2026-2027 School Year for Returning Students

- Enrollment Fee ($295 per child – non-refundable)
- Building Use Fee ($235 per family – non-refundable)
- Security Fee - $75 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 and selecting the ancillary fee 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 2026-2027.
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, 2025.

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: $310.00 student and field trip fees)

- $7,170.00 ISG
- $7,675.00 Non-ISG
- $8,100.00 Non-Catholic

1st-7th Grade Tuition
(Includes non–refundable fees: $310.00 student and field trip fees)

- $6,880.00 ISG
- $7,390.00 Non-ISG
- $7,810.00 Non-Catholic

8th Grade Tuition
(Includes non-refundable fees: $275.00 student fee and $225.00 graduation fee)

- $7,070.00 ISG
- $7,580.00 Non-ISG
- $8,000.00 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.
    - 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, 2026 thru April 1, 2027 . 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 July 1 or who have not made arrangements to finance through the bank for the upcoming school year their 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.

- At the time of acceptance, all fees must be paid in full.
- Late Fee- Any fee or tuition monies that are not paid by the due date will be subject to a $50 late fee.
- A student's name will not appear on the class list and the student will be not allowed to start school unless all fees and tuition have been paid or a tuition loan secured and there is no outstanding payment from the prior school year.

Delinquent Loan Policy

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

1. A notice will be sent by the bank notifying the parents of the delinquent account and requesting payment of the balance.
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. At 90 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. The student will be removed from the school and will be unable to return until all delinquent balances have been paid in full.
4. 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 ceremonies-if monies are past due.
5. In the event that the borrower (parent) defaults on the tuition loan, legal action may be taken. The bank may retain legal counsel on behalf of St. Jude School to initiate proceedings to recover the outstanding balance. The parent(s) will be responsible for all attorney fees and collection costs incurred.

6. Tuition loans are to be paid in full by April 15th of the current school year. If the parents fail to pay the loans during the year it comes delinquent, they must pay all outstanding tuition from the prior year, including accrued interest at the agreed upon rate, before their child(ren) will be permitted to re-enroll for the upcoming school year.

Returned Check Fee

A $30 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 21st 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 21st – Sept. 1st 50%
- Sept. 2nd – Oct. 1st 45%
- Oct. 2nd – Nov. 1st 40%
- Nov. 2nd – Dec. 31 35%
- Jan. 1 - June 1 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.

A two week notice, and proper releases are required for all records, forms and letters needed from the St. Jude School faculty.

XII. STUDENT SERVICES

A. GUIDANCE COUNSELOR

There is a guidance counselor on staff at SJS. The guidance counselor may offer help, recommendations or assistance but is not available for long-term counseling of any students. When deemed necessary by an administrator, teacher, or the counselor, an evaluation may be necessary or required. Outside testing and counseling fees are at the expense of the parent. All paperwork for outside evaluations should be submitted to the guidance counselor, who will send it directly to the doctor. Evaluation forms will not be returned to parents. We ask that administration receive a copy of the completed evaluation, recommendations, forms, letters, and records. An Educational Evaluation is required for a child to receive classroom accommodations.

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

B. EXTENSION PROGRAM

The St. Jude School Extension Program provides professional care, supervision, and recreational activities to working families who desire both a Catholic school education and supplementary day care in a Christian environment. The professionally staffed program strives to help each child grow in maturity and self-respect in a safe, positive atmosphere.
The Extension program is open to any student in grades PK-8th. Hours of operation are 7:00 to 7:30 a.m. (morning) and 2:50 to 5:30 p.m. (evening) each school day. There is no part-time program or drop-off service. An 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
For the safety and well-being of all students, parents must complete all emergency forms and follow Extension program procedures.

Students may not leave the Extension program without a parent or authorized adult notifying the Extension staff and signing the student out.

Students enrolled in the morning Extension program should be dropped off in the school cafeteria. Morning Extension begins at **7:00 a.m.** Students not enrolled in the program may not be dropped off.

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 1st of the month. We ask that all payments be made in a timely manner. Any payment received after the 10th of the month will be assessed a $25 late fee.

Fees are due regardless of attendance in the Extension program. Fees are to be paid to maintain enrollment in the program. A $30 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
Minor first aid will be provided on-site. In the event of a serious illness or injury, the Extension Director will follow the instructions on the student's emergency form. Parents are responsible for picking up sick or injured children, as transportation is not provided. Any medical treatment restrictions must be clearly noted on the emergency form.

If your child requires an inhaler or EpiPen, please provide an additional one for the Extension program, as staff do not have access to the school nurse's office after school hours.

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, Sarah Brooks (sbrooks@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 Dyslexia Lab provides instructional support and intervention services for students with dyslexia or other reading disorders.

Students who qualify for speech, language, or other approved support services through the East Baton Rouge Parish School System or an authorized outside provider may receive those services at St. Jude School, as appropriate and in accordance with school policies.

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 (Dyslexia 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)

The Roman Catholic Diocese of BATON ROUGE CATHOLIC SCHOOLS OFFICE

Diocese of Baton Rouge Catholic Schools Office Technology Acceptable Use Policy
Effective Date: July 29, 2025
A.4.9.1.3 -A

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 de-enrollment.

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.

Personal Devices

Each School shall determine whether personal devices are permitted on its campus, including but not limited to Fitbits, Smart watches, or other wearable technology, tablets, computers, and cameras. To the extent so permitted by the School, such items will constitute a device for purposes of this AUP, and any such permitted use shall be subject to all of the terms, conditions and standards of this AUP.

Artificial Intelligence

Artificial Intelligence ("AI") refers to computing systems and tools that simulate human decision-making processes or perform tasks that typically require human intelligence. These tasks include, but are not limited to, problem-solving, decision-making, language understanding, visual perception, and more. AI systems include, but are not limited to, chatbots, language learning models, machine learning algorithms, and automated tools. AI systems can learn from data, adapt to new inputs, and improve over time.

For purposes of this AUP, the terms "internet", "technology", "resources", "apps", "equipment" and terms of similar import shall include, without limitation, AI and the use of AI systems or tools through any medium. AI, in all of its forms and uses, is subject to all other terms, conditions and provisions of this AUP.

The Diocese recognizes the great potential for AI as a tool for brainstorming ideas, gaining insight, dissecting complex texts, and improving writing skills. However, AI also presents potential risks and ethical implications. Students should actively engage in ethical practices, carefully consider the validity of AI-generated content, and ensure their work reflects their original thoughts and understanding.

The use of AI within a School or for School-related purposes is not allowed except, and only to the extent, as expressly authorized by an assigning teacher for a specific purpose. Any unauthorized use of AI is expressly prohibited. Only under the assigning teacher's express approval, and within the limited bounds of that approval, are students allowed to use AI tools for any type of assigned work. For clarification, an assigning teacher has no duty or obligation to allow any use of AI by their students. Any permitted use of AI must take into consideration the following:

- Students should always consult with the assigning teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance.
- AI programs are tools for assistance; they are not a substitute for a student's own critical thinking and understanding of the subject matter. Any use of AI tools should promote understanding and creativity, but they should not be relied upon exclusively for assignments.
- Any assignment performed or created with the use or assistance of AI shall be subject to a verbal review with the assigning teacher. The student must be prepared to explain and discuss the content of the work without the contributions or assistance of AI.
- All work generated with the assistance of AI programs must be original. Plagiarism, even if AI-generated, is not acceptable.
- Proper citation and attribution to AI-generated content should be given if and where AI is used for an assignment.
- If required by the assigning teacher, students must document their interaction with the AI tool by cutting and pasting the conversation or interaction into a separate document that can be shared with the assigning teacher.
- Students shall not share personal, sensitive, or confidential information with AI tools unless directed to do so in a secure, School-approved platform under an assigning teacher's supervision.
- Presenting material using AI without the assigning teacher's approval (or, if required by the assigning teacher, proper citation or documentation) will be considered academic dishonesty and will result in consequences according to the School's disciplinary policy.

A School may elect to adopt more restrictive AI use requirements than those set out above. In such case, the School's more restrictive requirements, terms or conditions shall apply.

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 an "**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.

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

Students in grades 5th – 8th may have cell phones.

Students in grades 5th – 8th may have cell phones on campus for emergency purposes after school hours. Phones must remain in the 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.

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.

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.
- Students are expected to arrive at school with all necessary books, assignments, and personal items. Students may not call home for forgotten items.

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 follow all rules established by the bus driver and the East Baton Rouge Parish Transportation Department. Students who are not registered bus riders may not ride the bus.

For the safety of all students:

- Remain seated until the bus comes to a complete stop.
- Exit only at your assigned bus stop.
- Keep all body parts inside the bus at all times. Spitting or throwing objects from the bus is prohibited.
- No eating or drinking on the bus.
- Do not throw objects, damage the bus, or leave trash behind.
- Use appropriate voice levels. Shouting, screaming, or disruptive behavior is not permitted.
- Follow the bus driver's instructions at all times. Repeated misconduct may result in disciplinary action, including suspension of bus privileges.
- Ride only your assigned bus.
- Electronic devices may not be used 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 always tucked in. Complete uniform is understood to mean not only the kind of clothing but also the way 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

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	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 be no shorter than three inches above the knee.	Tennis shoes, flats, or boots with flat heels, No cowboy boots, Crocs, cleats, sandals, or open-toed shoes.	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.

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/no hood	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.

DRESS CODE FOR 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	PK-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, Red, 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 must have shoes with laces that tie.

DRESS UNIFORM FOR 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

CLOTHING ITEM	COLOR	STYLE	GRADE	COMMENTS
Jumper	Plaid with Logo	Zippered / Drop Waist	PK-4	No higher than 3" above knee
Button Front Dress	Plaid with Logo	PK or Kindergarten	PK or K	Purchased through Inka's
Shorts	Plaid		PK-8	No higher than 3" above knee
Skirt or Skort	Plaid		5-8	No higher than 3" above knee
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	PK-4	Peter Pan Collar
		Oxford pointed collar (SS or LS)	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 or Headbands	Red, White, Navy, or Uniform Plaid		PK-8	
Dress Shoes	Black, Navy, Brown		PK-8	Saddle Oxfords permitted No topsiders or boat shoes allowed
Tennis Shoes	Predominantly White, Navy, Gray. Red, 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 – 8th must have shoes with laces that tie.

DRESS UNIFORM GIRLS

Mass attire (Dress Uniform) for Early Childhood (PK and K)
Jumper with white blouse or Button front dress and tennis or dress shoes.

Mass attire (Dress Uniform) for Elementary girls (1st – 4th)
Jumper with white blouse and tennis or dress shoes.

Mass attire (Dress Uniform) for Middle School girls (5th – 8th)
Skirt with white blouse/banded shirt and tennis or dress shoes.

- **SJS Sweatpants may not be worn to Mass.**

ADDITIONAL UNIFORM GUIDELINES

Additional Information
Uniforms, shoes, and skin must be free of pencil, pen, or marker writing. Students are expected to meet all uniform and free dress requirements. If a student is out of compliance, parents may be contacted and asked to bring an appropriate change of clothes.

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.

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

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-8th Grade
All water bottles should be clear (no tint or color), filled with water (not flavored), appropriately sized to fit in a school bag, and may be either reusable or 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. Complete online application through CAPS
2. Background check through IdentoGO
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 2026-2027**" on August 7, 2026.

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 2026-2027

Please sign this page and return with your child to his/her homeroom teacher on Friday, August 7, 2026.

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.