

2026-2027

Parent/Student Handbook



ST. JOHN SCHOOL

PRIDE IN OUR PAST.

FAITH IN OUR FUTURE.

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Welcome to St. John the Evangelist School!

Thank you for being a part of our Eagle family! St. John School has been providing quality Catholic education for more than 170 years, and we look forward to the opportunity to continue that tradition this school year. Catholic Schools operate under contract law; this handbook constitutes the contract between St. John School and the parent(s)/guardian(s) of our students, and students themselves.

By enrolling in St. John School, parent(s)/guardian(s) and students agree to abide by the policies and regulations set forth herein. School administration has tried to be as explicit as possible in the handbook's development, but we recognize that new, unusual, and unexpected situations may arise during the course of the school year, and reserve the authority to use our discretion in circumstances to which handbook policies do not precisely apply. School administration also reserves the right to amend the handbook during the school year if necessary, and will provide proper notification of any changes. If any provision of the handbook is deemed ambiguous by any person, the interpretation of that provision shall rest with school administration. Failure to abide by the regulations and policies of the school handbook by either his/her parent or guardian may result in the student's removal from the school.

Families should familiarize themselves with the information contained in this handbook, then sign and return the Parent/Student Handbook Agreement at the beginning of the school year. *Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent or guardian may result in the student's removal from St. John.*

Parental Cooperation Statement

Receiving a quality, morally based education can best be served when students, parents/guardian, and school officials work together in partnership. Such partnerships are centered on mutual respect, communication, and courtesy. The education of a student is a partnership between parents/guardians and the school; parental cooperation is necessary to ensure that students receive a quality education and the school functions in an orderly manner. It shall be an expressed condition of enrollment that the parents/guardians of a student shall conform to the standards of conduct that are consistent with the Christian principles of the school as determined by the school at its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of St. John School. These principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of this school system.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. This includes disrespectful or negative posts on social media.
3. These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events (e.g., athletics, awards ceremonies, field trips etc.)

The school administration will make reasonable and fair efforts to resolve any conflicts that may arise with our families. However, the school administration reserves the right to require the withdrawal of a student should it be determined that parental cooperation is not forthcoming, or in the event that the parent/guardian of an enrolled student engages in conduct determined to be harmful to St. John School or its faculty, staff, and students.

Mission

St. John the Evangelist School provides a disciplined, nurturing environment guided by Catholic values, where students grow through rigorous academic experiences, faith and moral formation, and opportunities for service and leadership.

Motto

In Cruce Salus (In the Cross, there is Salvation)

Mascot



Memberships

Catholic Diocese of Baton Rouge
National Catholic Education Association
Alliance for Catholic Education
Catholic Schools Athletic Association
Iberville Chamber of Commerce
West Baton Rouge Chamber of Commerce
Louisiana High School Athletic Association

Administration

Administration

Reverend Martin Lawrence, Administrator of St. John the Evangelist Catholic Church and School

Lisa Morel, Principal

Nicole Brumfield, Assistant Principal

Susie Murray, Administrative Assistant

Administrative Support Staff

Kellie Miller, Elementary/Middle School School Counselor

Margo Rivet, High School Counselor

Cynthia Prouty, Athletic Director-High School Girls

Bryan Troxclair, Dean of Students, Athletic Director-High School Boys

Office Staff

Kristen Albert, School Secretary

Becky Purdom, Receptionist

Suzan Bezet, Bookkeeper

Contact Information

High School Campus
24250 Regina St.
Plaquemine, LA 70764
Office: (225) 687-3056

Elementary/Middle School Campus
58645 St. Clement Ave.
Plaquemine, LA 70764
Office: (225) 687-6616

www.stjohnschool.org

www.facebook.com/stjohnschooleagles

Instagram: [sjs_eagles](#) Twitter: [@SJS_Eagles](#)

Admissions

Regular registration for returning and new students is held each spring. Current students whose fees are up-to-date will be provided with the necessary registration materials; current students whose fees are delinquent are not allowed to register until all delinquent fees are paid. Instructions for online registration for new applicants are posted to the school website. All fees required at the time of registration are non-refundable; returning and new students who register after the scheduled registration period will pay an additional fee for late registration. Students who are offered admission are not considered enrolled until all applicable registration fees have been paid and documentation submitted, even if online registration has been completed.

All students in grades K-12 who are offered admission and enroll in St. John School are considered provisionally accepted for a period of 90 days, beginning with the first calendar day of the school year. (See Pre-K Enrollment Clause for probationary information in Pre-K3 and Pre-K4). Students may also be provisionally accepted for a period longer than 90 days based on attendance, academic and/or discipline records. The administration may withdraw acceptance during or at the end of the probationary period should it become clear that the school is unable to meet the needs of the student, or parental cooperation has been breached. The administration reserves the right to dismiss and/or require withdrawal of a student who has been granted final acceptance following the probationary period according to policies set forth in this handbook.

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."

Admission to St. John is offered according to the following priority order:

- 1st Priority - Current St. John Students in grades K – 11 in good academic, disciplinary, and
- 2nd Priority - Sibling of current St. John students or recent graduates in good standing
- 3rd Priority – Children of St. John faculty
- 4th Priority - Children of current St. John alumni
- 5th Priority - Children of other Catholic school alumni who are contributing members of neighboring church parishes
- 6th Priority - Contributing members of neighboring church parishes

If a grade level and/or section is full, additional applicants may be placed on a waiting list and will be contacted by school should a spot become available.

All new applicants for admission to St. John in grades Pre K3 -12 must submit the following at the time of application:

- Birth certificate
- Baptismal certificate (if applicant is Catholic)
- Social security card
- Attendance Record
- Latest issued report card
- Last full-year report card
- Updated immunization records
- Updated transcripts, if applicable
- Standardized test scores
- Discipline Record

All new applicants in grades 3-12 will be interviewed by a member of the administration before acceptance to St. John. Based upon previous academic, attendance and disciplinary history, new students may be required to take a placement test in one or more core subjects before admission or may be placed on a probationary contract to be accepted to St. John. Applicants will be required to submit medical and educational testing records following acceptance (including probationary acceptance) and as a condition for enrollment disclosing any information which may affect St. John's ability to effectively serve a student. Should it become apparent at any time during a student's enrollment that full disclosure has not occurred, or false, inaccurate, or out of date records have been submitted, the acceptance may be revoked and/or the student may be asked to withdraw.

St. John School has an Instructional Support Services Lab. This program allows us to offer strategic instructional support to students with documented learning challenges, including dyslexia, ADHD, etc. Participants in the program are responsible for program fees in addition to school tuition and fees. Information on qualification and enrollment in the program is offered at the request of parents.

The schools of the Catholic Diocese of Baton Rouge admit 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 schools. They do 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. In compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Diocese shall, on the basis of sex, be excluded from participation in, or be subjected to discrimination under any education program or activity, except as permitted under said Title IX. The schools of the Catholic Diocese of Baton Rouge have adopted and will implement the imperatives of the Family Educational Rights and Privacy Act as amended, and will inform parents and students of their rights under this amendment to Title VI of the Civil Rights Act of 1964.



PRE-K REGISTRATION

Registration for Pre-K3, Pre-K4, and kindergarten takes place during the spring registration period. The same documentation for a new applicant is required for these grades, except for report cards for children who have never attended school. By September 30 of the school year being applied for, PreK-3 students should be three years old, Pre-K4 students should be four years old, and kindergarten students should be five years old. All students must be potty-trained before admission to school.

Pre-K Enrollment Clause: Young children develop at their own pace and show growth in different areas (physical, social, cognitive, emotional) at different rates. Because of this, not all young children, regardless of their chronological age, are ready for an all-day school based program. The teacher(s) and administration reserve the right to continually review the enrollment of each child in the Pre-K3 and Pre-K4 Eagle's Nest Programs. During the first nine weeks of school, if a child is not developmentally ready for an all-day school program or we do not have the resources to meet a child's specific learning needs, a parent conference will be held to discuss the best interests of the child, which may include withdrawal from the program. In some cases, a breach of parental cooperation may also result in a request to withdraw a child from the program.



Tuition and Fees

Tuition and fees for St. John School are listed below. Both are determined and reviewed by the Finance Committee and Advisory Board each year and are subject to change. The administration is responsible for supervision of all fiscal matters, including penalties for delinquent or non-payments. Please be advised that an account that is delinquent for 30 or more days may result in withdrawal from the school.

Full tuition and fees may be pre-paid by May 1 or paid monthly through participation in FACTS tuition-management program. A 2% discount is given to pre-paid tuition. The class fee for Grade 11 includes an activity fee and funding for St. John Prom which is hosted by the Junior Class. The class fee for Grade 12 includes an activity fee and funding for Senior Retreat and Graduation activities. All fees are non-refundable.

In keeping with the Marianite philosophy of inclusion, St. John School strives to include everyone who wishes to become part of our family and attend our school. Therefore, there are three sources of tuition assistance for our families. First, St. John School participates in the Louisiana Gator Funding Program. St. John School also partners with two tuition organizations (ACE Scholarships Louisiana and Arete Scholars Louisiana). Lastly, a limited amount of tuition assistance is available through the generosity of our church parishes and our school's commitment to assist those in need in our community. Tuition grants are good for one year and are based on need. A parent or guardian must apply for tuition assistance by contacting the administration of St. John School and completing the online application form through FACTS. Applications are due by May 1 with all paid tuition fees. Qualifying assistance is awarded by June 30th. Additional assistance, if available, may be awarded during the year on an as needed basis.

Additional financial aid information is provided in the Appendix section.

Tuition & Fees

Tuition	Catholic	Non Catholic
PreK3- PreK4*	\$6,890	\$7,130
Elementary (K - 5th grade)	\$6,200	\$6,440
Middle School (6th - 8th grade)	\$6,745	\$6,985
High School (9th - 12th grade)	\$8,050	\$8,290

Discounts:

Third Child in Same Family \$250 discount

Fourth Child in Same Family FREE TUITION

**These discounts cannot be applied with any other financial assistance options.

All fees are non-refundable.

Book Fee	\$150 per student
Assessment Fee	\$250 per family
Technology Fee	\$100 per student (\$200 maximum per family)
Building and Maintenance Fee	\$150 per family
Student Accident Insurance (Grades PreK -8)	\$15 per student
Student Accident Insurance (Grades 9 - 12)	\$25 per student

St. John Cafeteria

St. John School participates in the Diocese of Baton Rouge Child Nutrition Program whose mission is to provide our school children with meals of maximum nutritional value prepared under USDA and Louisiana State Guidelines. The cafeteria at St. John School prepares breakfast, brunch, and lunch for purchase. In order to maintain cafeteria service, students in grades Pre-K through 8 are required to participate in the school lunch program. Students must get a plate from the cafeteria line during their lunch period. Due to medical reasons, some students may require alternate lunch arrangements and may need to bring their lunch everyday. For this exception to be made, a completed form signed by his/her doctor should be turned in to his/her homeroom teacher. The required form is available in the main office.

Below are additional guidelines from the Child Nutrition Program:

- All cafeteria payments must be made online at www.myschoolbucks.com. A small fee is charged by the Office of Child Nutrition for online payments. Parents are encouraged to set up My School Bucks accounts and make regular payments to avoid negative balances. Parents are able to view recent purchases, check balances, and set-up low balance alerts for free when using this account.
- Parents and/or other adults who eat in the cafeteria are required to pay in advance.
- To apply for free or reduced lunch go to www.cnpbr.org under the tab For Parents and choose the free and reduced priced meals link.
- All students are issued lunch cards with an account number, which will be charged for all cafeteria food purchases. Students should keep their lunch cards from year to year to be reused. If a student has a positive balance in their lunch account at the end of the school year, the funds will roll over to the next school year.
- Students who bring lunch to school for medical purposes should make every effort to bring lunch in the morning when they come to school.
- **No fast food or restaurant take-out food may be delivered to students during the school day. Only packed lunches and non- carbonated drinks may be brought into the cafeteria by students.**

Attendance

Regular daily classroom instruction is important in ensuring a student's academic progress. Students should attend school unless they are ill or a serious reason arises.

St. John School attendance policies meet the requirements set forth by the State of Louisiana and the Diocese of Baton Rouge. Students are expected to be on time and present for all classes throughout the day on all school days during the school year. Repeated absences may result in disciplinary action, including suspension or expulsion.

Daily schedules and school year calendars are established by principals before the school year begins. Instructional minutes as defined in Non-Public 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. As also indicated in the Non-Public Bulletin 741, principals have discretion in the cases of extenuating circumstances regarding absences and 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.

Grades K-8th

- Elementary/middle school students cannot be absent more than 16 days regardless of the type of absence to receive credit for the year.
- Grades K-8 students can be absent a half day or a full day. A student who reports to school after or checks out of school before 11:30am is counted absent one full day. A student who reports to school late but before 11:30am, or checks out early but after 11:30am is counted a half day.
- Parents of K-8 students will be notified when a student has excessive absences. The student's records will be placed under administrative review and a conference with the administration and the parents of the student will be required.
- Attendance letters are considered official school notification of a student's absence record and must be signed and returned to school by the deadline provided in the letter. Return to school forms from doctors' appointments should be presented within three days upon students return to school.

Grades 9-12

To receive credit for high school courses that are one-semester in duration, students cannot miss more than 8 days during the semester. To receive credit for full-year courses in high school, students cannot be absent more than 16 days regardless of the type of absence.

- Students in grades 9-12 are counted absent on a class-by-class basis. Reaching the maximum allowable absences in one class will result in failure of that class, even if the student has not reached the maximum allowable absences in any other class.
- Students arriving during the second half of a class period are marked absent for that class period.
- Students and a parent/guardian will be notified when there are excessive absences in a course. The student's records will be placed under administrative review. The administration will contact the parent for a conference in order to work together to find a solution to the student's excessive absences.
- Attendance letters are considered official school notification of a student's absence record and must be signed and returned to school by the deadline provided in the letter. Return to school forms from doctors' appointments should be presented within three days upon students return to school.

REPORTING ABSENCES

Parents should make every effort to schedule medical appointments, vacations, etc. outside of school hours when possible.

- When a student must be absent from school, it is the responsibility of the parent to call the school office and report the student absent before 8:00 a.m. The parent must provide the reason for the absence at this time. When the student returns to school, it is important that he/she brings a note from a parent, a doctor's excuse, or other documentation explaining the absence in the event that an administrative review is necessary. The school should receive the documentation within three days of the student returning to school.
- St. John recognizes that extended absences are often unplanned, and will make every effort to accommodate the needs of students during extenuating circumstances. Parents should promptly communicate to the principal, at least one week prior, any extenuating circumstances that will cause an extended absence whenever possible (e.g. a child who has surgery and will be absent during recovery). Communicating an extenuating circumstance to a teacher or other school personnel is not considered appropriate notification. Parents should make arrangements with the school for the student to make up missed work during the absence. Students will be expected to complete make-up work within a reasonable amount of time. Waiting until the student returns to school to arrange make-up assignments is not advised.

EDUCATIONAL ABSENCES

- St. John School recognizes the value of field trips, retreats, extracurricular functions, and appointments during school hours. For these reasons, students may be granted an educational absence. Approval by administration is required prior to the absence. Students must present documentation from the educational absence upon return to school.
- With prior permission from the administration, seniors and juniors may receive a total of two educational absences to visit colleges. Students are expected to make up any work that will be missed prior to their absence.
- Students are encouraged to visit colleges of interest during the summer and school holidays.

Participating in Extracurricular Activities Following an Absence

- Students may NOT attend or participate in any extracurricular activity, school function, or athletic practice on any day they were absent for any reason. If the absence is Friday, this policy extends to activities scheduled for the weekend.
 - Only students who are present at school for more than half of the day (four complete periods excluding lunch) will be allowed to participate in the extracurricular activity, school function, or athletic practice. If the absence is a Friday, this policy extends to activities scheduled for the weekend. For this policy to be waived, permission from the administration must be received BEFORE the scheduled activity.
-

ABSENCES DUE TO ILLNESS AND COMMUNICABLE CONDITIONS

St. John School makes every effort to help students establish good health habits, stay healthy, and maintain a healthy environment on our campus. The success of these efforts is, in many ways, dependent on parent cooperation. The following guidelines should be followed when determining if an absence is necessary due to illness:

- Students should not be at school when they are ill (including viruses, bacterial infections, cold and flu, vomiting, diarrhea, etc.), have a fever (a temperature above 99.6), or show any symptoms of a contagious condition.
- Students should not be at school with communicable health issues (including head lice, skin rashes, pink eye, etc.).
- Students who begin to show any symptoms of illness, fever, or contagious or communicable conditions will be sent home.
- Parents must ensure that all students who were absent due to any illness or communicable condition, including but not limited to the conditions listed here, do not return to school until they have been free of symptoms without medication for a full 24 hours. For conditions requiring treatment such as multi-day antibiotics, students may return to school after receiving antibiotics for at least a full 24 hours, provided the condition is not contagious.
- For the safety of all students, any student who shows symptoms of a contagious condition, regardless of course of treatment, should not report to school for at least a full 24 hours after the last symptom of such a condition is evident. For some contagious diseases, a doctor's certificate and/or release may be required for the student to return to school.
- St. John School will not provide virtual learning instruction for students who are absent from school due to a communicable illness, or if he/she leaves school for any communicable condition. If a student must be absent from school due to an illness that will result in the student's absence for an extenuating period of time, the administration, teachers, and parents may coordinate a Google Meet schedule for the student to receive instructions from the teacher.

VIRTUAL INSTRUCTION

- St. John School believes that for all students to receive a high quality education, learning must take place in-person in the classroom. If a student must be absent from school due to an illness that will result in the student's absence for an extended period of time, the administration and teachers will discuss potential learning options for the student to receive instructions from the teacher.
- If a student leaves school during the school day for an illness, the student must get assignments from his/her teachers before leaving. No virtual learning will be available for these students who are ill to still receive teacher instruction that day.

RETURNING TO SCHOOL

- Students in grades K-8 should provide their homeroom teacher with a note and/or doctor's excuse for their absence on the day they return to school.
- Students in grades 9-12, who need to leave campus and return to school that same day must report to the office to receive a check-out slip. Students must get a signature from all teachers whose class he/she will not attend during their time away from campus. Each teacher must provide an initial/signature before the student is allowed to leave campus. Students must provide an excuse for their absence on the day they return to school.

MAKE-UP WORK

To minimize the academic impact of student absences, all students are required to make up all work missed during their absence (i.e. tardy, early dismissal).

- Teachers and families of students in grades K-5 will work together to determine the best course of action for making up work missed during an absence.
- Parents of students in grades K-5, who report a student absent by 10:00 a.m., may request that the student's missed assignments are collected during the day. Parents should request make-up assignments by emailing his/her child's teacher. The assignments will be available for pick-up outside the middle school office after 3:00 p.m. Parent requests for missed assignments made after 10:00 a.m. cannot be accommodated.
- Students in grades 6-12 are responsible for making arrangements with each of his/her teachers for making up missed work. Upon returning to school it is the responsibility of the student to submit work that was due during the absence(s) and to meet with the teacher to make up class work or tests that were missed during the absence. All makeup work or tests should be resolved within a period of three school days. If this is not done within a three day period, students will receive a grade of the highest F or the actual grade earned, whichever is lower, on any work missed during the absence and submitted after the three day period. If this work is not completed by the end of the reporting period in which the absence occurs (progress report period or report card period), the student will receive a grade of 0.
- If a student misses the day before or the day of a pre-assigned test and/or assignment, the student will be required to take the test when he/she returns provided no new material has been covered. The three day make up policy does not apply in these circumstances.
- In the case of an extended illness, make up work will be coordinated through the school counselors.

TARDINESS

It is important for St. John School students to arrive to class on time, in order to reduce disruption, and avoid distractions to the learning environment.

- The St. John School day begins with the first bell at 7:45 a.m. If a student is not in his/her assigned classroom by the time the second bell rings at 7:49 a.m. he/she is considered tardy.
- Students in grades PreK4-8 who report to school between 7:50a.m. and 8:15a.m. are marked tardy. A parent/guardian should accompany the student to the school office and contact the school secretary upon arrival.
- Students in grades 9-12 who report to school between 7:50a.m. and 8:15a.m. are marked tardy. A parent should call the main office (225) 687-6616 and verify the reason for the student's tardiness. The student must report immediately to the Middle School Office upon arrival to sign the admission record and receive an admit slip. If the tardy is unexcused the student's conduct card will be marked. Consistent tardiness to the first period may result in loss of school driving privileges or other disciplinary action.

- Additionally, students in grades 6-12 are subject to tardies in each of their classes throughout the day, including first period. If a student is not in his/her assigned classroom (in his/her assigned seat, if applicable) when the bell to begin a class rings, that student is considered tardy in that class and will receive a mark on his/her conduct card. An accumulation of class tardies will result in disciplinary action.
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EARLY DISMISSALS

- The St. John school day ends at 2:55 p.m. In the event that a student must leave school early, a parent/guardian must report to the school office to pick up the child and verify the reason for the early dismissal. If the student drives to school, a parent must speak directly with a member of the staff to confirm that the student is leaving the school grounds and must verify the reason for the early dismissal. To increase the efficiency of the check out process for high school students, it is suggested that a parent note be submitted by the student to the office before school starts.
- A parent **MUST** provide permission to school personnel, in advance, for a student to be granted an early dismissal.
- Grades K-8 students who leave between 2:00 p.m. and 2:55 p.m. are marked with an early dismissal. In addition, parents of a student who has consistent early dismissals and/or tardies may be required to meet with the principal and/or administration.
- Grades 9-12 students who check out will be counted absent on his/her attendance record for each class missed. Students are not allowed to check out during the day to return home for forgotten materials, failure to shave, to take medicine, or to eat lunch off campus. Disciplinary consequences may be issued for such actions.
- Grades 9-12 students checking out early must report to the office for a sign-out form, obtain appropriate teacher signatures, and return the form to the office. Failure to follow the specific check-out procedures for leaving campus may result in an after school detention. Leaving school without reporting to the office is classified as skipping school and will result in a suspension.

Campus

- The St. John School campus is property bounded by Regina Street, Price Street, Sebastian Road and St. Clement Avenue. The school campus includes any buildings or facilities, school buses, or the location(s) of any school sponsored function, event or activity. In order to ensure the safety of our students, St. John School is a closed campus. Students are not allowed to leave campus during the school day for any reason without the permission of a parent and the school.
- All visitors (including parents) who are on campus to pick up a child or conduct other school business are required to report to the main school office in the middle school building. The principal has the sole discretion to allow visitors (including parents) to come on campus for any and all business.
- All students and parents driving to and from St. John are asked to keep in mind that our campus is in a residential area; please avoid excessive speed and loud music and be mindful of residents. Littering the streets and/or private lawns around campus is unacceptable.
- Speed limits are clearly posted on St. Clement Avenue and Regina Street and should be followed for everyone's Safety.

- St. Clement Avenue is a one-way street in the mornings from 7:00-9:00 a.m. and the afternoons from 2:00-4:00pm; traffic is only allowed to travel from Sebastian Road (the football practice field) to Regina Street (the high school building). Regina Street is a one-way street during the same hours; traffic is only allowed to travel from Ory Avenue (the cafeteria) to St. Clement Avenue. There is a pedestrian crosswalk with stop signs in front of the high school building at Mille Avenue; these stop signs should always be obeyed to ensure the safety of all students.

- Law enforcement may be in the campus area to enforce these regulations. Any driver in the campus area who receives a traffic violation from law enforcement is solely responsible for the resolution of that violation. Student drivers who commit traffic violations in the campus area, whether reported by school faculty/staff, law enforcement, or other witnesses, are subject to consequences at school, including detention, suspension, or loss of driving privileges, depending on the violation.

USE OF SCHOOL GROUNDS

St. John School's campus (including all facilities and equipment) is private property intended for use by St. John students, faculty, and staff during school hours and for regularly scheduled, school sponsored events and activities. Students must be supervised by an employee and/or designee of St. John School at all times that any part of the campus is in use. Use of any part of the St. John campus for any other purpose without express permission (including fulfillment of any necessary additional requirements to gain permission) of the administration is prohibited. Students who use campus outside of scheduled school activities and/or unsupervised may be subject to disciplinary consequences; anyone who uses any part of the St. John campus without express permission from the school and proper supervision will be responsible for any damages that may occur and/or may face legal penalties for trespassing.

General Arrival and Departure Procedures

- Specific areas of campus have been designated for arrival and departure from school for the safety of all students. Once on campus, students are asked to remain in the supervised areas until 7:45am.
- Students arriving on campus before 7:45am should remain outside of the school buildings unless there is a reason approved by the duty teacher, Dean of Students, or administration.
- Areas that are designated for arrival and departure are supervised by duty teachers.
- Loitering on campus, in the parking lot, or circling campus in a vehicle is not acceptable.
- Any student on campus after school for an extracurricular activity (sports practice, club meeting, etc.), teacher meeting, or other appointment should report to that activity immediately. After the activity, Grade K-8 students waiting for a ride should wait in the circular drive in front of the elementary building, if a designated area has not been assigned by the teacher or coach of the activity.

Arrival by Bus

- St. John shares school bus service with the public schools in Iberville Parish. To verify a school bus route and obtain other information about students riding buses to and from school, parents should contact the Iberville Parish School Board at 687-4341. Students riding school buses to school will be dropped off in the bus loading area, the circle driveway between the gym and the elementary building.

Arrival by Carpool

- PreK parents may park in the designated areas in front of the school until students become comfortable with the school setting and have gained independence. Parents may walk students to the gate where a PreK aide will take students to the classroom. Once comfortable PreK students must be dropped off in the circle driveway between the gym and the elementary building.
- Grade K-8 students who carpool may begin arriving on campus at 7:20 a.m. A teacher will be on duty to assist them arriving in the carpool. Students in grades K through 8 must be dropped off in the carpool area located between the elementary school building and St. Clement of Rome Chapel. These students may not be dropped off in the bus loading area, in front of the gym, by the cafeteria, or any place other than the supervised drop-off area. Exception: Students in grades K through 8 may be dropped off in the bus loading area if they are being dropped off with a PreK-3 or PreK-4 student.
- Parents/guardians requesting a 7:00am drop off should get administrative approval to ensure sufficient supervision.

General Policies for Student Drivers

- Driving to campus is a privilege provided to our students for convenience. Drivers must park in areas designated for student parking. High school students are charged \$5.00 at the beginning of the year for the reserved parking spaces. All registered cars must hang the parking tag from the rear view mirror. Cars without the official St. John registration tag are subject to being towed at the owner's expense. Faculty or visitor parking, sidewalks, bus driveways, and the cafeteria driveway are off limits to students.
- All high school students riding in a car share in the responsibility for appropriate and inappropriate behavior in the car. Violations, including speeding and driving recklessly within our campus area may result in disciplinary consequences.

Arrival of High School Students

- Any student who arrives on campus before 7:20a.m. without a scheduled activity should report to the gym immediately and await dismissal from the duty teacher.
- After 7:20 a.m., students are allowed to report to the cafeteria for breakfast. If high school students are not going to the cafeteria for breakfast, they are to remain in the gym. Students are not allowed in the school building at this time.
- Student drivers/passengers are on campus once they are in the parking lot. Once on campus, students are not allowed to leave until dismissal.
- Students may begin arriving on campus at 7:20a.m. and park in the space assigned to him/her at the beginning of the school year.
- Students who arrive early for a scheduled meeting or activity (make-up test, club meeting, etc.) are not allowed to leave campus if that activity ends before the morning bell.
- Students may not sit in parked vehicles at school to wait for the morning bell. This is considered to be an unauthorized area of the campus; therefore, sitting in parked vehicles will result in a disciplinary action.

- Arrival of high school students who do not drive or not riding with a sibling should be dropped off in front of the gym. Younger siblings must be dropped off at their designated carpool area.
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Dismissal by Bus

- Students leaving school by bus should report to the bus loading area, the circle driveway between the gym and the elementary school building.
 - Students will only be allowed to board their assigned buses, unless written permission to board a different bus has been sent to the teacher in advance by the parent or guardian. The teacher will provide a bus note for the driver, indicating the student's drop-off location.
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Dismissal by Carpool

- PreK3 students with no other siblings at school may be picked up in the circle drive at 2:30pm. Other PreK3 students with older siblings may go to the carpool area at dismissal.
 - Grade PreK4-8 students who carpool must be picked up in the carpool line. Vehicles in the carpool line must remain in the line and students will be loaded into your vehicle. Parents who park and meet their children outside the carpool line disrupt the flow of traffic and cause hazardous conditions for others.
 - In order to help assist the carpool caller, everyone picking up a student(s) in the carpool line MUST have a sign posted in the left front window of the car with the name(s) of the student(s) printed clearly in black lettering, large enough for the carpool duty teachers to read. This sign must remain in the car window the entire school year.
 - Grade Pre-K4 -8 carpool students still on campus at 3:10 p.m. will be sent to Extended Day Care and parents will be responsible for Extended Day Care fees.
-

Dismissal of Student Drivers

- Grade 9-12 students who drive to campus should leave campus in a safe, orderly manner, after the dismissal bell at 2:55 p.m.
 - Speeding, loud music, reckless driving or any other conduct considered unsafe or inappropriate by the principal and/or administration may result in loss of driving privileges and/or other disciplinary consequences.
 - Students checking out early must report to the office for a sign-out form, obtain appropriate teacher signatures, and return the form to the office. Parental approval, written or verbal, must be confirmed by a school personal before the student will be allowed to leave.
 - Failure to follow the specific check-out procedure for leaving campus may result in disciplinary action.
-

Students participating in scheduled after-school activities should report directly to their activities upon dismissal. Students in K-8 who attend Extended Day Care will be dismissed directly to the appropriate classroom.

AUTHORIZED AREAS

Any unsupervised area of campus (including classrooms where no teacher is present) is considered unauthorized. Students found in unauthorized areas of campus will be subject to disciplinary consequences.

Students in grades K-8 are allowed to be in designated areas of campus as follows:

- *Before school* - Students in kindergarten through second grade should report to the concrete area between St. Clement Chapel and the main elementary building. Students in third through fifth grade should report to their designated area between the gym and the main elementary building. Middle school students should report to the gym. Students may also proceed to the cafeteria for breakfast. Teachers will be on duty to supervise students in these three areas.
- *Morning and noon recess* – Students in kindergarten through fifth grade should report to the designated K –5th grade playground area. Students in sixth through eighth grade are to report to the designated recess area between the school and the gym. Teachers will be on duty to supervise students in these two areas.
- *Afternoon dismissal* – Students in Pre-K through 8th grade should report to either the bus dismissal area (the circle driveway in front of the elementary school building) or the carpool area (the concrete area between St. Clement Chapel and the main elementary building). Students must sit quietly and wait for their names to be called for dismissal. Students should not be using their cell phones during carpool dismissal. Cell phones should be kept in his/her backpack and remain off until the student leaves campus.
- Pre-K students do not participate in recess with students in grades K-8. They are given a separate recess period and are supervised by their teachers at all times.

Students in grade 9-12 are allowed to be in designated areas of campus as follows:

- *Before school* – Early arrivals should report to the gym until 7:20. At 7:20, students may report to the cafeteria and/or the area between the gym and the high school building until the first bell.
- *Morning Break* – Students may report to the cafeteria for brunch or the courtyard. Students are not allowed in the gym, gym restrooms, or middle school restrooms. Students may enter the school building to use the restrooms, or to meet with a teacher. The concession stand is closed during morning break.
- *Lunch/Recess* – Students may report to the cafeteria for lunch or the courtyard. Students may not leave the school campus for lunch nor can lunch be ordered or delivered. Students are not allowed in the gym except during inclement weather. Students may enter the school building to use the restrooms, and/or concession stand. No student should be in the library, learning lab, computer lab, or any classroom without a supervising teacher present. Students are not allowed in the middle school restrooms, or the gym restrooms during lunch.
- Unauthorized areas of campus for grade 9-12 students include the parking lot, the cafeteria drive between the covered walkway and Price Street, the gym, gym bathrooms, and gym locker rooms, the area between the gym and St. Clement Avenue, the elementary/middle school buildings and recess areas, the elementary/middle school candy stand and any other unsupervised location on campus.

SCHOOL UNIFORMS

General Guidelines

- All St. John students are to be appropriately dressed and groomed daily for all matters related to the school and at any school function. Neatness is expected, along with all clothing being worn properly and, in a manner, acceptable to the administration. All St. John students are expected to follow the uniform and grooming code, as well as dress guidelines for casual days and special events as stated.
- Official uniform items are available at School Time in Baton Rouge, LA. School uniforms may be purchased at the summer St. John Uniform Sale, online at www.schooltime.com, or at the School Time store in Baton Rouge, LA. It is the responsibility of the parents to ensure that attire meets applicable school guidelines; if parents or students have questions about stated guidelines, or a particular article of clothing, they should consult the administration, or in cases of special events, a school-designated advisor.
- Any temporary deviation from the dress code made necessary by a medical condition must be requested as soon as possible before the student arrives on campus out of uniform, and documentation from a doctor/surgeon must be provided.
- Students found in violation of the uniform and grooming code or any other dress guidelines will be subject to disciplinary action.
- Clothing should be worn in a neat, proper, and modest manner. Wearing items that are over-sized or overly tight is not permitted. Wearing pants/slacks low or below waist level is inappropriate.
- Hooded shirts and sweatshirts are not allowed on the school's campus at any time. Kangaroo pockets on sweatshirts should not be worn.

BOYS' GENERAL GROOMING

- Boys must be clean shaven; NO facial hair is permitted. Sideburns should be no longer than mid-ear.
- Boys should keep their hair cut short and neat, in uniform length, no longer than 2 inches **when combed flat**; hair should fall above the eyebrows, ears, and collar of the shirt in back **when combed flat**.
- Boys should not have extreme styles, such as **as mullets, burst fades**, Mohawks, shaven heads, or styles where part of the head is shaved while hair is long in other sections. Boys should not wear their hair in twisted, cornrow, or balled styles.
- Boys may not dye, highlight, bleach, or color hair in any way.
- Boys may not wear makeup or nail polish.
- Boys may not have piercings or visible tattoos.
- Hats, head coverings, cowboy and work boots, sandals, slippers, crocs, or sunglasses are not acceptable unless specifically related to a theme day.

GIRLS' GENERAL GROOMING

- Girls' hair should be cut neatly; bangs should not fall into the eyes or in front of the face.
- Hair highlights, dye, or bleach should be a natural, conservative shade. Hair may not be multiple colors, colors that are not natural hair colors, or chunky, ombre or streaked highlights.
- Girls in 6 – 12 who wear makeup should choose natural, conservative shades, and apply makeup subtly. Girls in grades K–5 are not allowed to wear makeup.
- Girls are allowed to have pierced earlobes **with no more than two piercings per ear**; other body piercings are not permitted.
- Girls may not have visible tattoos.
- Girls should wear an appropriate color undergarment that is not visible through the white knit shirt.
- Girls may wear white or navy tights on very cold days.
- Hats, head coverings, cowboy and work boots, sandals, slippers, crocs, and dance shoes are not acceptable unless specifically related to a theme.
- Fingernails should not be excessive in length.

Pre-K 3 and Pre-K 4 Regular Uniform Dress

UNIFORMS:

Pre-K uniforms are mandatory. Yellow shirts (Pre-K4), blue shirts (Pre-K3), navy shorts, navy sweatpants and navy zipper jackets are available for order from School Time Uniforms in Baton Rouge. Use the attached order form and send or bring to school by specified order deadline.

Girls may also wear navy blue pull-on skorts. Pull-on navy shorts or sweatpants do not have to be purchased at School Time. (Please no shorts, skorts, or pants with buttons, zippers, etc.)

TOTE BAGS:

Eagle's Nest tote bags are mandatory and can be ordered from School Time Uniforms. Please have your child's first name put on his/her bag.

SHOES:

Pre-K3 and Pre-K4 students may wear any type of tennis shoe (No light-up shoes). We encourage shoes with Velcro closures for safety. Navy, brown or black school shoes may also be worn. Sandals, crocs, flip-flops and boots are not allowed. **SOCKS MUST BE WORN WITH SHOES.**

SWEATSHIRTS/SWEATPANTS/SWEATERS:

Sweaters and sweatshirts must be solid navy. Navy sweatpants and zipper jackets with the Eagle's Nest emblem are available at School Time. Pre-K T-shirts must be worn under sweaters and sweatshirts. Navy pull-on sweatpants or knit pants may be worn in the winter.

K-12 Regular Uniform Dress

- Shirts must be tucked in at all times. The belt and/or waistband should be visible.
- T-shirts worn under uniform shirts should never have writing or graphics of any type and should only be solid white.
- Long-sleeved shirts are not allowed under short-sleeved uniform shirts.
- Only the top button of the shirts may be left open.
- The hemline of the skirt must be no higher than two inches above the knee.
- All uniforms and shoes should be in good repair and fit appropriately; clothes should be free of holes, slits, frayed hems, and noticeable stains. There should be no missing buttons or broken zippers.
- P.E. uniforms are required for grades 4 through 12. Students must wear tennis shoes during P.E. class. Any color tennis shoes are acceptable for P.E. class.

Grades 6-12 Dress Uniform

- Dress uniforms are required on Mass days for all students in grades 6-12. Dress uniforms may also be required for special events.
- Students who fail to wear the dress uniform when required will be given a consequence by the Dean of Students. Students will not be permitted to check out or call a parent to bring a dress uniform to school.
- Students in grades K-5 are not required to wear a dress uniform for Mass or special events.

BOYS' UNIFORM

Shirts	White knit collared shirt with official school logo, or white dri-fit shirt with official school logo, or navy dri-fit shirt with official school logo, long or short sleeved, purchased at School Time
Undershirts	Solid white T-shirts may be worn under the uniform shirt. T-shirts must be tucked in at all times; the sleeves and hem of a t-shirt must be covered by the uniform shirt. On very cold days, a solid white turtleneck may be worn under a long-sleeved uniform shirt.
Pants	Khaki uniform slacks with official school logo above the left rear pocket purchased at School Time, worn at the natural waist
Shorts	Grades K-8 may wear khaki uniform shorts with the official school logo above the left rear pocket purchased at School Time, worn at the natural waist.
Shoes	Students in all grades may wear tennis shoes that are solid black, white, navy or gray or any combination of these colors. Tennis shoes must have matching laces. Hey Dude brand shoes are NOT allowed for any grade. Black, brown, or navy leather dress shoes or "Sperry" leather type shoes with blending tones are required for students in 6th-12th grades on dress uniform days.
Socks	solid navy, black, or white crew socks or ankle socks, "no show" socks are not allowed
Belts	Solid navy, tan, black, or brown belt. Belt buckles should be simple and discreet with no writing or pictures. Boys in grades 3-8 should wear shorts with belt loops and belts.
Jewelry	A single necklace, cross, religious medal, bracelet and wristwatch may be worn.
Dress Uniform	On Dress Uniform Days, grades 6-8 boys must wear white oxford button-down, long or short sleeved shirt without school logo AND official St. John school tie with khaki uniform pants with official school logo above the left rear pocket purchased at School Time, and black, brown, or navy leather dress shoes or "Sperry" leather type shoes with blending tones. Boys in grades 9 – 12 must also wear a solid navy blazer.
Jackets/Coats	Navy fleece, pullover with short zipper, performance 1/4 zip fleece, or navy fleece with long zip-up front with official school logo below the back collar, purchased at School Time. Students may also wear the official school pullover Spirit sweatshirt purchased at School Time. St. John letterman's jackets and St. John team apparel for the current year ordered through school are also acceptable for high school students. Coats worn on school grounds, outside the school building, may be any color, but may not be denim, flannel, or camouflage. Coats that are not solid navy must be removed before entering the school building. NOTE: Pullover outerwear and/or sweatshirts of any kind other than the navy fleece or school spirit sweatshirt are not permitted. Middle school students are not permitted to wear a letterman's jacket, or St. John team apparel unless it is a team dress day.

GIRLS' UNIFORM

Shirts	White knit collared shirt with official school logo, long or short sleeved, or white dri-fit shirt with official school logo, long or short sleeved purchased at School Time may be worn with the jumper, skirt, shorts, and pants. Navy dri-fit shirts with the official school logo may be worn with plaid jumpers, plaid skirts, khaki shorts or khaki pants. (K – 8) White oxford button-down collar blouse without school logo, long or short sleeved, purchased at School Time may be worn with the jumper. (9 – 12) - White oxford button-down collar blouse without the school logo, long or short sleeved, purchased at School Time MUST be worn with the navy vest or sweater. Only the top button of the blouse may be left open.
Undergarments	Solid white T-shirts may be worn under the uniform shirt. T-shirts must be tucked in at all times; the sleeves and hem of a t-shirt must be covered by the uniform shirt. On very cold days, a solid white turtleneck may be worn under a long-sleeved uniform shirt. Bras should not be visible through the white uniform shirt, and bra straps should not be visible at the neckline of the uniform shirt.
Skirt	Navy, gold, and white plaid skirt purchased at School Time, may be worn with white knit collared shirt, the white dri-fit collared shirt, or blue dri-fit collared shirt with the official school logo. Skirts must be worn at the natural waist. The hemline of the skirt (front and back) must be 2 inches above the knee. Skirts are not to be rolled at any time.
Jumper (K-5 only)	navy, gold, and white plaid jumper purchased at School Time, worn with white knit collared blouse with school logo, white oxford blouse without school logo, or without a blouse in warm weather
Pants	khaki uniform slacks with official school logo above the left rear pocket purchased at School Time, worn at the natural waist
Shorts (K-8 only)	navy, gold, and white plaid walking shorts purchased at School Time, may be worn with white knit collared blouse with official school logo, long or short sleeves
Shoes	Students in all grades may wear tennis shoes that are solid black, white, navy or gray or any combination of these colors. Tennis shoes must have matching laces. Hey Dude brand shoes are NOT allowed for any grade. Black, brown, or navy leather dress shoes or "Sperry" leather type shoes with blending tones are required for students in 6th-12th grades on dress uniform days.
Socks	solid navy, black or white crew socks, knee socks or ankle socks, "no show" socks are not allowed
Belts	solid navy, tan, black, or brown belt. Belt buckles should be simple and discreet with no writing or pictures
Accessories	Girls may have one or two piercings in their earlobes. Earrings worn must be matching. A single necklace, cross, religious medal, bracelet and wristwatch may be worn. Girls are allowed to wear bows and "scrunchietype" ponytail holders which are uniform plaid, navy, white, gold, or a combination of these colors. Clips and hair bands should be navy, gold, white, brown, black, or tortoise shell.
Dress Uniform	On Dress Uniform Days, grade 6-12 girls must wear navy, gold, and white plaid skirt purchased at School Time, with white oxford button-down collar blouse in long or short sleeves without the school logo, with EITHER the vest with official school logo purchased at School Time OR the V-neck sweater purchased at School Time with the official school logo, solid navy knee socks, and black, brown, or navy leather dress shoes or "Sperry" type boat shoes with blending tones. *Students in K – 5 may also wear the vest and v-neck sweater optional to the fleece.
Jackets/Coats	Navy fleece, pullover with short zipper, performance 1/4 zip fleece, or navy fleece with long zip-up front with official school logo below the back collar, purchased at School Time. Students may also wear the official school pullover sweatshirt purchased through St. John. St. John letterman's jackets and St. John team apparel for the current year ordered through school are also acceptable for high school students. Coats worn on school grounds, outside the school building, may be any color, but may not be denim, flannel, or camouflage. Coats that are not solid navy must be removed before entering the school building. NOTE: Pullover outerwear and/or sweatshirts of any kind other than the navy fleece or school spirit sweatshirt are not permitted. Middle schools students are not permitted to wear letterman's jackets, or St. John team apparel unless it is a team dress day.

Casual Days

- On days designated “casual” days, students are excused from wearing regular uniforms.
- Tennis shoes or any closed-toe shoes including Uggs are allowed. Cowboy boots, sandals, slippers, flip-flops, Crocs, and dance shoes may not be worn on casual days.
- Tennis shoes must be worn with socks on all casual days.
- All shirts must be free of vulgar, suggestive, or offensive wording or pictures. Shirts must not have pictures of any type of alcohol, drugs, tobacco, firearms, gambling, or political or campaign slogans or affiliations.
- Hats may not be worn on casual days, unless specifically related to a theme day.
- Sweatpants, pajama pants, wind pants, and other athletic-style pants may not be worn on regular casual days, unless specifically related to a theme day.
- Clothes worn on casual days should be in good repair and fit correctly; clothes should be free of holes, slits, and noticeable stains. Frayed hems at the bottom of jeans are allowed. There should be no missing buttons or broken zippers. Clothes should not be too small, too large, excessively faded, or discolored. Pants should be worn at the natural waist.
- If a casual day is offered in conjunction with a holiday or school event, students who are out-of- uniform are expected to dress according to the theme (e.g. Twin Day during Homecoming Week, red shirts on Valentine's Day).
- Hooded shirts and sweatshirts are not allowed on the school's campus at any time.
- Kangaroo pockets on sweatshirts should not be worn.



St. John Spirit Sweats

Students in grades PreK3-12 are allowed to wear school spirit sweatshirts and sweatpants on cold days from December 1st to February 1st, except on Mass days. A white or navy school uniform shirt must be worn under spirit sweatshirts. When wearing the school sweatpants, the school sweatshirt must also be worn. Official spirit sweats must be purchased from School Time. School administration will determine if spirit sweats can be worn on cold days that do not occur during the December - February time frame.



Grades PreK - 2

Students may dress appropriately for the time of year and the weather. Shorts may be worn during hot weather. Girls may wear skirts or dresses with shorts under the dresses or skirts. School shorts, pants and/or skirts are allowed on casual days with a casual shirt. Parents will be called if students are dressed inappropriately.

Grades 3-5

Students may wear a T-shirt or any shirt or blouse with sleeves. Sweatshirts may be worn over T- shirts. Students may wear long jeans or pants (not sweatpants or wind-suit pants). Dresses/skirts may not be worn on casual days. Jewelry guidelines are the same as regular dress days. Any color bow may be worn on casual days. School shorts, skirts, and pants are allowed with a casual shirt. Parents will be called if students are dressed inappropriately to bring appropriate casual clothes or a school uniform for a student to change.

Grades 6-12

Students may wear jeans or pants (including school pants) and a t-shirt or any shirt or blouse with sleeves. School skirts, and/or pants are allowed on casual days with a casual St. John shirt. Parents will be called if students are dressed inappropriately to bring appropriate casual clothes or a school uniform for a student to change.

DRESS AT SCHOOL SPONSORED EVENTS

Grade 6-12 students who attend school-sponsored extracurricular events may be expected to adhere to uniform code guidelines, even when not in uniform, and/or event-specific dress guidelines. The following guidelines apply to all school functions:

- Students are not allowed to wear body piercings. Earlobe piercings are acceptable for girls and should be no more than two piercings; boys are not allowed to wear any piercings.
- Shirts, shorts, and skirts should be modest and fit correctly; excessively tight, short, or revealing outfits of any kind are not allowed. Midriffs are to be covered at all times; clothes with keyholes or cut-outs are not allowed. Pants should be worn at the natural waist and no underwear should be visible.
- Boys are not permitted to wear make-up or nail polish; girls should keep their make-up conservative.
- The May Pole, Ring Ceremony, Honors Night, and Graduation, Youth Legislature and Crossing Over also have additional dress guidelines; these guidelines are announced at school and/or distributed in information packets once plans for these events have been finalized.
- Any St. John student who brings a guest to a school function is responsible for communicating the dress regulations and other standards for the event. Any student found to be in violation of dress requirements at an extracurricular event will be denied entry to said event; other disciplinary action may be taken at the discretion of the administration.

Homecoming Dance Grades 9-12

Boys

- Should wear dress slacks, button-down dress shirts, ties, socks and dress shoes. Jeans, shorts, t-shirts, polo style shirts, tennis shoes, crocs, hats, and any more casual clothes are inappropriate.

Girls

- Should wear dresses or skirts/blouses and dress shoes. Dresses and/or skirts should be no shorter than 2" above the knee; slits should be no longer than 1" in length.
- Necklines, including V-necks, should be no lower than the top of the bust line.
- The back of a dress should dip no lower than 2" above the natural waist at its lowest point.
- The sides of the body, under the arms, should not be exposed.
- No mesh panels are acceptable on any part of a dress.
- A dress with a corset-style back must include a modesty panel.
- Court members are required to get their dresses approved by the administration.
- Court members must attend all functions including mass.

Prom: Grades 11 and 12 and Guests

Prom is a formal event; only traditional formal wear is appropriate.

Boys

- Should wear traditional tuxedos or suits with socks and dress shoes. No hats.

Girls

- Should wear floor-length dresses and dress shoes.
- Slits in the dress should be no higher than 2" above the knee.
- Necklines, including V-necks, should be no lower than the top of the bust line.
- The back of a dress should dip no lower than 2" above the natural waist at its lowest point.
- The sides of the body, under the arms, should not be exposed.
- No mesh panels are acceptable on any part of a dress.
- A dress with a corset-style back must include a modesty panel.

Academic Excellence

St. John School is fully accredited by the Catholic University of America. The school provides the required and elective curricular offerings which are set forth in the Louisiana Handbook for School Administrators Bulletin 741, as well as the Diocese of Baton Rouge's Course Standards.

Additionally, St. John School challenges all students to reach their academic potential. In grades Pre-K to 8th, the curriculum places emphasis on basic skills while providing opportunities for enrichment and stimulating academic experiences. In grades 9-12, the college-preparatory curriculum is rooted in academic achievement, spiritual formation and the pursuit of knowledge. Instruction strives to emphasize critical thinking and problem solving, as well as leadership and professional skills.

Across all grades there are numerous opportunities for authentic learning, technology integration, project-based assessment, and other academic experiences that go beyond the textbook. Rigorous academic experiences seek to educate minds and encourage the talents of our students. We embrace the future by helping our students develop their fullest potential as spiritual, productive individuals, capable of assuming a responsible role in society.

ENRICHMENT

St. John School provides an enrichment curriculum for students in grades K-8th in each grading period. Each course is designed to enrich student learning, develop student talent, and allow students to explore new areas of knowledge. The students are able to showcase their talents throughout the year through art projects, musical performances, and special activities and events.

Enrichment courses offered in grades K-2nd usually include: Physical Education, Library, Music, Art, Technology, STEM

Enrichment courses offered in grades 3rd-5th usually include: Physical Education, Music, Art, STEM, Library, and Technology

Enrichment courses offered in grades 6th-8th usually include: Physical Education/Health, Music, Art, Technology, Career Explorations, Library, STEM and First Aid.

HONORS AND DUAL ENROLLMENT CLASSES

- Honors courses are offered in the English, science, and math departments. Dual enrollment courses are also offered in various subjects.
- Students who wish to enroll in honors courses for Algebra I, English I, and Physical Science must take a placement test in order to qualify. These tests are administered in the spring of 8th grade. A student's standardized test scores, the results of the placement test, final grades and teacher recommendations will determine placement in honors courses.
- Students interested in taking Algebra I during their eighth grade year will be administered in the spring of their 7th grade year.
- All students wishing to enroll in a dual enrollment course must meet the eligibility requirements set forth by the Louisiana Board of Regents and St. John School.
- Students enrolled in dual enrollment courses are required to pay additional tuition fees, as determined by the dual enrollment partner institution. Fees must be paid in August for a student to remain in dual enrollment.

- Students who earn an A, B, or C average in any honors course or Dual Enrollment course that is part of the TOPS core curriculum as outlined by LOSFA or physics will earn an additional quality point in semester grades for the affected courses. Dual enrollment grades will be awarded as semester grades only.
- Weighted grades are used for ranking of Valedictorian, Salutatorian, and the May Pole Court. Weighted grades are used for calculating St. John GPA. Weighted grades are used to determine membership in academic honor societies, Mu Alpha Theta, National Beta Club, and National Honor Society.

Summer Reading

Each year, St. John School implements a Summer Reading Program which requires students in grades PreK-12 to read designated books during summer break, with assessments or projects at the start of school. Students in grades 4-12 receive a grade for their summer reading work. A packet with book assignments and complete instructions is posted on the school website.

Field Trips/Off Campus Activities

- Field trips provide learning opportunities unavailable in the regular classroom setting, and students participating in them must be conscious of the educational purpose of the trip and conduct themselves accordingly. The administration must approve all field trips.
- Students are expected to abide by the regulations set forth within the Student Handbook with regard to all aspects of their behavior.
- A field trip is considered a regular school day and normal attendance policies apply. If a student does not attend a field trip, he/she is expected to report to class according to his/her regular schedule.
- Only official off-campus activity forms will be accepted as permission slips; a note from a parent will not be accepted as a substitute. These forms must be signed by a parent/guardian and returned to the appropriate faculty member by the designated due date.
- Students must travel to and from field trips with the class. Chaperoning a field trip may not be submitted for Family Service hours. No “additional” students or siblings who are not included in the group for whom the field trip is planned are allowed to attend.
- If extenuating circumstances exist for a Pre-K3 – 12th grade student not to travel to and from a field trip with the class, these circumstances must be presented to the principal for approval before the day of the field trip.

Homework

Homework reinforces instruction and provides opportunities to use and develop skills; it is a critical part of education. Homework may be written, independent study and/or reading, project-based, or take a variety of other forms. Students are encouraged to make time for independent study and preparation, including review of material presented in class.

- Students are expected to complete their homework honestly and as assigned. It is not acceptable to do homework during class, except when specifically permitted to do so by a teacher and only during the time that teacher designates for homework.
- Consistent failure to complete homework assignments may affect a student's grade and result in disciplinary action.
- A student who has persistent difficulty understanding and completing material assigned for homework may be in need of additional help. Parents should consult with the teacher for more detailed assessment of the student's classroom participation, performance, and skill level.

ACADEMIC POLICIES FOR GRADES K-8

Academic Awards for Grades K-8 (quarterly)

In grades 3-8, academic honors for each nine week grading period will be distributed in the classrooms at the time of report card distribution. Academic honors for the entire year will be distributed at each respective grade's closing ceremony in May.

- Honor Roll – students in grades 3-8 who have only A's and B's in all graded subjects and conduct.
- Principal's List – students in grades 3-8 who have only A's in all graded subjects and conduct

NOTE: Handwriting grades are not considered in earning Principal's List or Honor Roll awards.

Academic Awards for Grades K-8 (yearly)

- Golden Apple – students in grades 3-8 with all A's for each nine weeks
- Honor Roll – students in grades 3-8 with only A's and B's for each nine weeks

NOTE: Handwriting grades are not considered in earning Golden Apple or Honor Roll awards.

ACADEMIC POLICIES FOR GRADES 9-12

Academic Awards for Grades 9-12 (quarterly)

In grades 9-12, academic honors for each nine week grading period will be distributed in the classrooms at the time of report card distribution. Academic honors for the entire year for grade 12 will be distributed at Honors Night and for grades 9-11 at an Awards Assembly in August after the respective school year.

Honor Roll- students who have only A's and B's in all St. John graded courses.

Principal's List- students who have only A's in all St. John graded courses.

Academic Awards for Grades 9-12 (End of Year)

Subject Awards- the student with the highest grade point average in each subject for the year based on the 4 quarterly grades

Academic Achievement Award- students with a year-end GPA of 3.0 - 3.49

Academic Scholastic Award- students with a year-end GPA of 3.5 - 3.99

Academic Excellence Award- students with a year-end GPA of 4.0 or higher

Principals' Award- students who have only A's in all graded courses

Graduating Seniors Awards

MAYPOLE QUEEN

Attended St. John for her full sophomore, junior and senior years

Senior girl with the highest cumulative weighted GPA through the first semester of her senior year

VALEDICTORIAN

Attended St. John for his/her full sophomore, junior and senior years

Graduate(s) with the highest weighted cumulative GPA among seniors after final exams

SALUTATORIAN

Attended St. John for full sophomore, junior, and senior years

Graduate(s) with the second highest weighted cumulative GPA among seniors after final exams

GRADING SCALES FOR K-8

Nine Week Grades: This grade is the average of daily work, projects, tests, and other assessments and will appear on the report card as a letter grade.

A= 100-90 (4 quality points)
B= 89-80 (3 quality points)
C= 79-70 (2 quality points)
D= 69-60 (1 quality point)
F= 59-0 (0 quality points)

O= Outstanding
S= Satisfactory
N= Needs Improvement
U= Unsatisfactory
I= Incomplete

GRADING SCALES FOR 9-12

Nine Week Grades: This grade is the average of daily work, projects, tests, and other assessments and will appear on the report card as a letter grade.

A= 100-90 (4 quality points)
B= 89-80 (3 quality points)
C= 79-70 (2 quality points)
D= 69-60 (1 quality point)
F= 59-0 (0 quality points)

CALCULATION OF FINAL GRADE FOR GRADES 1-5

Nine week grades will be posted on report cards with a letter grade. Final grades will be determined by adding the earned quality points and dividing by four. If the final grade has a value ending with .5, the rounding is determined by whether there was improvement over the year or not, commonly known as progression/regression.

CALCULATING SEMESTER AND FINAL GRADES FOR GRADES 6-12

Semester 1	Semester 2	Final Grade
A	A	A
A	B	B
A	C	B
A	D	C
A	F	F
B	A	A
B	B	B
B	C	C
B	D	C
B	F	F
C	A	B
C	B	B
C	C	C

Semester 1	Semester 2	Final Grade
C	D	D
C	F	F
D	A	B
D	B	C
D	C	C
D	D	D
D	F	F
F	A	C
F	B	C
F	C	D
F	D	F
F	F	F

The following represents the GPA ranges/letter grade correlation used when calculating semester and final grades.

- 4.00 – 3.50 A (4 quality points)
- 3.49 – 2.50 B (3 quality points)
- 2.49 – 1.50 C (2 quality points)
- 1.49 – 1.00 D (1 quality point)
- 0.99 – 0 F (0 quality points)

- Students receive two quarter grades and one exam grade each semester, which are used to calculate the semester grade. A student's final grade is determined by using the two semester grades.
- Any two F's in a semester (quarter grade or exam grade) will result in a failing grade for the semester.
- A semester grade is calculated by counting each nine week grading period's numerical average as 40% of the semester grade and the semester exam as 20%.
- For example: a student with an 85% average in the first quarter, a 96% average in the second quarter, and a 93% on his exam would have a semester average calculated according to the following formula: $(85 \times 0.4) + (96 \times 0.4) + (93 \times 0.2) = 34 + 38.4 + 18.6 = 91$. According to the scale above, the student would receive an A for the first semester.
- The two semester grades are used to determine a student's final grade. A student must achieve a minimum GPA of 1.0, or a D, to pass for the year. In addition, a student must adhere to the progression/ regression policy, which states the second semester grade carries more weight; therefore, a student earns a C or higher in the first semester but fails the second semester, will receive an "incomplete" for the year. An F in the first semester and a D in the second semester averages to a 0.5 GPA, or an F for the final grade.
- Two additional requirements to pass a subject: 1) A student must earn a minimum of four quality points in a school year, two of which must be earned in the second semester. 2) In cases where the final grade is less than 1 quality point, the final grade is an F. Any clarification on this policy is at the discretion of the administration.

- A student cannot be absent for more than 16 days regardless of the type of absence.

PROMOTION/RETENTION GENERAL POLICIES- PRE-K THROUGH 12

- A student who is retained two consecutive years in the same grade will not be re-admitted to St. John.
- A student who is retained more than two times will not be re-admitted to St. John.

PROMOTION/RETENTION POLICIES FOR PRE-K AND KINDERGARTEN

- Students in PreK-4 and kindergarten will not be automatically promoted. To be promoted to kindergarten, a PreK student must achieve the social, developmental, and academic skills listed on the PreK report card.
- To be promoted to kindergarten, a PreK student must achieve the social, developmental, and academic skills listed on the PreK report card.
- To be promoted to first grade, a kindergarten student must master 80% of the language arts skills and 80% of the math skills listed on the kindergarten report card.

PROMOTION/RETENTION POLICIES FOR GRADES 1-5

- To pass a subject, a student must earn at least four quality points, two of which must be earned in the second half of the school year.
- If a student fails one minor subject, he/she will be required to complete 15 hours of prescribed tutoring with a certified teacher in the content and grade level to be passed to the next grade. He/ she is considered conditionally passed until tutoring is completed.
- In grades 1 & 2, if a student fails reading, he/she must repeat the grade. If a student fails one major subject other than reading, he/she will be required to complete 30 hours of prescribed tutoring with a certified teacher to be passed to the next grade. He/she is considered conditionally passed until tutoring is completed. If a student fails two or more major subjects, he/she must repeat the grade.
- **In grades 1 & 2 religion, reading, math, and language are considered major subjects. Spelling and social science are considered minor subjects.**
- In grades 3-5 if a student fails one major subject, he/she will be required to complete 30 hours of prescribed tutoring with a certified teacher in the content and grade level to be passed to the next grade. He/she is considered conditionally passed until tutoring is completed. If a student fails two major subjects, he/she must repeat the grade. If a student fails religion, he/she will be required to complete an additional curricular packet designed by the principal and /or DRE to be passed to the next grade. He/she is considered conditionally passed until the packet is completed to the satisfaction of the principal and/or DRE.
- **In grades 3-5, religion, reading, math, language, science, and social studies are considered major subjects. Spelling is considered a minor subject.**

PROMOTION/RETENTION POLICIES FOR GRADES 6-8

- If a student fails two major subjects, he/she must repeat the grade.
- If a student fails one major subject, he/she will be required to complete 30 hours of prescribed tutoring with a certified teacher in the content and the grade level to be passed to the next grade. He/she is considered conditionally passed until tutoring is completed.
- Mid-term and final exams will be given in major subjects and will count for 20% of the semester grade. Quarter grades will count as 40% of the semester grade. Final grades are determined by averaging the first and second semester grades. (See Chart of Final Grade Calculations)
- Two F's in a semester in the same subject (quarter grade or exam) will result in a failing grade for the semester.
- If a student fails the first semester and passes the second semester with an average of C or higher, the student passes the subject for the year. If a student fails the first semester but makes a D or F in the second semester, the student fails the subject for the year.
- If a student passes the first semester but fails the second semester, he/she will be required to complete 15 hours of remediation regardless of the final grade in the subject. If this occurs in two core curriculum subjects, it will be equivalent to failing one core curriculum subject.
- If a student is absent more than 16 days he/she must repeat the grade.
- If a student fails religion, he/she will be required to complete an additional curricular packet designed by the principal and/or DRE.
- Only 8th grade students promoted or conditionally promoted to the 9th grade may participate in Crossing Over/Closing Ceremonies.

Note: Religion, reading, math, language, science, and social studies are major subjects.

PROMOTION/RETENTION POLICIES FOR GRADES 9-12

- To receive a diploma, students must successfully complete at least twenty-seven (27) credits. Specific requirements are found in the Course Description Guide distributed during scheduling sessions and available through the high school counselor office.
- A senior who fails a required course during the senior year or fails to complete the required service program is ineligible to participate in graduation and other commencement activities.
- Students who have financial debt to the school, will not be allowed to take exams until the full payment of the debt is made.
- A student who has failed any subject for the year will be required to make up that subject in a state-approved summer school. A student who fails the first semester of any course must earn at least a C average for the second semester in order to avoid attending summer school for that course. In addition, any student who fails the second semester of any course (regardless of the final grade) will be required to make up that semester in a State-approved summer school. Students cannot earn credit through correspondence courses unless approved in advance by the administration.
- A student can earn no more than two course units through summer school, excluding religion.
- Official verification of summer school credit is due by August 1. Any delays in this report must be communicated to St. John by the administration of the summer school where credit was taken. Any exception to this policy must be approved by the administration.
- If a student fails religion, he/she must complete, to the satisfaction of the principal and/or DRE, an additional independent study project designed by the principal and/or DRE to earn credit. The cost of the religion packet is \$50.
- If a student fails to comply with summer school and/or religion project requirements, he/she will not be re-admitted to St. John; all tuition and fees will be forfeited.

NOTE: An Incomplete grade results when a student fails only the second semester of a course. The student must attend summer school for the second semester only (0.5 unit credit); if a student fails to earn summer school credit immediately following the school year, the incomplete grade will become an F. Transcripts will reflect original and summer school grades.

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Parents and students have until the next grading period (progress report or report card) to request a review of a grade on a particular assignment and/or a quarter average. At that point, all grades are placed on the students' permanent transcripts. At the end of the school year, parents and students have until July 1st to request a review of any final grade. After July 1st, all grades will be placed on the students' permanent transcripts.

REPORTING, REQUESTING, AND COMMUNICATION OF GRADES

REPORTING GRADES

Report cards are issued to students in K to 8th grades at the end of each nine-week quarter; the report card may be kept, but the report card envelope must be signed by the parent/guardian and returned to the teacher the following class day. Grade 9-12 students will receive report cards via the E-Locker in PlusPortals at the end of each quarter. Grades for students in grades 1-12 are updated frequently and can be viewed online any time via PlusPortals.

- Any questions regarding grades should first be directed to the appropriate teacher in a timely manner.
- Students in grades 9-12 are encouraged to take first responsibility for their grades and request conferences and/or speak directly to their teachers if they have concerns at any time during the year.
- Parents may request a conference at any time during the year. Parents are asked to make every effort to schedule a conference if a teacher requests one.
- Grade 9-12 students and/or parents may request transcripts through the high school counseling office.
- Students may be placed on academic probation for poor grades at any time during any grading period for additional evaluation of performance. Lack of improvement by the end of the probation period may result in more serious consequences, including expulsion, or other recommendations.

RECORDS REQUESTS

- Parents of grades 6-12 students have the right to review test papers, essays and other graded material(s) that are part of the academic record for their child. In order to preserve student confidentiality and test integrity, parents may be required to attend a conference with the teacher and review materials on campus.
- Requests for academic records, transcripts, or other documentation regarding student performance will only be fulfilled with permission from the parent/guardian.

COMMUNICATION REGARDING GRADES

Parents are encouraged to take an active part in their children's education. If a parent has concerns or questions about grades, he/she should first direct those concerns to the teacher. Teachers may be contacted via email by using e-mail addresses listed in the faculty directory of the St. John website or by calling the school office. A detailed message or email will help the teacher address any concerns in a thorough, timely manner. Parents are asked to allow teachers twenty-four hours to respond to e-mails or to return phone calls. A parent or teacher may request a conference at any time during the year; these conferences are by appointments only through the school office. Conferences may be attended by a member of the administrative team. Parents are asked to view grades online before requesting a conference.

ACADEMIC RESOURCES

Every student at St. John School will be held accountable for novels, textbooks, uniforms, laptop computers, iPads, and all other items issued or made available for use during the school year. Students must compensate the school for lost or damaged school property, including water-damaged textbooks and/or those books that are irreparable. Textbooks must be covered at all times. Students are not permitted to damage or deface school property in any way, whether permanent or temporary. The school reserves the right to impose penalty fines for any and all damage to school property in addition to disciplinary action.

CALCULATING GPA FOR GRADUATION

- Only the 28 credits earned during the regular high school semesters will be used to calculate the GPA. Other grades earned, (e.g. summer school, correspondence classes) will not be used.
- If a student transfers to St. John with more or less than 7 credits earned during the freshman year, all the credits earned during that regular freshman school year will count toward the GPA.
- GPA is determined based on the quality point scale. Weight is added based on the number of honors, dual enrollment, and/or AP courses taken.
- Because the number of honors courses offered fluctuates each year, students in the same grade may not have an opportunity to take the same number of honors courses; therefore, at the beginning of each school year, the number of courses every senior who was at St. John all four years had the opportunity to take will be calculated and that will be the maximum number of quality points that can be added to weight the grades for any senior. One quality point will be added per honors course completed, up to that maximum. If a student completes more honors courses than that maximum, the student will still only receive the maximum available to all.
- Honors courses are those courses named as honors, AP courses, dual enrollment courses for TOPS core curriculum courses, advanced math and physics.
- If there is a tie for senior awards, the number of A's and B's made per quarter during grades 10, 11, and 12 will be counted, and the student with the most A's will be considered highest. For dual enrollment courses, the first and second quarter grades are both represented by the first semester grade. Similarly, for dual enrollment courses, the third and fourth quarter grades are both represented by the second semester grade. If a student has a C, that student will need 2 A's to offset the C. Exam grades will not be included. If this does not break the tie, the award will be shared.
- The administration has the discretion to resolve any discrepancies that may occur when awarding May Pole, Valedictorian, and Salutatorian honors.

COUNSELING

The Counseling Department assists students, parents, and teachers in the development of the whole student. The counselor is always willing to listen in an effort to facilitate the steps in problem solving. The goal is always to reach a solution that is most beneficial to all concerned.

INDIVIDUAL STUDENT NEEDS

- Individual Needs - In accordance with Diocesan Policy - All schools in the Diocese of Baton Rouge follow the guidelines for Catholic Schools in the State of Louisiana for addressing students Individual Student Needs.
- St. John follows the guidelines and policies developed by the Diocese of Baton Rouge in relation to additional individual student needs. Minor adjustment plans (MAP) can be incorporated into regular classroom activities. Major adjustment plans which require additional funds or infringe upon the rights of other students are considered beyond our ability and cannot be made.
- The Individual Needs Committee consults with the school administration and proposes appropriate minor adjustment plans for students with a cognitive, social, or learning disability and are based on available resources and professional recommendations. The counselor, chairperson of the Individual Needs Committee, works closely with students who have been evaluated and diagnosed with learning disabilities, and prepares minor adjustment plans for these students. Minor Adjustment Plans (MAPs) may be approved by the principal and/or administration.
- Parents must file a full educational or psycho-educational report of a student's condition/needs with the counseling office to request a minor adjustment plan. Minor adjustment plans cannot be made based on verbal requests, a doctor's note or a form, or without an appropriate assessment by a qualified professional.
- All St. John students who receive minor adjustment plans must have an updated evaluation on file. Evaluations must be provided to the school every three years. Minor adjustment plans will not be granted to students with outdated evaluations.
- Once a plan is developed, teachers, parents, and students must adhere to the plan in its entirety or schedule an additional meeting to re-evaluate the plan.

The Counseling Department coordinates many student services in addition to assistance plans, including:

- Personal issues
- Graduation requirements
- ACT and SAT information, academic planning including and TOPS core requirements, post-graduation planning including college entrance and scholarship information.
- Course scheduling and administering of all standardized tests (EXPLORE, PLAN, Pre-ACT, ACT, PSAT, BEACON/Terra Nova)
- Career exploration events
- Transcript requests
- Extenuating absence make-up arrangements

Applicants are required to submit complete and accurate records, disclosing any information which may affect St. John's ability to effectively serve a student. Should it become apparent at any time during a student's enrollment that full disclosure has not occurred, or false, inaccurate, or out of date records have been submitted, the student's acceptance may be revoked and/or the student may be asked to withdraw.

Prior to a student's return to school with extended absences due to medical, mental and other extenuating circumstances, the counseling department must receive documentation from the student's health care provider. Such documentation from the provider must address the following:

- The student is deemed to be physically and emotionally strong enough to return to school
- The Health Care Provider(s) must outline any specific recommendations and/or limitations in the student's school program.

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School counselors are available to students whether they ask for help and present on their own, or they are referred by a teacher, coach, staff member or administration, or parent, for counseling regarding emotional issues, drug use, suicidal ideation, or other issues that pose a threat to the emotional, physical or psychological well-being of the student that may be present. Parental signing of the SJ Student/Parent Handbook Home/School Contract associated with this handbook gives permission for the counselors on staff to meet, talk with, question, or screen and refer students experiencing troubling issues in or out of the school setting.

In some cases, it may be determined that it is in the best interest of the student to receive additional counseling from an independent counselor, psychiatrist, psychologist, or other mental health professional in order to be successful. Parents are responsible for making these arrangements and any associated costs involved with such treatment. A student may be placed on probation, or required to complete school work off campus, until such treatment is completed. If it is determined that St. John does not have the resources to appropriately support a student, even if counseling has been completed, that student may be asked to withdraw. A student's counseling records are kept confidential and do not become part of an academic transcript or disciplinary record.

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STOP IT! APP

School counselors also work with students by presenting programs on bullying, harassment, and other behavioral issues. All schools in the Diocese of Baton Rouge follow the Guidelines for Catholic Schools in the State of Louisiana for Addressing Individual Student Needs. Parents and students in grades 6-12 are also encouraged to download the free StopIt! App, an anonymous reporting app that allows families to communicate with school counselors and administration if they witness incidents of bullying, harassment, or other inappropriate/concerning behaviors affecting St. John students. School counselors follow up on all information submitted through this app.

SPIRITUAL AND FAITH FORMATION

The most important aspect of Catholic education is the development of our Catholic values and faith. St. John School provides religious and spiritual formation to all of our students regardless of their religious background. All students participate in daily prayer, school liturgies, service projects, and various other activities that help them to not only learn, but live their Catholic faith.

Students in grades 6-12 are required to participate in a Student Service Hour Program as part of the religion curriculum. Students complete a school-organized service day as a class group. These service days will be held during school and will 1) involve direct human interaction with and service to those who are disabled, poor, elderly, or disadvantaged or 2) relate directly to one of the corporal or spiritual works of mercy. The DRE and religion teachers will coordinate these service days and students will participate with their religion class. Participation is mandatory for class service days. Students will also be responsible for serving in independent projects during their own personal time. The following service hours are required by students in each specified grade.

- Seniors: 8 class hours + 22 independent hours = 30 hours
- Juniors: 8 class hours + 17 independent hours = 25 hours
- Sophomores: 8 class hours + 12 independent hours = 20 hours
- Freshmen: 8 class hours + 7 independent hours = 15 hours
- 8th Grade: 8 class hours + 7 independent hours = 15 hours
- 7th Grade: 5 class hours + 5 independent hours = 10 hours
- 6th Grade: 5 class hours + 5 independent hours = 10 hours

- All students will be responsible for completing and submitting a Service Verification Form to document their service. Complete instructions and requirements are posted on the school website.

- Participation in the Student Service Program is mandatory and will be counted as a significant part of the religion grade. Students will complete an in-class culminating project as a reflection of their service experiences.

- If a student in grade 9-12 does not complete service hours and/or a reflection assignment by the final due date, he/she will fail religion for the second semester. To earn credit, the student will be required to complete an independent study project and/or perform service during the summer; if the student fails to complete this requirement, he/she will not be readmitted to St. John. For any year that a student attends St. John, a full credit of religion must be earned.

SPIRITUAL RETREATS

Students in grades 6-12 participate in mandatory class retreats. For students in grades 6-11, the retreat is held on a school day and there is no expense to the students. Seniors have a mandatory two day, overnight retreat at an offcampus location. Senior fees are used to defray the costs of this retreat. Parents are urged to avoid conflicts with these dates. If a conflict exists when the dates are announced, parents are asked to contact the school administration immediately to discuss an alternative retreat experience.

ATTENDANCE AT MASS AND ASSEMBLIES

St. John School provides a faith-based education in which students build and deepen their relationship with Christ and learn about Catholic doctrine, values and practices. Our goal is to not only impart knowledge of our faith, but more importantly, provide students with an opportunity to experience the living faith. Attending mass is an integral part of a student's Catholic education fulfilling the mission of St. John School and serving Christ.

- Students will attend all scheduled Masses, prayer services and other school events and activities held during school hours.

- Students who do not attend Mass or repeatedly check in after Mass without a doctor's excuse will be subject to disciplinary action at the discretion of the principal and/or administration.

- Food and drinks are prohibited during prayer service, Mass, in church, and during assemblies. Any student caught eating or drinking will face appropriate disciplinary consequences.

- Students are expected to be respectful and reverent during prayer services and Mass, and participate in all religious observances. Students engaging in inappropriate behavior during Mass, prayer service, other religious observances, or assemblies, will be subject to disciplinary action of at least a three day detention. The Administration reserves the right to increase the disciplinary consequence should the inappropriateness, frequency, or seriousness of the behavior warrant it. Inappropriate behavior may include, but is not limited to sleeping, eating and/or drinking, creating a disturbance of any kind, etc.

DISCIPLINE

The policies set forth herein are not intended to be exhaustive. The administration reserves the right to amend any policy regarding student conduct at any time and for any reason; the administration has the discretion to take action in any circumstance not specifically detailed herein but deemed inappropriate or in violation of the established values of St. John. If any provision of this handbook is deemed ambiguous by any person, the interpretation of that provision shall be that of the administration.

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Diocesan General Statement of Policy- In accordance with the Diocese of Baton Rouge Administrative Manual

As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recess. (R.S. 17:416). It is the final responsibility of the principal to maintain discipline at each school and at any off-campus school activity. In cases where corrective action becomes necessary, the disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. It should be clearly understood by the student and his parents/guardians that the purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with rules and regulations.

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Code of Conduct- In accordance with the Diocese of Baton Rouge Administrative Manual

The aim of the code of conduct is to develop sound character, responsibility, and citizenship, and provide for the exercise of self-control. A student must conduct himself/herself on campus, off campus, and traveling to and from school in a manner consistent with his/her status as a member of the Catholic school community. Students have a responsibility to dress and appear on school campuses according to standards of modesty, safety, and health as prescribed by the local school.

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St. John School General Statement of Policy.

The purpose of discipline at St. John School is to enable the students to become disciples of Jesus Christ and faithful members of the church; to promote genuine student development, increase respect for self, for peers, and for authority; to assist in the growth of self-discipline; and to provide a classroom environment conducive to learning where Christian living can flourish. Discipline is an aspect of moral counsel and not simply a form of punishment. Students at St. John are expected to be courteous, respectful, punctual, neat, clean, and responsible, and come to school prepared for school work. It is the responsibility of the student, with parental assistance, to cooperate with and respect others, to obey the rules of the school, to do class work and assigned homework, and to arrive at school on time. At no time should any student prevent or disturb the learning experience of another student. The administration will be the final interpreter of matters related to student conduct.

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St. John Code of Conduct

In addition to the policies of the Catholic Diocese of Baton Rouge, St. John expects students to adhere to the code of conduct detailed herein. The policies set forth herein are not intended to be exhaustive. Students are held responsible and accountable for their behavior and are liable for the consequences resulting from their choices. This code of discipline is not adapted to students who require constant correction. The principal and/or administration reserve the right to amend any policy regarding student conduct and/or discipline at any time and for any reason; in addition, the principal and/or administration has the discretion to take action and/or issue disciplinary consequences in any circumstance not specifically detailed herein but deemed inappropriate in any way or in violation of the established values of St. John.

GENERAL POLICIES

In addition to avoiding the specific infractions listed herein, the following general policies are to be observed when in the classroom and/or school building and campus; failure to do so may result in a disciplinary infraction:

- Students are not allowed to be in a classroom, office, library, lab, or hallway without a supervising teacher.
- A teacher's desk and personal items are never accessible to students.
- Students are not allowed in the teacher workroom or lounge.
- Students in all grade levels are allowed to have a clear water bottle with them throughout the day.
- Trash cans are located throughout campus. Keeping the classrooms, school building, and campus clean is everyone's responsibility. Students should not litter the campus.
- All personal items, including books, notes, P.E. bags and/or equipment that cannot be carried with a student all day should be kept in a locker/cubby. Nothing should be left on top of a locker or in a classroom after school hours without permission.
- Students should bring all necessary materials to school every day; calling home for forgotten homework, uniforms, lunch, or other items is not allowed.
- Fast food, restaurant take-out, and other take-out food is not allowed on campus, including in the parking lot. Students are not allowed to leave campus for lunch.
- Students are expected to be in class on time; skipping all or part of a class is unacceptable and will result in a disciplinary action.
- Students who are excused from class with teacher permission are expected to return to class in a timely manner, without disrupting other students or classes.
- Students who are excused from class to use the restroom must use the restrooms in the school building; a student may only use the restrooms in the gym during his/her scheduled P.E. class.
- Students may only make telephone calls from the school office with permission of a teacher or administrator; phone calls will be limited to emergencies. Parents should not call or text a student's cell phone. Students will not be called to the office to accept telephone calls except in cases of emergency. Parents may call the office and leave a message for a student, if necessary.
- Public displays of affection between any students are prohibited.
- Students who do not park in the appropriate spot will receive detention for the first offense. The second offense will result in a three day detention. On the third offense the student may lose their designated spot or lose privilege to drive to school.
- Students must not have pictures/slogans/stickers of any type of alcohol, drugs, tobacco, firearms, gambling, or political or campaign slogans or affiliations. This includes but is not limited to on vehicles, electronic devices, lockers, etc.

For minor disciplinary infractions, teachers will generally give a student a Conduct Card violation. Teachers will refer students to an administrator for repeated minor infractions or infractions of a more serious nature. Consequences include, but are not limited to detention, Saturday school, suspension, disciplinary probation, and expulsion. Repeatedly breaking a rule, even minor, is considered serious disrespect for the school rules and consequences will be serious. If there is a reason the student cannot attend detention he/she should notify the administrator the day before the detention or call the school the morning of the detention and leave a message on the answering machine for the Dean of Students at 687-3056 Ext. 215 (High School). Not all reasons will be excused.

DISCIPLINE PROGRAM GRADES PRE-K-2

Students in grades Pre-K3 -2 are learning classroom discipline. Each individual teacher will explain rules, consequences, and rewards to students and parents at the beginning of the school year, and post classroom rules in the classroom. Methods of communication of student behavior to parents may vary, depending on the behavior policy of each individual teacher.

DISCIPLINE PROGRAM GRADES 3-5

- Students in grades 3-5 participate in a structured discipline program designed to foster responsibility, respect, and self- discipline. Expectations for behavior and responsibility are set forth in the Parent/Student Handbook and by individual teachers in their classrooms. The conduct card system is used to identify the areas of discipline where students excel, and those which need improvement.
- The conduct card system is based on the 100 point grading scale used in academic assessments. Each student has the potential to earn 100 conduct points for each grading period (progress report and report card periods). Infractions result in point deductions from the student’s conduct grade. Grades are based on the student’s behavior and ability to use responsibility.
- Students may also be subject to other teacher assigned consequences if a behavior is inappropriate. For an incident a teacher considers minor in nature, a student may be required to complete a written assignment, forfeit his/her recess, serve a teacher detention before or after school, or perform tasks around campus. A teacher detention may last 30 - 45 minutes. These detentions may not be missed to attend extracurricular activities. Failure to attend detention may result in additional, more serious disciplinary action.
- 9 points will be deducted from the student's conduct grade when the student receives a detention as a result of being referred to administration for behavioral reasons. 18 points will be deducted from the student's conduct grade when they receive a suspension as a result of being referred to administration for behavioral reasons.
- In addition to administrative consequences, cheating can result in a zero on the assignment in question.
- Students must have their conduct cards with them at all times, including enrichment classes.
- Students may request a new conduct card from the homeroom teacher in the event that the original card is lost, destroyed, left at home, or otherwise misplaced.
- The most common disciplinary infractions are listed on the conduct card. The list on the card is in no way intended to be exhaustive. The Dean of Students and/or principal reserves the right to take disciplinary action if a student’s conduct is considered inappropriate though not specifically listed on the conduct card. The administrative team and teacher determine consequences for any conduct card infractions.

DISCIPLINE PROGRAM GRADES 6-12

Students in grades 6-12 are expected to abide by all policies set forth in this handbook and established by individual teachers in each classroom. Therefore, many of the minor infractions incurred are addressed in the form of conduct card violations. Students will receive a conduct card at the beginning of each quarter. These cards are also collected at the end of each quarter. The violation card system is a tool to address minor disciplinary infractions in an expedient way.

- Each student is expected to have his/her conduct card at all times.
- Minor infractions, including but not limited to, uniform code violations, tardiness, food or drink in class, public displays of affection, sleeping in class, horse playing, classroom policies and any other behavior which a teacher chooses to address in the classroom or on campus will be marked on the conduct card.
- At the time of the infraction, a teacher will ask the student for his/her conduct card. The teacher will sign, date, and enter the appropriate code on the conduct card.
- The fourth time a student's conduct card is marked, and each subsequent time, it will be turned over to the Dean of Students by the teacher. The fourth conduct card mark results in a detention; consequences get increasingly severe if a student continues to accumulate conduct card infractions.
- If a student does not have his/her conduct card when a teacher requests it, the student receives an automatic detention. If the student loses the conduct card, a new card will be issued for the remainder of the quarter, which will be marked with three infractions immediately. The original conduct card is void after a new one is issued.
- If a student loses his/her conduct card, the student will be issued a new conduct card for the remainder of the quarter, which will be marked with three infractions immediately. A student who has lost his/her card and does not report it until a teacher requests the card will receive detention. The original conduct card is void after a new one is issued.
- The conduct card is not a required "first step" in the disciplinary process. The teacher, principal, and/or administration may issue more serious disciplinary consequences in response to a student's behavior as deemed necessary and appropriate. Teachers may also issue punish work, teacher detentions, or other consequences to correct inappropriate behavior in a classroom or on campus at their discretion. The administration has the final decision in disciplinary matters including the interpretation of all school and/or teacher classroom policies.
- In addition to administrative consequences, cheating and/or plagiarism will result in a zero on the assignment in question.

DISCIPLINARY CONSEQUENCES - DEFINITIONS

DETENTION

Detentions will be held from 7:00am-7:45am. Parents will receive a detention notice and/or phone call at least one day in advance. The notice must be signed by the parent and returned to school the day after it is issued. If the student does not return the signed form, the student will receive another detention.

- Being late for detention and/or non-compliance with a detention assignment will result in an additional detention. Absence from detention may result in a three-day detention.

Three Day Detention/Saturday School

Three-Day Detention and/or Saturday School – Detention will be held from 7:00 - 7:45; Saturday school, held on Saturday mornings from 7:30 – 10:30, is considered an equivalent consequence.

SUSPENSION

Suspension is an administrative consequence for repeated detentions (5), repeated infractions, or for a single incident of a serious nature. Suspensions may be one or more days. They may be in-school (ISS) or out of school (OSS). Parents are notified by the administration of any suspensions.

- Any work missed during a suspension must be made up and will be given a maximum of the highest F or the actual grade earned, whichever is lowest.
- The student will be responsible for making up missed work.
- Suspended students may not participate in any athletic or extracurricular activities during the suspension.
- If the suspension is on Friday, this rule applies the entire weekend, unless permission is granted by the administration prior to 3:00 p.m. on Friday.
- In some instances suspensions will be in school.
- Students will be required to write a suspension packet for each day the student is suspended. The suspension packet must be completed in its entirety and turned in the next school day after the suspension.

DISCIPLINARY PROBATION

Under certain circumstances, a student may be placed on probation for a limited time period designated for improvement of his/her conduct, grades, or attendance. Evaluation of a student will begin as soon as the student is placed on probation. At the end of the probationary period, a student may be removed from the school. When a student is on probation, any failure to keep school rules and/or regulations may result in dismissal from St. John School.

EXPULSION

Diocesan Policy states that three (3) suspensions make a student liable for expulsion. Consultation between the resident pastor, the principal, and parents must precede expulsion from any Catholic school. The local principal has the obligation to acquaint the parents of his/her expulsion provision after the second suspension. A student may be expelled immediately for any grave violation of discipline or for serious public misconduct. Students who have been asked to leave St. John School for disciplinary reasons may not attend St. John School sponsored events. This includes, but is not limited to school dances and all home athletic or extracurricular events.

SELECTED INFRACTIONS - DEFINITIONS

CHEATING & PLAGIARISM

Cheating includes, but is not limited to, copying test answers, homework, and class assignments; use of unauthorized notes, including notes in electronic form, on an assignment; and providing answers, test questions, and/or other unauthorized materials to another student. If a teacher offers an "open book/open notes" assignment, using another student's notes (even when photocopied) is considered cheating. Copying homework or class work, and allowing another student to copy homework or test answers is considered cheating. Plagiarism is defined as the representation of another's work, in whole or in part, as one's own original work. This includes, but is not limited to, using AI generated work and claiming it as your own, use of words, data, organization, sentence structure, style, and ideas, without proper attribution. In addition to administrative consequences, cheating can result in a zero on the assignment in question.

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DISHONESTY

Dishonesty includes forging a parent's signature and/or falsification of any school documents or reports. Dishonesty also includes willful lying, false reports of threats, lies of omission and intentional misleading whether academic or conduct related.

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PROFANITY & OBSCENITY

Profanity, obscenity, and/or vulgarity in any form are prohibited. This includes but is not limited to spoken profanity, gestures, writing vulgar and/or obscene notes/graffiti, or possession of objects with vulgar and/or suggestive markings or writing. Included here also is immorality in talk or action and conduct detrimental to the reputation of the school.

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THEFT

Theft is stealing the property of St. John School, its faculty, staff, and/or students. In addition to disciplinary consequences for theft, restitution must be made.

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DAMAGE TO SCHOOL PROPERTY AND VANDALISM

All students are expected to respect the property of St. John School and its students, faculty, and staff, including the campus and its buildings, textbooks, technology, furniture, lockers, and any other resources provided for educational use. Damaging, breaking, defacing, downloading malicious software, and other actions and/or attempts to use school property improperly or in ways that prevent school resources from functioning properly may be considered damage to school property. The administration will have final determination on the extent of the damage, continued functionality of the school resources, and restitution necessary to repair/replace the damage. Parents will be responsible for restitution and will be considered indebted to the school until restitution is made. Students will face appropriate disciplinary consequences.

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FIGHTING

Fighting is a serious offense and will automatically result in suspension or expulsion. Fighting is defined as two or more students involved in a physical exchange of hitting, shoving, pushing, and similar forceful behavior. Both students are suspended if any form of contact takes place between the two students.

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IMPROPER CELL PHONE AND TECHNOLOGY USE

The use of personal electronic devices (excluding the school issued Chromebook) such as cellular phones, smart watches, smart glasses blue tooth devices and the like are not allowed during the school day at any time. Any of these items seen (in use or not), heard ringing, or beeping will be confiscated by school personnel and be subject to search and review. Students are not allowed to use cell phones on campus during school hours, except under the direction of a teacher for educational purposes or with express permission of the principal. ***No students in grades 3-12 shall possess, on their person, an electronic telecommunications device throughout the instructional day.***

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Students in grades 3-8 are required to turn in their electronic telecommunications devices to their homeroom teachers at the beginning of the day; phones will be stored in the homeroom classroom until afternoon dismissal and returned at that time. Any student caught with a cell phone in their possession during the day will be subject to disciplinary consequences. Students in these grades are not permitted to bring personal laptops to school.

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Students in grades 9-12 will be required to turn in their cell phones to their first hour teachers at the beginning of the day; phones will be stored in the high school office until afternoon dismissal and returned at that time. Any student caught with a cell phone in their possession during the day will have their phone confiscated and returned at the end of the school day. Consequences for not following this policy will include but are not limited to Saturday school.

INFRACTIONS AND CONSEQUENCES

The following list, which is not all-inclusive, includes common consequences for common infractions. The administration reserves the right to amend these common practices should circumstances require alternative consequences.

ONE DAY DETENTION

- Accumulation of minor violations
 - Excessive tardiness
 - Punish work not returned
 - Failure to return signed detention slip, attendance letter, handbook contract, or other school document
 - Failure to dress for Mass
 - Littering
 - Minor damage to school property (writing on desks is an example: deliberate defacing of or other damages to school property is a more serious offense.)
 - Being in unauthorized areas of campus unsupervised
 - Failure to follow check-out procedures
 - Parking in another student's spot or unauthorized parking area
 - Being late for detention
 - Failure to report to a teacher detention
 - Interfering with the learning environment
 - Being in a classroom unsupervised
 - Minor lack of courtesy (any word or action that expresses discourtesy to a student, teacher, or other person at school)
 - Disrespect
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THREE DAY DETENTION OR SATURDAY SCHOOL

- Inappropriate behavior during an emergency drill, an assembly, or a Mass or other religious observance
- Minor cheating
- Failure to attend a school detention
- Cell phone and/or portable electronic communication device use or possession of during the school day (first offense)
- Inappropriate language and/or gestures, verbal or written (minor)
- Lack of courtesy not considered minor
- Interfering with learning environment (repeated offense)
- Driving violations
- Possession of matches, lighters, fireworks or other devices that could cause harm or damage
- Possession/use of laser pointers
- Eating, drinking, or chewing gum during Mass
- Gambling
- Defiance of faculty, staff, or school policies
- Repeated infractions that incur one-day detentions

INFRACTIONS AND CONSEQUENCES CONTINUED

SUSPENSION

- Repeated infractions that incur one or three day detentions
 - Fighting
 - Causing intentional physical injury to another person
 - Falsification of school report
 - Major cheating and/or plagiarism
 - Repeated cell phone infraction
 - Harassment and/or bullying (sexual, verbal, physical, written, and/or electronic).
 - Participation by presence in a group of students or other persons who are engaged in activities that violate St. John policies
 - Stealing (subject to expulsion)
 - Use of tobacco, smokeless tobacco, e-cigarettes, vape, and/or alcohol (See Diocesan Substance Abuse Policy within this handbook)
 - Skipping classes or any portion of a class
 - Unauthorized absence from school
 - Activating a fire alarm without reasonable cause
 - Filing a false report of a threat
 - Deliberately defacing or damaging school property (subject to expulsion)
 - Behavior which, in the professional opinion of the administration, seriously interferes with the orderly conduct of classes or school work (subject to expulsion)
 - Leaving the school premises without proper authorization
 - An accumulation of 5 detentions in a semester.
 - Inappropriate / improper contact through electronic devices
 - Inappropriate / threatening emails, text messages, social media posts, etc.
 - Violation of the Acceptable Use Policy for technology
 - Flagrant disrespect to faculty, staff, and other students may incur immediate suspension or dismissal
 - Vulgarity
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EXPULSION

- Use, possession or distribution of alcohol or drugs
- Threatening or perpetrating violence against another person
- Harassment and/or bullying (sexual, verbal, physical, written, or electronic)
- Possession of a weapon on campus or at a school function
- Accumulation of three suspensions
- Behavior by a student or parent that endangers the physical, moral, or emotional well-being of a person and/or actions which are detrimental to the common good, as well as harmful and offensive to the members of the school community
- Moral Turpitude (See Diocesan Policy)
- Any action on or off campus which has a deleterious effect on campus order, discipline, and safety
- Causing disgrace to the school, which includes any action on the part of the student or parent that is inconsistent with the school's mission and/or has a detrimental impact on the school's learning environment.

INFRACTIONS AND CONSEQUENCES CONTINUED

Conduct Card Marks -The following are some examples of reasons why 6th - 12th grade students may earn a mark on their conduct card.

- Classroom disturbance
- Tardy
- Dress code violations
- Sleeping in class
- Horseplay
- Being in an unauthorized area
- Eating or drinking in class
- Chewing gum
- Classroom policy violation

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Discipline Referrals - The following are some examples of reasons why 6th - 12th grade students may earn a disciplinary referral.

- Accumulations of conduct card marks
- Accumulations of detention
- Cell phone use on campus
- Cheating
- Plagiarism
- Defacing property
- Defiance
- Disrespect to another student
- Disrespect to a teacher or staff member
- Drugs, alcohol, and/or other illicit substance abuse
- Failure to report to detention
- Falsifying a school report
- Gambling
- Harassment
- Inappropriate behavior in mass or an assembly
- Interfering with the learning environment
- Intentional physical injury of another
- Lack of courtesy
- Littering
- Obscenity/profanity
- Possession of lighter/fireworks
- Reckless driving or speeding
- Skipping class
- Stealing
- Unauthorized use of an electronic device
- Vandalism

ADDITIONAL SCHOOL & DIOCESAN POLICIES REGARDING DISCIPLINE

Harassment, Hazing, Bullying Diocesan Policy - *In accordance with the Diocese of Baton Rouge Administrative Manual pages 42-43*

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 treat everyone 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, whether by means currently in use or by any new electronic devices that may be developed in the future.

St. John School is committed to providing a physically safe and emotionally secure learning environment for all members of the school community. All reports of harassment or bullying will be treated seriously. The review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

- Harassment is unwelcome, offensive conduct, whether physical, verbal, or sexual by a knowing or willing participant that is directed toward another person or group with the intent to cause harm, including anxiety or emotional stress. Harassment is also considered annoying or unpleasant behavior toward someone including, but not limited to offensive remarks, threats, or physical attacks.
- Verbal harassment includes derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to another. Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.
- Offensive conduct may include, but is not limited to, offensive jokes, slurs, objects, or pictures that substantially interfere with school performance whether the interference is direct or indirect, unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference.
- Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any of the above stated forms of harassment that are of a sexual nature are considered sexual harassment when they are unwelcome and create an environment or causes an atmosphere that affects a student's school performance in any way or affects a student's ability to take advantage of the school's programs.
- 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.
- Bullying behavior is the repeated harassment and targeting of another person or group of persons with the intent to cause emotional, physical, or psychological harm. St. John School conforms to the Diocese of Baton Rouge in its definition of bullying behavior, and further defines cyberbullying as the use of the internet and related technology to repeatedly harass and target another with the intent to cause emotional, physical, or psychological harm.

Procedure Followed for Reports of Alleged Incidents of Bullying

1. An investigation will be conducted to determine if the alleged behavior meets the definition of bullying stated above.
2. The administration will determine the nature, severity, and circumstances of the act.
3. Documentation of the incident will be completed and filed.
4. The administration will administer appropriate disciplinary action, consistent with the St. John Code of Conduct.
5. The parents or guardians of the alleged aggressor(s) will be notified if determined to be a bullying incident.
6. The parents or guardians of the targeted student(s) will be notified if determined to be a bullying incident.

- Harassment, bullying, retaliation or revenge against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors are subject to disciplinary actions, including, but not limited to detention, suspension, probation, and/or expulsion.

ADDITIONAL SCHOOL & DIOCESAN POLICIES REGARDING DISCIPLINE CONTINUED

STUDENT SEARCH & SEIZURE– *In accordance with the Diocese of Baton Rouge Administrative Manual p. 41*

The legal relationship between the Catholic school and the student (or student's parents/guardians) is one of contract law. Therefore, "the school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice." School officials (2 or more) may search student(s), his/her belongings, (i.e. including but not limited to locker, handbag, briefcase, book bag) and vehicle driven by a student on the St. John School premises. School officials reserve the right to inspect any and all lockers at any time. In cooperation with local law enforcement agencies, the administration will allow periodic random searches utilizing drug dogs for student lockers, classrooms, and other locations on the St. John School campus.

Threats of Violence

Safety in our schools is of utmost importance and a top priority. Threats of physical violence will be taken seriously and handled with aggressive action. Families must be aware that school administrators respond to any and all incidents of a threatening nature, including frivolous threats made to another student, a teacher or a parent. We are extremely sensitive to any threats to our students, teachers, or parents and take aggressive action to protect all individuals involved. Even though statements are made in anger or in a joking manner, action will be taken in all incidents. Parents are urged to caution their children about making statements of a threatening nature. As stated above, such statements cannot and will not be taken lightly. Consequences for threats of violence may include, but are not limited to detention, suspension, probation, or expulsion. Procedure Followed for Reports of Threats of Violence- When an incident regarding a threat of violence is reported, the following procedure will be followed:

1. The student(s) making the threat will be isolated from other students, and placed under administrative supervision. If deemed necessary, the student will be removed from the school setting.
2. Parent(s) of students making the threat will be contacted and expected to provide information to evaluate the situation.
3. Parents of students who have been threatened will be informed of the threat.
4. An assessment team will investigate, evaluate, and provide an appropriate response to the situation.
5. Depending on the seriousness of the threat, civil authorities will be contacted.
6. All information pertaining to the incident will be held strictly confidential.
7. The Superintendent of Catholic Schools will be contacted.
8. As explained above, the student(s) making the threat may be suspended or expelled. A suspended student will be allowed to return to school only after the assessment team determines that the student is not a threat to others or to himself/herself.
9. When warranted, the parents of students in school will be notified.

POSSESSION OF WEAPONS/DANGEROUS INSTRUMENTALITIES– *In accordance with the Diocese of Baton Rouge Administrative Manual p. 44*

It is a crime for any student or non-student to carry a firearm, concealed weapon, or dangerous instrumentality on campus, on a school bus, at school sponsored functions, or in other designated zones and violations must be reported to police. The principal is required to notify the parent of any student who is detained or arrested for violation of this law. The student may be expelled.

Moral Turpitude/Off-Campus Conduct– *In accordance with the Diocese of Baton Rouge Administrative Manual p. 45*

Violations of civil or criminal law involving moral turpitude or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of the school by being contrary to the moral, religious, or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals and commitments of St. John School as indicated in this Student/Parent Handbook make a student subject to corrective action, including suspension or dismissal following a parent conference to discuss the inappropriate conduct. Activities prohibited by this regulation include, but are not necessarily limited to, the following:

- Committing, threatening, or attempting to commit acts of vandalism or violence that affect a person's life, health, or property.
- Attending, sponsoring, or participating in activities where alcohol or illegal drugs are sold, purchased, possessed, or consumed.
- Causing disgrace to the school in any way.
- Being arrested or ticketed for a DWI or other similar violations

ADDITIONAL SCHOOL & DIOCESAN POLICIES REGARDING DISCIPLINE CONTINUED

STUDENTS AND CIVIL LAW ENFORCEMENT - *In accordance with the Diocese of Baton Rouge Administrative Manual p.45*

If requests are received from police officers or other government investigative agents to have students released into custody and/or to interrogate students within the building, the following measures are to be observed:

1. Parents must be contacted and either be present or give consent prior to any action.
2. Normally, any such interrogation within the school building shall be in the presence of the principal or other assigned staff members unless a court order or warrant directs otherwise.
3. The student's right to complete privacy is safeguarded.
4. Information regarding a student must not be released without the permission of the parents.
5. Private investigators, lawyers, or representatives of insurance agencies are not governmental agents and are not allowed to interrogate or obtain information about students.
6. The principal requests that governmental agents present their credentials.

STUDENT PREGNANCY- *In accordance with the Diocese of Baton Rouge Administrative Manual p. 45*

The case of married or pregnant students shall be considered by the school administration in consultation with the pastor. A decision will be made using the pregnancy guidelines. The Catholic schools of the Diocese of Baton Rouge are concerned with the Christian moral development of the individual and the student bodies as a whole. In a society, which often undermines Christian values and principles, we strive to provide an atmosphere, which stimulates and fosters the growth of these same principles. Premarital sex is not in keeping with Christian values and principles and is not considered acceptable for Catholic school students. However, Catholic schools are concerned with respect for life and the individual. Should a pregnancy occur, every possible measure should be taken to encourage counseling, health care, continued education and direction to help each student make a mature decision in accordance with the directives of the Roman Catholic Church.

The following guidelines must be adhered to:

1. The school will work on an individual basis with any student who becomes pregnant, and with her family. Likewise, the school will work on an individual basis with any student who fathers a child, and with his family.
2. School counseling will be directed to respect life.
3. Once a pregnancy is confirmed, the school will be sympathetic to the health and safety of both the mother and the child. The decision to remain in school is left to the discretion of the local school administration and in consultation with her pastor.
4. The pregnant student together with her family are required to participate in counseling through the school, through her parish clergy and through the professional counseling services offered by Catholic agencies at the expense of the parent(s)/guardian(s). Likewise, the teenage father and his family are required to participate in counseling through the school, through his parish clergy and through professional counseling services offered by Catholic agencies at the expense of the parent(s)/guardian(s).
5. Neither the student mother nor the student father will be allowed to participate in extracurricular activities.
6. While all reasonable attempts will be made to ensure that the pregnant student will continue her education after the baby is born, the continuation of her education in the Catholic School System depends upon:
 - a. The recommendation of professional counselors.
 - b. The psychological well-being of the student.
 - c. The student's previous academic status in school and the level of her academic achievement during the pregnancy.
7. The final decision as to the continuation of the education of the student mother in the Catholic School System is to be determined by the local school administration in consultation with her pastor. Likewise, the final decision as the continuation of the education of the student father in the Catholic School System is to be determined by the local school administration in consultation with his pastor.

SUBSTANCE ABUSE- *In accordance with the Diocese of Baton Rouge Administrative Manual pages 43-44*

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus, and at all school-related functions. The use of all chemicals, including tobacco, smokeless tobacco, and tobacco products, alcohol, prescription or over-the-counter drugs, illegal drugs (here and after known as "chemicals") is prohibited. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian. If drug testing is mandated, for suspicion, it is to be financed by the parent/guardian. This Diocesan Substance Abuse Policy must be included in each school's handbook of policies to be adhered to.

- Tobacco and Smokeless Tobacco – If a student is found to have in his or her possession any tobacco product on school grounds or at any school-related function, appropriate action will be taken by the administration. Appropriate action may include, but is not limited to, suspension. Any tobacco product found in the student's possession shall be confiscated.
- Alcohol – If a student is found to be in possession of, or under the influence of, alcohol on school grounds or at any school-related function, the alcohol will be confiscated and the parent/guardian will be called. Appropriate action will be taken by the administration. Appropriate action may include, but is not limited to, suspension or expulsion.
- Prescription or Over-the-Counter Drugs – If a student is found to be in possession of, to have provided or sold a prescription or over-the-counter drug to another person on school grounds or at any school related function, the item will be confiscated, and appropriate action will be taken by the administration. Appropriate action may include, but is not limited to, suspension or expulsion.
- Illegal Drugs – An "illegal" drug is any drug, the possession of which is prohibited by federal, state, or local law. If a student is found to be in possession of, or under the influence of, an illegal drug on school grounds or at any school function, the parent/guardian and civil authorities will be notified immediately and appropriate action will be taken by the administration. Appropriate action will include, but is not limited to, suspension or expulsion. If a student is found to have provided or sold an illegal drug to another person on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and the student will be expelled.
- Drug Paraphernalia – If a student is found to be in the possession of drug paraphernalia, appropriate action will be taken by the administration.
- Look-alike and Imitation Products – If a student is found to be in the possession of any substance or product that resembles, imitates, or is intended to give the impression of a chemical, appropriate action will be taken by the administration.
- Drug Testing – Drug testing alone is not a substance abuse program. But as part of a comprehensive substance abuse program, testing can be an effective deterrent to substance abuse and an important tool to help educators identify students who need help. Drug testing will be mandated for suspicion of, possession or use of chemicals. If a drug/alcohol treatment program or drug test is mandated, it is to be financed by the parent/guardian.

ADDITIONAL SUBSTANCE ABUSE POLICIES FOR ST. JOHN

- No student will consume, use, sell, distribute, or possess any drug or like substance, including prescription or over-the-counter medication not stored and distributed according to the St. John School Medication Policy, anabolic steroids, and any alcoholic beverage, at St. John School (including all its associated facilities and parking areas) or any St. John School function.
- No student shall be under the influence of drugs or alcohol at St. John School (including all its associated facilities and parking areas) or any St. John School function.
- No student will be in possession of any drug-related paraphernalia at St. John School or any St. John School function.
- Any person having reasonable cause to believe that a student is guilty of any of the infractions in statements one through three shall immediately report such information to the school administration.
- Students may be required to participate in random drug screenings, and the school may require drug testing of any student who, in the professional opinion of the administration, exhibits behaviors consistent with the use of alcohol or illegal drugs, including steroids. When a student is suspected of such use, his/her parents will be consulted, the student will be screened, and if necessary, referred for treatment in the community and at the parents' expense. Screening, as determined by the school administration, may include a breath test, urine test, or hair sample test conducted at a medical facility approved by the administration and at the expense of the parents. Written results by the facility doing the screening must be submitted to the school administration immediately upon completion of the results. If a student is referred for drug or alcohol treatment, the student and parents must continue the treatment process until released by the counselor providing the services. If the student refuses or prematurely terminates counseling, the student may be asked to withdraw from St. John School.
- Should a student have a positive drug test, appropriate disciplinary action will be taken. Should the student be allowed to remain at St. John, the student will be required to take random drug tests, at the parents' expense, for the remainder of the student's St. John School career. Upon a second positive identification of alcohol or other drug use, the student will be subject to corrective action that may include dismissal from St. John HighSchool.
- Depending on the circumstances of an incident or behavior, the administration may report information to the appropriate law enforcement agency.
- If a student intentionally chooses to remain in the presence of another student who is in violation of any of the aforementioned violations, that student may be subject to the same consequences and sanctions as the guilty student.

- Students found guilty of any of these infractions will incur disciplinary measures (see Expulsion).
- A Breathalyzer will be used at all dances. Admission will not be allowed if alcohol is detected. Parents and/or civil authorities will be notified and a parent will be required to pick up the student. Appropriate consequences procedures on the appropriate fhoallnodwli.n g of prescription and over-the-counter For medications at St. John School (including all its facilities and parking spaces) and St. John School functions, please see the Medication Policy. Administrative response to the use of prescription and over-the-counter medications will be governed by the Substance Abuse Policy if any provision of the Medication Policy has not been followed by the student or the parent.
- Any student who is suspected of being under the influence of alcohol may be tested with the Breathalyzer.

Portable Electronic Communication Devices at School

The diocese recognizes the convenience, logistical, and safety advantages for students to have cellular telephones and other communication devices in their possession while on the campus and during school activities. All communication devices may not be displayed, must be turned off and stowed away, and not on their person, throughout the academic day and during school activities. Students may only use communication devices while on campus and during school activities with the permission of the supervising adult, such as the teacher, bus driver, athletic coach or sponsor.

ADDITIONAL COMMUNICATION DEVICE POLICIES FOR ST. JOHN

- For purposes of this policy, the term communication devices includes cellular telephones, wearable technology such as smart watches, beepers, pagers, two-way radios, palm pilots, iPods, iPads, laptop computers, any type of computing devices and other similar devices.
- Students in grades 9-12 will be required to turn in their cell phones to their first hour teachers at the beginning of the day; phones will be stored in the high school office until afternoon dismissal and returned at that time. Any student caught with a cell phone in their possession during the day will have their phone confiscated and returned at the end of the school day. Consequences for not following this policy will include but are not limited to Saturday school.
- Students in grades 3-8 are required to turn in their cell phones to their homeroom teachers each morning during homeroom. The phones are returned to the students each afternoon before dismissal. Students who are found with their cell phones during the school day will face a one day detention, will have their cell phone confiscated, and a parent or legal guardian will be required to pick up the device from school. If the device is confiscated a second time, the student will be given a three-day detention and will not be allowed to have the device on campus for the remainder of the year.
- St. John recognizes the importance of technology in education; therefore, the use of laptops, iPads, tablets, etc., whether school or personally owned, is permitted during the school day with the permission and supervision of a member of the St. John staff. Students who need to use their personal laptops, iPads, etc. outside of the classroom such as before school, recess, or lunch must report to the library or learning lab and use must be for educational purposes only.
- Personal devices may be monitored by school firewalls and software when connected to school wi-fi. Students are not allowed to use personal wi-fi hot spots during the school day.
- Students are always responsible for following the Technology Acceptable Use Policy, even when using personal devices at school. Students found violating the acceptable use policy on a personal device will be subject to the same disciplinary devices that would apply if a school device were being used.
- Headphones/earbuds are not allowed while working independently with technology unless permission is given by the teacher.
- St. John School is not responsible for personal technology devices students choose to bring to campus, and is not liable for any damages that may occur to those devices.

ADDITIONAL SCHOOL & DIOCESAN POLICIES REGARDING DISCIPLINE CONTINUED

Technology - Acceptable Use of the Internet *In accordance with the Diocese of Baton Rouge Administrative Manual*

Educational programs governed by the Catholic Schools Office require the ethical use of the Internet and related technologies by all employees, volunteers, and students, as set forth in the Acceptable Use Policy for the use of the Internet and related technologies. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violation that is unethical, and/or may constitute a criminal offense. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the diocesan school district.

The Diocese of Baton Rouge and St. John School advocate 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 as a result of any information or photographs in any format related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any web site, chat room, e-mail, social media site, or other messaging system that is deemed threatening, harassing, or spreading false, defamatory or morally inappropriate material. 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. By signing the handbook Contract/Guidelines Regarding the Use of the Internet, students and parents agree to abide by all rules included here.

- The use of the Internet is a privilege, not a right. The primary purpose of the school's Internet connection is educational and as such, educational purposes shall take precedence over all others.
- Students agree not to use the Internet connection unless given permission by a teacher or under acceptable supervision.
- Students agree not to participate in the transfer of inappropriate or illegal materials through the school's Internet connection.
- Students agree not to use the Internet for making threats of violence, slanderous or derogatory remarks against any members of their school community.
- Students and their parent(s)/guardian(s) accept that inappropriate behaviors may lead to penalties including loss of privileges, disciplinary action, and/or legal action. In addition, students and their parents/guardians accept full responsibility and liability for the results of the student's actions with regards to the use of the Internet.
- Students and their parent(s)/guardian(s) release the school and related organizations from any liability relating to consequences resulting from the student's use of the Internet.
- Students are expected to use all hardware, software, and other forms of technology under the supervision and direction of the teacher. Severe disciplinary consequences including detention, suspension, and/or expulsion will be placed on students who deliberately destroy, damage, or sabotage any hardware, software, or the network or who view inappropriate materials using technology. Students/parents will also be required to compensate for any damaged hardware or software at its full value.

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.)

Extracurriculars/School-Sponsored Events

St. John provides numerous opportunities for enrichment through extracurricular activities, clubs and organizations, and athletics. Most clubs and organizations meet outside of class time. Each club/organization must have a faculty advisor and review constitutions and by-laws annually; all clubs/organizations are under the authority of the principal and/or administration. Parents, volunteer coaches, and other non-faculty individuals with official responsibilities related to an activity/sport at St. John School must fulfill the requirements of the Child Protection Act of the United States Conference of Catholic Bishops. This includes a background check, training and certification in child safety/protection online courses designed by the Diocese of Baton Rouge, and a signed agreement to acknowledge and act according to the policies and guidelines of the Code of Ethics of the Diocese of Baton Rouge.

St. John students are expected to behave appropriately on and off campus, including during extracurricular activities. Students may be removed from a club, activity, or athletic team at any time for conduct deemed inappropriate by the faculty advisers, coaches, or administration, and may face disciplinary action. Family and friends of St. John students and other guests who attend extracurricular activities and athletic events must be courteous and respectful. Anyone whose behavior may reflect poorly on St. John, or who influences a St. John student to behave inappropriately or circumvent the policies set forth by St. John, may be required to leave the event and meet with school personnel regarding future attendance at St. John activities. Repeated offenders may be barred from future events at the discretion of the faculty adviser, coach, or administration.

Athletics

Athletic Participation- Only students enrolled and in good standing are eligible to participate on teams sponsored by schools in the Diocese of Baton Rouge. Eligible students in the 5th, 6th, 7th and 8th grades may participate in the following team sports: Baseball, Football, Softball, Volleyball, and Basketball. Eligible high school students may participate in the following sports: Baseball, Basketball, Cross-Country, Football, Golf, Softball, Volleyball, and Track and Field. When there is sufficient interest in 3rd and 4th grades, there may be sports offered in those grades.

St. John is a member of the Catholic School Athletic Association (CSAA) and the Louisiana High School Athletic Association (LHSAA). St. John abides by the policies set forth by these organizations; additional policies, eligibility requirements, and conduct expectations for athletes may be enforced at the discretion of St. John School coaches, the principal, and/or administration.

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- Participation on an athletic team may require after-school and/or weekend practices, travel to away games, and expenses related to uniforms and/or equipment for which parents will be responsible.
 - If there is not an adequate number of interested, eligible students to form individual teams in a particular sport for grades 3-8 or no eligible volunteer coaches are available, the school will consider either joining two grades to form a team, or partnering with another school. If neither of those are viable options, the sport may not be offered for the year. The administration and athletic director will determine a solution, depending on the circumstances of the situation.
 - High school students who are required to miss classes to travel with a team may be subject to additional eligibility requirements; if a student does not meet those requirements, regardless of eligibility for team membership, he/she will not be granted permission to travel with the team during school hours. According to the LHSAA eligibility guidelines, a student shall not be allowed to miss any class he/she is presently failing. Students who miss class for an athletic event are expected to make up all missed assignments. Moreover a student shall attend school at least one hour prior to release time in order to be released to participate in a contest.
 - On any day a student is absent for any reason, he/she may NOT attend or participate in any extracurricular activity, school function, or athletic practice. Only students who are present at school for more than half of the day (four complete periods excluding lunch) will be allowed to participate in the extracurricular activity, school function, or athletic practice. If the absence occurs on a Friday, this policy extends to activities scheduled for the weekend. Permission from the administration must be received BEFORE the scheduled activity for this policy to be waived.

Athletics - Student Eligibility

Equal Opportunity- Athletic Participation

Only students enrolled and in good standing are eligible to participate on teams sponsored by schools in the Diocese of Baton Rouge.

- Students must have at least a 1.5 GPA and pass at least five of his/her seven subjects each quarter to be eligible to participate in athletics and most extracurricular activities. Eligibility is determined by grades on the last issued report card at the time of try-outs or membership drives; eligibility is monitored at progress reports and report cards.
- A student who has become ineligible at progress reports will be placed on probation for the remainder of the sport season. If he/she is still ineligible at the end of the sport season, participation is forfeited in any other sport until the next report card. If eligibility is achieved, he/she will no longer be ineligible.
- Students participating in high school sports must meet all LHSAA eligibility requirements to be eligible to participate in athletics. According to the LHSAA Handbook Section 1.11.1, "To be eligible for the first semester of the school year, a student shall have earned at least six (6) Carnegie credits from the previous academic year (fall, spring and summer), which shall be listed on the student's transcript and shall have earned at least a "C" average as determined by the Local Education Authority within their Pupil Progression Plan when considering all "graded" subjects."
- Additionally, according to the LHSAA Handbook Section, 1.11.2, "To be eligible for the second semester of the school year, a student must enroll in and successfully pass the number of courses that will allow him/her to earn a minimum of 3 Carnegie credits for the first semester. Note: This can be accomplished by earning any combination of Carnegie units. Six (6) one-half (.5.) Carnegie credits will meet this requirement."
- For a sport/activity that begins in the first quarter, eligibility will be determined based on the year- end GPA from the previous school year. All incoming freshmen will be automatically eligible. Eligibility will be monitored at the end of the first semester.
- For a sport/activity that begins when the second quarter report card is issued, eligibility will be determined based on the semester grades.

Athletics - Bingo Requirements for Parents

- The contribution that Fathers Club bingo makes to the St. John School Athletic Program helps maintain both the number and quality of athletic offerings that the school is able to provide to its students. Fathers Club Bingo, since its inception, has been staffed and run by the Fathers Club with school parents volunteering to help work the bingo sessions.
- St. John School assesses a \$500 athletic fee per athletic family. However, the athletic fee will be waived if a parent or a designated person works five bingos during the course of the school year. This fee applies to parents who have a child who participates in a sport in grades 6-12. Cheerleading, dance team, and drum corps are not included.
- The first five bingos worked are considered athletic bingos. While additional bingos worked could be applied to the school service hour requirement, they cannot be carried forward to the next school year, nor can extra hours be sold.
- Parents must contact the Fathers Club to set up the dates that they will work. The Fathers' Club will keep track of the parents, or the designated person who works the bingos.
- The parent or designated person must sign-in upon arrival and put forth a significant effort.
- If a family fails to work the required five bingos by May 1st, then the \$500 fee will be assessed.
- Collection of the fee will be handled by the school.
- A student will be considered a participant in a sport after the first competition. A student is considered a participant in a sport under this policy and if thereafter becomes academically or athletically ineligible, the requirements of this policy will still apply.

Middle School Dances

Middle school dances are held annually at St. John School. All St. John students in grades 6-8 are invited to participate. Students are encouraged to dress within the casual day guidelines at St. John or according to the dance's theme. School personnel will contact the parents of any student whose behavior or dress is a cause for concern while attending the dance. If necessary, appropriate disciplinary action will result.

High School Dances

- The high school holds two official dances per year: Homecoming and Prom. The high school may have additional opportunities for dances when possible.
 - All dances are “lock-ins.” Doors will be closed at a specified time, and no students or dates will be able to enter the dance after that time; no students or dates will be permitted to leave the dance until the specified time that the doors re-open and the dance is over.
 - All students and their dates must submit to a breathalyzer test before entering dances. Students may also be required to submit to a breathalyzer when leaving a dance at the discretion of faculty chaperones. St. John adheres to a zero tolerance policy on alcohol, drugs, and tobacco use; any student who fails the breathalyzer test or is suspected of being under the influence of illegal drugs will be detained and refused entry to a dance. Parents will be notified. Disciplinary action, including suspension or expulsion, may be taken upon return to school.
 - Proper dress is required for all students and their dates. Anyone not properly dressed will not be admitted. See the Special Events Dress Code in the Uniform Code portion of the handbook.
 - Dates of St. John students who attend other schools must have a completed permission slip signed by his/her principal to attend. Dates can be no younger than 9th grade and no older than 20 years old.
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Homecoming Activities

- Student Council members plan activities for each day of the week of the Homecoming football game. Activities are centered on a theme and may include dress-up days, assemblies, and/or competitions between classes. A schedule of activities and participation requirements is released in the weeks leading up to Homecoming Week.
 - Each class creates a “yard card” related to the theme which is displayed in front of the high school building. Exceptional yard cards are also used as decorations at the Homecoming dance.
 - The Homecoming Court includes only senior girls and senior football players. Senior football players are automatically on the Homecoming Court; no other senior boys are eligible. The entire senior class will elect enough girls to the Homecoming Court so that each football player has an escort.
 - All high school students will vote to select a King and Queen from among members of the Homecoming Court. The King and Queen must have been St. John students continuously since the beginning of tenth grade.
 - In the event that three or fewer senior girls would be excluded from the Homecoming Court due to the number of senior football players, the administration may open the Homecoming Court up to senior boys who are not football players so that all senior girls will be able to participate.
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Ring Ceremony

During the ring ceremony, juniors receive their St. John class rings from the Pastor of St. John, after a special blessing. If a junior has elected not to purchase a class ring, he/she may substitute a St. John class ring belonging to someone else for purposes of the presentation. Dress uniforms are required for the ring ceremony.

Seniors Honor Night

- Senior Honors Night is generally held the week of graduation and is considered part of commencement exercises, along with the Baccalaureate Mass and graduation ceremony.
- Seniors are required to wear dress uniforms for Honors Night; juniors are required to wear their dress uniform. Participation is required for all juniors and eligible seniors.
- Honors Night begins with a ceremonial “passing of the candle” from seniors to juniors. Seniors are recognized for participation in clubs and organizations, awarded scholarships, and presented with academic subject and grade point average awards. Valedictorian and Salutatorian are officially presented at this time.
- Seniors and juniors are expected to behave appropriately, and adhere to the guidelines for dress (which are included in the senior and junior information packets that are distributed to students and parents).
- Any senior who has failed a course required for him/her to graduate will not be allowed to participate in Honors Night.

Graduation

- The graduation ceremony is held at St. John the Evangelist Church in Plaquemine, scheduled by and according to Diocesan policy, and is celebrated by the Bishop of the Diocese of Baton Rouge or his designee. Full participation in the graduation ceremony is a privilege, not a right, for the individual student and his/her parents.
- To participate in the graduation ceremony, seniors must have successfully completed all academic requirements. If a senior fails any required subject, whether elective or core curriculum, the student will NOT be allowed to participate in the graduation ceremony. Seniors will not receive a St. John diploma or transcript until the failed subject(s) is/are completed and documented during the summer following the student’s senior year. Seniors who have not fulfilled their religious service obligations may not participate in graduation.
- In addition to awarding diplomas, the Monsignor Robin Award is presented at graduation. This is considered as the highest honor awarded by St. John School and is given to two students (1 male and 1 female) considered models of the values and philosophy of St. John School.
- Proper dress is required for graduation; specific dress guidelines are included in the senior information packet distributed to parents and students.
- St. John School does not sponsor, coordinate, promote, or otherwise affiliate with any graduation activities held off-campus, other than the official graduation ceremony held at St. John the Evangelist Church.
- No information for any such non-affiliated graduation activity is to be distributed, nor will planning be conducted by students or parents on St. John’s campus or at St. John sponsored events.

Cheerleaders

- The St. John High School Cheerleaders perform at athletic events, community events, and competitions.
- Try-outs are in the spring for the following school year. Girls who are registered at St. John for the following school year for grades 9-12 and academically eligible with a 1.5 GPA may try out.
- The Support Group constitution should be reviewed carefully by parents and students before try-outs. There are a number of expenses required of cheerleaders and their parents, which are detailed in the constitution.
- Participation on the cheerleading squad requires purchase of accessories and other parts of the uniform and fees associated with camp; parents will be responsible for these expenses.
- Participation on the cheerleading squad requires students to attend specified athletic events, community events, meetings, and camp.
- Cheerleaders are subject to a demerit system, which is detailed in the Support Group constitution.
- The cheerleader mascot is selected by the high school cheerleaders during their summer spirit camp. The selection is approved by the high school cheerleader sponsor.
- Students in grades 9-12 may volunteer to be Johnny, the Eagle mascot, each year. If more than one student is interested, tryouts will be held. Volunteers must be academically eligible.

Eaglettes

- St. John High's dance team is known as The Eaglettes. The Eaglettes perform at athletic events, community events, and competitions.
 - Auditions are in the spring for the following school year. Girls who are registered at St. John for the following school year for grades 9-12 and academically eligible with a 1.5 GPA may try out.
 - The Support Group constitution should be reviewed carefully by parents and students before tryouts. There are a number of expenses required of Eaglettes and their parents, which are detailed in the constitution.
 - Eaglettes are subject to a demerit system which is detailed in the Support Group constitution.
 - If there is not an adequate number of interested, eligible high school students to form a team, the administration and sponsor will determine if middle school girls in the 7th and 8th grades will be invited to audition. Once girls are a member of the team, they are eligible to audition each year.
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St. John offers a variety of clubs and organizations that have individual requirements for participation. Membership in academic clubs is often by invitation and requires particular academic performance for membership. Some clubs and activities may require tryouts or testing to participate, or additional costs. Some clubs are limited to specific grade levels. Faculty advisors will provide the necessary information to interested:

National Beta Club
National Jr. Beta Club
Yearbook Staff
4-H Club
Middle School 4-H Club
Mu Alpha Theta
National Honors Society
Student Council
Drum Corps
Elementary School Cheer
Middle School Cheer

Family Service Program

The purpose of the St. John School Family Service program is to develop a sense of pride and ownership in the school for all students and families. The donation of our families' time and talents in this program provides an excellent example of service to our students. This program also helps the school to complete needed maintenance projects and provides the support needed for many school functions and activities.

General Guidelines

- Each family in the St. John School community is required to perform twenty (20) hours of service to the school during each school year. Additionally, parents of athletes in grades 6-12 are required to work 5 sessions of bingo for the St. John Fathers Club. Information on this program is found in the Athletics section of this handbook.

All service shall be performed May 1 – April 30 and will be credited to the current school year.

- If a family fails to meet this requirement by May 1st, a \$500.00 fee will be collected.
- Service hours may be earned by working for any school-related activity. This refers to all activities that directly benefit St. John School. Church activities may not be eligible for service hours.
- Family Service hours may not be sold.
- Family Service hours can be completed by a family member or non-family member. The family for whom the service work is being completed must be specified at the time of service. Family Service hours may not be transferred after they have been submitted.
- Family Service hours will not be given for small items donated to classroom teachers such as paper towels, candy, snacks, art supplies, etc.
- Family Service hours should be submitted through the online form on the school website. Submissions should include the name of the school representative or chairperson who can verify the hours and a phone number and/or email to contact that person if necessary.
- Hours earned over 20 will not be carried over to the next school year.
- Service hours granted for donated or purchased items will be at the discretion of the Administration and should be pre-approved before the donation/purchase. Items donated to the school, unless they are of a large monetary value, will not qualify for service hours.
- If there is a question about whether or not a certain activity will be eligible for service hours, please call the school office to verify beforehand.
- The administration has the authority to interpret details within the program and should be called whenever clarifications are needed.
- If you have a special talent for service that is beneficial to the school, please communicate with the school administration to determine if you may be eligible to obtain service hours for your service.
- The Family Service Opportunities tables indicate specific opportunities that occur in each school year. Other opportunities for service hours will exist during the school year. These are often communicated in the Monday Memo.

FULL SERVICE HOUR OPPORTUNITIES

Activity

Volunteer Head Coach
Auction Committee
Finance Committee
Advisory Board
Alumni Association Officer
Fathers Club Officer
Home & School Association Officer

Verification

HS or MS Athletic Director
Administration
Administration
Administration
Administration
Administration
Administration

HOUR BY HOUR OPPORTUNITIES

Activity	Service Hours Credited	Verification
Substitute teacher	Hour per hour basis	Administration
Candy Stand Worker	Hour per hour basis	Administration
Office Clerical Worker	Hour per hour basis	Administration
Cafeteria Worker	Hour per hour basis	Administration
Library Worker	Hour per hour basis	Administration
Concession Worker	Hour per hour basis	Concession Chairperson
St. John Auction Worker	Hour per hour basis	Chairperson
Penny Party Worker	Hour per hour basis	Chairperson
School Dance Chaperone	Hour per hour basis	Chairperson
Book Fair	Hour per hour basis	Chairperson
Landscape Worker	Hour per hour basis	Administration
School Maintenance Work	Hour per hour basis	Administration
Father's Club Function	Hour per hour basis	Chairperson
Father's Club Bingo	Hour per hour basis	Team Captain
Alumni Association Function	Hour per hour basis	Chairperson
Home and School Function	Hour per hour basis	Chairperson
Athletic Fundraiser	Hour per hour basis	Chairperson

DONATED ITEM OPPORTUNITIES

Activity	Service Hours Credited	Verification
Chili for concessions	3 service hours per gallon donated	Concession Chairperson
Home cooked/baked items (no store bought items)	1 hour of service	Teacher or Project Chairperson
Football Game Jambalaya	20 service hours will be given for 50 quarts (12.5 gallons)	Concession Chairperson

Communications

Announcements, Intercom, Publicity

Intercom announcements are for important school business only. Morning announcements are made at approximately 7:50 each morning; afternoon announcements are made at 2:00 P.M. in the high school and 2:55 in the elementary/middle school. Announcements must be submitted to the school office before the 7:45 a.m. bell for morning announcements, or by 12:30 p.m. for afternoon announcements. All announcements must be approved by the principal or his/her designee. All written communications and publicity related to school activities, curricular, co-curricular, or extra-curricular, must be approved by the principal prior to release.

Conferences

Parents are encouraged to take an active part in their children's education. If a parent has concerns or questions about grades, he/she should first direct those concerns to the teacher. Teachers may be contacted via email by using e-mail addresses listed in the Staff Directory of the St. John website www.stjohnschool.org or by calling the school office. A detailed message or email will help the teacher address any concerns in a thorough, timely manner. Parents are asked to allow teachers twenty-four hours to respond to e-mails or to return phone calls. A parent or teacher may request a conference at any time during the year; these conferences are set up by appointment only. Conferences may be attended by a member of the administration. Parents are asked to view grades online before requesting a conference.

Home/School Communications

- This handbook is the primary means of communicating school policies and procedures to parents. All parents and students must read the handbook policies and then sign and return the St. John School Parent-Student Handbook Home/School Contract at the beginning of each school year. The school handbook should be used as a reference.
- The school website provides pertinent school information including all school policies, the school calendar and weekly newsletters. The school web address is www.stjohnschool.org. St. John also uses social media, including Facebook and Instagram for communication and publicity purposes; parents agree to allow photos and information concerning their children to be used for publicity purposes by signing the St. John School Parent-Student Handbook Home/School Contract. Parents who do not wish to grant this permission should email Lisa Morel indicating their desire to opt-out of school publicity.
- A weekly newsletter is emailed to all parents and posted to the school website. It is very important that all parents read the news and announcements contained in the newsletter each week and refer to it for school and event information.
- St. John School utilizes emails and phone calls to inform parents of important information and emergency closings. Please be sure that all contact information is current and any changes are communicated to the school in a timely manner.

Evacuations, School Closings, and Emergencies

In the event that inclement weather or another type of emergency occurs, St. John will notify parents using emails, texts, and/or phone calls of school closings or other vital information; information will also be communicated through the school website, social media sites, and local media. In the event of an emergency, parents are urged to avoid calling school, calling and/or texting individual teachers, or coming to campus so as not to interfere with emergency procedures. In the case of an unscheduled school closing, parents will be advised of dismissal procedures through the above listed methods. While it is Diocesan and school policy to follow the lead of the civil parish in making decisions about emergency closures, parents are asked to wait for official communications from St. John regarding procedures. Full procedures for various emergencies are contained in the school administrative crisis management plan.

CONFIDENTIALITY

Student confidentiality is a priority. Information about students (academic issues/family issues/personal issues/disciplinary issues) will only be discussed with a parent or legal guardian. School business information such as financial issues, personnel matters, etc. are also often legally confidential. St. John School will adhere to legal confidentiality standards when communicating school business information. Information pertaining to students and their parents, including but not limited to names, addresses, and phone numbers are not to be released to an unauthorized person or agency. However, the release of names and addresses of graduating seniors (and their parents) is authorized, upon request, to official Catholic Student Center directors/ chaplains/campus ministers serving universities and colleges for the sole purpose of informing the graduating seniors who will be attending the university or college of the Catholic Church outreach and services available to the student while attending that university or college. As mandated reporters, faculty, staff, and volunteers at St. John School are required by law to report certain behaviors and/or disclosures made by students and parents, especially in situations where the safety, health, or life of a person(s) may be in danger. Faculty and staff will respect requests for confidentiality as permitted by law.

CUSTODIAL RIGHTS

St. John assumes that both parents of a student have equal custody and are qualified to discuss confidential matters unless appropriate legal documentation indicating otherwise is provided to the school by the custodial parent/guardian. St. John School abides by the Buckley Amendment with respect to the rights of non-custodial parents. In cases where custody is split between parents/guardians, the specifics of custody arrangements are considered confidential and are not necessarily accessible to faculty and staff. In the absence of a court order to the contrary, we will provide the non-custodial parent access to school records requested regarding his/her child. The school and its faculty, staff, and volunteers are not responsible for enforcing court orders or custodial arrangements. Parents/guardians of students with court-ordered custody arrangements are expected to follow those arrangements in good faith while interacting with school personnel. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. If any change occurs, the custodial parent must supply the school with a current copy. It is assumed by the school that parents will abide by any and all court orders.

Miscellaneous Policies

ASBESTOS MANAGEMENT PLAN

The Asbestos Hazard Emergency Response Act (AHERA) requires that all schools conduct detailed inspections to identify all asbestos containing building materials (ACBM) that may be present in the school environment. AHERA requires the inspection results and the associated Management Plan be submitted to the Louisiana Department of Environmental Quality (LDEQ). A copy of the Management Plan must be maintained at the administrative office for review by the public. St. John School maintains a proactive asbestos awareness program. This letter of notification is an annual requirement to the public. If there are questions, please contact the school principal at (225) 687-6616.

CLASS PARTIES

Elementary/Middle School students may participate in class parties at the discretion of the teacher. These parties are generally planned by the teachers to celebrate holidays or other special events. All such parties must be approved by the principal and/or administration. Invitations to private parties (birthday parties) for students may not be delivered at school. Content related classroom parties are permissible in high school and middle school ONLY with the approval of the principal.

CLASS LISTS

Class lists are compiled based on many factors, including student needs, student diversity, enrollment levels, scheduling necessities, and teacher assignments. When compiling lists, teachers and administration strive to ensure that classroom groupings contribute to making the classroom a learning environment where all students can succeed. Parent requests for class placement are considered only in rare cases and at the sole discretion of the administration.

CHILD PROTECTION

All Personnel in every diocesan institution whose duties involve contact with minors and vulnerable adults in their ministry must comply with the Safe Environment requirements. The following are deemed to have duties involving contact with minors and vulnerable adults:

DIOCESAN, PAROCHIAL, AND INTER-PAROCHIAL SCHOOLS:

1. Clergy, Religious, Seminarians, Candidates, and aspirants for the Permanent Diaconate Employees
2. Independent Contractors/Contracted individuals performing scheduled duties on school premises while children are on campus.
3. Volunteers 18 and over whose duties involve contact with children.

NOTE:

1. Individuals whose sole purpose is that of delivering mail or other goods are not subject but shall be required to follow procedures set forth by the parish, school, or diocesan agency for campus access.
2. For events and activities taking place on school grounds that are not conducted during established school hours and are open to members of the general public, such as church/school fairs, Parish and School institutional heads shall inform all parents and the general public in attendance that parents are responsible for the direct supervision of their minor children. School and Parish institutional heads shall determine the total number of adults who hold current child-protection credentials required to be present at all times during each school and parish event and activity.

DELIVERY OF GIFTS- FLOWERS AND BALLOONS

Students are not allowed to receive deliveries of gifts at school. Deliveries will be refused.

EMERGENCY DRILLS

In compliance with State Law, emergency drills are held periodically during the school year. When a drill begins, students MUST follow the exact directions of the teacher responsible for them. Drills are a time of absolute silence. Prescribed routes are posted in each classroom.

Miscellaneous Policies Continued

EXTENDED DAY CARE

Extended Day Care is an after-school program offered for St. John students in Elementary/Middle School. Extended Day Care is open from 3:00-5:30 p.m. and provides a safe, affordable option for afterschool care. Extended Day Care is professionally operated and staffed by school personnel. A structured homework period is observed, followed by free time and/or planned activities. More specific information on policies and procedures, including disciplinary procedures, is provided to families upon enrollment in Extended Day Care, or by visiting the St. John website.

FUNDRAISING

Fundraisers must be approved by the school administration. Requests must be submitted to the administration for approval in a reasonable amount of time prior to the fundraiser. A full account of funds raised and expenditure of those funds must be provided to the administration as soon as the project has been completed.

INSURANCE

Student insurance is required by all students as mandated by the Diocese. Payment is required with registration.

MEMORIALS

All items purchased as memorials for the purpose of becoming part of the school campus or as part of the school building must first be presented for approval to the administration (e.g. benches, name markers, etc.).

MONEY AND VALUABLES

Students are advised against bringing large sums of money, cameras, rings, bracelets, necklaces, wrist watches, or other jewelry or valuable items to school. If a student accidentally brings something valuable to school, he/she should at the earliest opportunity bring it to the school office for safekeeping. The administration, principal, faculty, or school will not be responsible for any loss or theft of personal items.

WELLNESS POLICY

Section 204 of the Child Nutrition and WIC Reauthorization of June 2004, set forth the requirement that each local educational agency, participating in a program authorized by the Richard B. Russell National School Lunch Act must establish a wellness policy for schools under the local educational agency. Thus, the Diocese of Baton Rouge Schools, committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity has adopted a wellness policy for all schools in the diocese. The Supervisor of School Food Service is responsible for implementing and assessing the Wellness Policy as it pertains to nutritional services. The Principal is responsible for implementation and assessment at the local level.

Medication Policy

Medication, including non-prescription pain relievers such as Tylenol, shall not be administered to or taken by students at school except as outlined below. Students are not allowed to have any type of medication, prescription or over-the-counter, in their possession on school property; medication will be confiscated, reported to the administration, and a parent/guardian will be contacted. Students who have medication on campus may be subject to disciplinary action, including removal from school grounds, at the discretion of the administration. The administration will make individual arrangements to administer medication in cases of chronic or permanent medical conditions, or medical conditions of long duration, in which medication is essential to ensure attendance. The following procedures must be observed:

- The medication must be brought to school by the parent or guardian in the container in which it was originally packaged. The label must have the name of the student, name of medication, date, dosage, and the specific time it is to be given at school.
- The school medication form and a written request and permission for administration of medication must be completed and signed by the parent or guardian and the physician prescribing the medication. This will release St. John and/or its agents and employees from liability.

- No more than one month's supply of medication should be kept at school. The student should bring empty bottles home.
- Written orders from the physician must detail the name of the drug, dosage amount, and frequency, method of administration, date to be discontinued, predictable side effects or contraindications. Every effort should be made to avoid disruption of a student's instructional time to administer medication.
- The provisions stated here shall not preclude the administration of first aid by the school in the event of injury or accident.
- Students who are prescribed medication that may interfere with their concentration and attentiveness should remain at home until the side effects of these types of medication no longer exist.
- Exceptions to this policy may be made for students with a severe allergy that requires an Epi-Pen to be in their possession. The student must provide documentation from their doctor indicating that the allergy is severe, requiring an Epi-Pen to be in the student's possession, and that the student has been trained in the proper use of the Epi-Pen. Similar requirements will be necessary for students who request an exception to the policy in order to carry an inhaler.
- Other exceptions to this policy will be made on a case-by-case basis with proper medical documentation and administrative approval.

APPEALS *In accordance with the Diocese of Baton Rouge Administrative Manual pages 45-46*

The school handbook is the contract between the school and parent. The appeals process addresses instances in which the school handbook may not have been followed.

Matters pertaining to students are heard at the local level. If a parent believes that the school handbook has not been followed, they may appeal to the appropriate authority, always observing the principle subsidiarity.

If a parent believes that the school handbook has not been followed, they may appeal to the Local Appeals Committee (LAC). The school's disciplinary action (i.e., academic issues, detention, suspension, expulsion, etc.) will be enforced, even if an appeal will be filed. If the school's disciplinary action is reversed or lessened as a result of the appeals process, the student's record will be changed accordingly.

The ascending order of authority of communication is:

1. Teacher or School Staff Member
2. Administrator/Principal
3. Local Appeals Committee of the Local School Advisory Board
4. Diocesan Appeals Committee of the Diocesan Advisory Board The pastor will be notified of any appeals brought to the local school appeals committee, and may sit in on the process, if desired.

Local Appeals Procedure

The following procedure is adhered to when complaints are made:

1. If the parent believes that the handbook policy was not followed regarding an incident involving his/her child, the parent may submit a local appeals form (Appendix 4.7.a) to the principal. The parent has 30 days following the incident to submit the Local Appeals Form.
2. The principal will use the Local Appeals Form to write a response within 10 working days about the matter and submit the completed form to the Local Appeals Committee (LAC). All members of the LAC must complete a confidentiality agreement (Appendix 4.7.a.i).
3. Both the parent and the principal must sign the appeals form after all information is entered.
4. The Local Appeals Committee will meet to review the appeals request, hear from any and all parties involved in the situation, and make a written recommendation to the principal about whether the school handbook policies were followed (Appendix 4.7.a.iii).
5. The principal will review the Local Appeals Committee recommendation with the pastor. Then, the principal will send a written communication regarding his/her decision to the parents within 10 working days.
6. The parent has the option of then sending an appeal to the Diocesan Appeals Committee (DAC) of the Diocesan Advisory Board after the local appeals process has been completed. The DAC has the authority to hear cases involving students, but it is not obligated to hear cases, unless the school handbook has been violated.

Appeal to the Catholic Schools Office

The Diocesan Appeals Committee is an ad hoc committee of the Diocesan Advisory Board. Its members are appointed by the president of the board, with the stipulation that the majority of members of this standing committee must be members of the board. The composition of the committee is usually 5-7 members and the term is for one year, July – June. Matters pertaining to students that have been completed through the local appeals process may be heard at the diocesan level.

All Appeals- Process Flow

Appeals concerning students may only be considered at the diocesan level after all aspects of the local appeals process have been completed. The superintendent will be notified of any appeals brought to the diocesan appeals committee.

The following procedure shall be adhered to when complaints are made regarding student matters:

- 1. The Diocesan Appeals Form and all paperwork produced at the local level is provided to the Catholic Schools Office.
- 2. The Catholic Schools Office will schedule a meeting with the Diocesan Appeals Committee within 14 working days of receipt of the Diocesan Appeals Form and related paperwork.
- 3. The Diocesan Appeals Committee will meet to review the appeal, hear from any and all parties involved in the situation, and make a written recommendation to the superintendent about whether the school handbook was followed.
- 4. The superintendent will send a written communication regarding the recommendation of the committee to all involved parties within 10 working days of receiving the committee report along with his/her final decision regarding the matter.

Review of Process for All Appeals- Process Flow: Matter Regarding Student

- 1. Parent meets with school teacher or staff member
- 2. Parent meets with administrator
- 3. Parent files appeal with principal
- 4. Principal responds in writing to parent
- 5. Parent and principal both sign the appeals form
- 6. Principal sends completed appeals form to local appeals committee
- 7. Committee meets (pastor may sit in) and sends recommendation to principal
- 8. The principal responds in writing to the parent. If parent chooses to file an appeal at the diocesan level
- 9. Parent completes the diocesan appeals form with CSO
- 10. CSO notifies principal and gathers paperwork from the local appeals process
- 11. Diocesan appeals committee reviews the case and makes a recommendation to the superintendent
- 12. The superintendent sends decision to both parties.

WITHDRAWALS

The Diocese of Baton Rouge and St. John School agree “parental cooperation is necessary to ensure the orderly functioning of the school, as well as the furtherance of the child’s education. If parental cooperation is not forthcoming, the child’s continued enrollment must be reviewed in order to ascertain if the child’s presence in the school serves the best interest of the school and the child. After opportunities have been provided for reasonable and fair dialogue among parents, administrator, and pastor, and the pastor and administrator deem the parents no longer honor the expectations found in the school’s contractual agreement, the parents shall be directed to withdraw their child/children from the school.”

The policies set forth in this handbook are not exhaustive. The principal and/or administration reserves the right to amend these policies at any time for any reason; in addition, the principal and/or administration has the discretion to take action and/or issue disciplinary consequences in any circumstance not specifically detailed herein but deemed inappropriate in any way or in violation of the established values and expectations of St. John. If any provision of this handbook is deemed ambiguous by any person, the interpretation of that provision shall be that of the principal and/or administration.

Graduation Requirements and Course Progression

To earn a diploma from St. John High School, students must:

- successfully complete 28 academic credits, including all units in the state of Louisiana TOPS university course requirements and four credits of religion
- successfully complete all service requirements
- participate in all required retreats
- submit all necessary records and meet all financial obligations to the school by the stated deadlines

Academic Units Required for Graduation from St. John School

Religion – 4 credits
Religion I
Religion II
Religion III
Religion IV

English – 4 credits
English I/English I Honors
English II/English II Honors
English III/English III Honors
English IV/Dual Enrollment English

Science – 4 credits
Physical Science/Physical Science Honors
Biology I/Biology I Honors
Chemistry/Chemistry Honors
Biology II
Physics
Environmental Science

Math – 4 credits
Algebra I/Algebra I Honors
Geometry/Geometry Honors
Algebra II/Algebra II Honors
Algebra III
Advanced Math Honors
Algebra Dual Enrollment

Social Studies – 4 credits
World Geography
Civics
U.S. History
Religion III*
Western Civilization Dual Enrollment

Foreign Language– 2 credits
Spanish I
Spanish II

Art– 1 credit
Art I/II
Media Arts I/II
Theater

Electives – 3 credits

Course Progression

A student's standardized test scores, the results of the placement test, final grades and teacher recommendations will determine placement in honors courses.

Freshman Year Academic Track	Freshman Year Honors Track
Religion I	Religion I
English I	English I Honors
Algebra I	Algebra I Honors/Geometry Honors*
World Geography	World Geography
Physical Science	Physical Science
Spanish I	Spanish I
P.E. I/Athletic P.E.	P.E. I/Athletic P.E.

*Students who take Algebra I Honors during the 8th grade year enroll in Geometry Honors as Freshmen. Algebra I Honors is still open to Freshmen who completed 8th grade math, provided they meet entrance requirements.

Sophomore Year Academic Track	Sophomore Year Honors Track
Religion II	Religion II
English II	English II Honors
Geometry	Geometry Honors/Algebra II Honors*
Civics	Civics
Biology I	Biology I Honors
Spanish II	Spanish II
P.E. II/Athletic P.E.	P.E. II/Athletic P.E.

*Students who take Algebra I Honors during the 8th grade year and remain in the honors track through freshman year will enroll in Algebra II Honors as sophomores.

Course Progression

A student's standardized test scores, the results of the placement test, final grades and teacher recommendations will determine placement in honors courses.

Junior Year Academic Track	Junior Year Honors Track
Religion III	Religion III
English III	English III Honors
Algebra II	Algebra II Honors/Advanced Math Honors*
U.S. History	U.S. History Dual Enrollment
Chemistry	Chemistry Honors
Elective or Art	Elective or Art
Elective	Elective

*Students who take Algebra I Honors during the 8th grade year and remain in the honors track enroll in Advanced Math as juniors.

**Enrollment in U.S. history dual enrollment is dependent on meeting the requirements set forth by the Louisiana board of regents, which include a minimum gpa and act (or equivalent) score. Additional fees are required.

Senior Year Academic Track	Senior Year Honors Track
Religion IV	Religion IV
English IV	English IV Dual Enrollment
Algebra III/Advanced Math Honors	Algebra Dual Enrollment/Advanced Math Honors
Biology II/Physics/Environmental Science**	Biology II/Physics/Environmental Science**
Elective or Art	Elective or Art
Elective	Elective
Elective	Elective

*Enrollment in English and Algebra dual enrollment is dependent on meeting the requirements set forth by the Louisiana Board of Regents, which include a minimum gpa and act (or equivalent) score. Additional fees are required.

**Students must choose one of these science courses to fulfill the 4th science credit; Students who would like to take more than one of these courses, will receive required credit for one and elective credit for the other.

Course Progression

ELECTIVES

Elective courses vary year by year based on student interest, teaching assignments, and applicable state requirements. The following courses are the most commonly offered electives at St. John:

Electives
P.E. III/Athletic P.E. III
P.E. IV/Athletic P.E. IV
Art I/II
Media Arts I/II
Psychology/Sociology Dual Enrollment*
Western Civilization Dual Enrollment*
Financial Literacy
ACT Prep
Adult Responsibilities
Campus Ministry
Computer Science

*Enrollment in dual enrollment is dependent on meeting the requirements set forth by the Louisiana Board of Regents, which include a minimum gpa and act (or equivalent) score. St. John cannot enroll students who do not meet these requirements in a dual enrollment course, regardless of academic standing with the school. Additional fees are required.

- Freshmen and Sophomores generally do not take elective courses; their schedules are full taking required courses.
- Because Religion III counts as both a religion and social studies, students complete their 4 required social studies units during junior year and are not required to take social studies as a senior, allowing for a 3rd elective in the senior schedule.
- Students may take additional Science, Math, or Art classes as electives once their credit requirements have been met.
- Athletic PE is considered an elective for juniors and seniors who play sports and wish to enroll in that class.

Athletic PE is not required in order to play on a team. Students must participate in two sports to enroll in Athletic PE. Cheerleaders and dancers do not enroll in Athletic PE.

DUAL ENROLLMENT

Enrollment in dual enrollment courses is dependent upon meeting the requirements set forth by the Louisiana Board of Regents and St. John School which include the following:

- *cumulative high school GPA of 2.5
- *ACT (or equivalent) subject sub score of 19 OR counselor recommendation of historical student performance data
- *success in subject as evidenced by a 3.0 cumulative high school subject GPA AND counselor recommendation of historical student performance data
- *success in previous college DE course

GRADUATION AND COURSE PROGRESSION

FREQUENTLY ASKED QUESTIONS

Q: Why does St. John require more credits to graduate than public schools?

A: St. John requires all students to complete 4 units of religion in order to graduate, which accounts for the additional four credits not required for a state diploma.

Q: Why am I taking 29 credits if I only need 28 to graduate?

A: Students at St. John are on a "straight 7" schedule - they enroll in 7 courses per year, and attend class in those courses at the same time Monday through Friday. because Religion III counts as a credit in religion and social studies, giving students an opportunity to take an extra elective as their 7th course senior year, they end up earning 29 credits by graduation.

Q: Does St. John offer the Jump Start Career Diploma?

A: All students at St. John must complete the requirements of the TOPS University Diploma to graduate; the career diploma pathway is not offered.

Q: St. John offers an Honors Track. Do I have to take all the honors classes, or can I just take one or two?

A: St. John makes every effort to accommodate schedule requests for students who may want to take only selected honors courses rather than enrolling the full honors track. However, scheduling sometimes requires students to be in the full honors track in order to get all of their necessary credits. Students in this situation are contacted for a meeting with administration to resolve any conflicts before being placed in any courses.

Q: Can I get out of an honors class if I change my mind?

A: Some schedule changes are possible within the first week of a new school year. However, students are not generally allowed to change their schedule at any later points during the year. Students who want to leave an honors class should do so when scheduling for the upcoming year.

FINANCIAL AID OPTIONS

There are several financial aid options available to assist families with tuition. St. John School is not responsible for the administration of all of these programs. Other tuition assistance programs may exist, however, the following are the most commonly used. All students applying to St. John School must complete the registration process by paying registration fees (Registration, Building and Maintenance, and Student Accident Insurance) Scholarship families are responsible for the balance of tuition and fees that are not covered by scholarship funding.

SCHOOL-BASED TUITION ASSISTANCE

A limited amount of tuition assistance is available directly through St. John School for current and new families.

- To qualify, families must be registered to attend, meet established guidelines for financial need, and complete all required forms and interviews. Applications are available at St. John School.
- Families who qualify will be offered a portion of tuition; the amount of assistance offered varies and is determined on a case-by-case basis, and all qualifying families are responsible for paying some portion of tuition and fees.
- The amount of assistance awarded also varies each year; families are not guaranteed the same level of assistance each year. Families must re-apply each year; tuition assistance is not guaranteed in any given year based on previous qualifications and/or assistance awarded.
- Most tuition assistance is awarded in the spring for the upcoming school year. However, tuition assistance may be awarded during a school year in cases of extenuating circumstances if funding is available, as determined by school administration.

LOUISIANA GATOR SCHOLARSHIP PROGRAM

St. John School participates in the Louisiana Gator Scholarship Program. This program is run by the State of Louisiana; St. John School does not determine qualifying criteria or award aid through the Louisiana Gator Program. Families must submit all required paperwork to the State of Louisiana; St. John School does not receive or process applications. The application process is outlined on the Louisiana Department of Education website, <https://doe.louisiana.gov/topic-pages/louisiana-school-choice/la-gator>.

STUDENT TUITION ORGANIZATION SCHOLARSHIPS

ACE AND ARETE

St. John School participates in the Ace and Arete scholarship programs. These programs are run by independent organizations; St. John School does not determine qualifying criteria or award aid through these programs.

- To qualify, families must be registered to attend, meet established guidelines for financial need, and complete all required forms and interviews. Information and applications are available at St. John School or online at www.acescholarships.org/become-a-scholar/louisiana/ or www.aretescholars.org/applications.
- Ace and Arete Scholarships are available to new families only.
- A fixed amount of aid is awarded to scholarship recipients; the amount of aid is determined by grade level.
- Ace and Arete scholarships pay for a portion of tuition; families are responsible for the balance of tuition and fees.
- Scholarships are awarded at the beginning of the school year.

TECHNOLOGY ADDENDUM

Acceptable Use Policies for Students and Families

Statement on Technology

It is the mission of St. John School to provide a disciplined, nurturing environment guided by Catholic values for the purpose of excellent education. In the pursuit of this goal a range of technology, services, and tools will be used to further opportunities for academic experiences, faith development and moral formation, and opportunities for service and leadership. We will 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 the Catholic faith. Technology used within our school shall be consistent with the mission and vision of the Diocese to evangelize hearts, educate minds, encourage talents, 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 St. John School or the Diocese 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 St. John School 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.

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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.

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Device Usage

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

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Privacy

All electronic resources owned/issued ("owned/issued") by the School remain the property of the School unless otherwise agreed to in writing. The individual has no reasonable expectations of privacy. The School retains the right to monitor all electronic resources in any manner it sees fit including personal devices. Any persons using school owned/issued technology devices are expected to use all technology resources in a considerate, ethical, moral and legal manner. Each School owned/issued technology devices/accounts and 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 School administration reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, and/or stored on any School owned/issued device/account. Any person who violates this policy or any applicable local, state or federal laws is subject to disciplinary action. Disciplinary action may include but is not limited to a loss of technology privileges, suspension, or dismissal from school and may face legal prosecution.

All electronic devices used on campus whether issued by the school or privately owned are subject to the guidelines listed in this document, including the right of St. John to search said devices if there is suspicion of misconduct or abuse of the Acceptable Use Policies.

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. Students should have developed habits that ensure their use of technology is efficient, respectful, legal, and safe. St. John provides instruction to encourage the development of these habits, but the responsibility to exercise them falls to the student.

Technology devices and resource 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 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 education process (e.g., games and Virtual Private Networks) or which change a device's system configuration without specific instruction from their teacher.
- Students are not allowed to stream or download games via the web or through a VPN or 3rd party application.
- Students are not allowed to use AI (Artificial Intelligence) apps or websites to complete homework, projects, quizzes, tests, or any class assignments without teacher consent. When applicable, AI is to be used as a technological tool and not as an academic resource.
- 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 School and of 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 negatively affects the reputation of the dioceses and/or school and the educational goals of both. This includes but is not limited to sending or posting photos, images, videos, messages, or other communications that contain or suggest harassment, racism, sexism and 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.
- Additionally, any student who fails to immediately make known to a teacher or an administrator at the school that they received a message which suggests harassment, racism, sexism or has inappropriate language and/or symbols will be considered to be misusing technology.
- Perusing, accessing, or viewing obscene or pornographic material or using profanity in communication is expressly forbidden.
- If a student has access to network resources or internet access, they will not disrupt network users, services, data of the school, data of another student, equipment, or data of the Diocese, any School, or another student, whether on or off campus. This includes the band-width-heavy usage of streaming services such as YouTube, Netflix, Hulu, etc. without explicit permission from a teacher. On campus, St. John School will provide reasonable network/internet access. Off campus it is the responsibility of the student's family to provide internet access.
- Students will not access or try to make unauthorized entry to any device accessible via the School network or on remote networks. This includes the use of a proxy. If a student notices a security problem, the student must notify administration immediately.

- The internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use network resources or internet access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers. While on campus St. John will use reasonable measures to limit student access to sites of inappropriate nature in compliance with federal guidelines. While off campus and using a school owned/issued device it is the responsibility of the student's family to filter and/or monitor the materials that are being accessed using the device.
- Students or parents should not capture, create, email, post to websites, blogs, social media or otherwise transmit electronically any images, photos or videos of school employees or other students. Photographing and/or recording (audio or video) a teacher or staff member, student, or any other individual without permission of the subject is prohibited.
- Use or posting of information related to the school, its staff, or students, use of images of the school in any part, the school logo, initials, or seal in any form on the internet or in any form of electronic communication without the specific written permission of the principal is prohibited. The posting of such information on any website, social media, bulletin board, chat room, email, or other message system without permission, or the posting or transmission of images or information in any format related to the school, its staff, or students, that is defamatory, abusive, pornographic, or which could be construed as threatening or impugning the character of another person 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 non-student. Students shall not use another individual's device/account or log onto the internet or network as anyone other than themselves. This includes the use of private accounts on school issued/owned devices without explicit, temporary permission from a teacher.
- Posting personal messages without the author's consent is forbidden. This includes but is not limited to personal websites, Facebook, Instagram, TikTok, SnapChat, Twitter, or other social media.
- All students are responsible for all digital data, activity, and products on their school owned and issued devices and accounts.
- Students are responsible for all digital data, activity, and products on their School owned/issued devices/accounts.
- Sending or posting anonymous messages is forbidden. This includes but is not limited to personal websites, Facebook, Twitter, Instagram, TikTok, SnapChat, or other social media.
- 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.
- The School internet or School owned/issued devices may not be used for financial or commercial gain.
- Students will not communicate the address, phone number or other personal information of themselves or any other individual to any person or company on the internet or through email without specific instructions from their teacher or administrator.
- While at school, using any technology device students are required to access the internet using the school's Wi-Fi or when directed by a teacher, may connect using a school issued ethernet cable. Students are prohibited from connecting to secondary Wi-Fi devices such as a cell phone and/or other external devices with-out permission from the Technology Coordinator, Principal, or Teacher. Children's Internet Protection Act (CIPA) laws require schools to filter internet access to students and block inappropriate content from being accessed while on campus. This includes internet tethering and mobile hotspots that enable (3G or 4G) access on the school 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 disablement of school installed software on any device is prohibited. Unauthorized copying/installation of software programs belonging to the school are prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to the school or another individual is prohibited, unless specific instruction is given by a teacher for changes related to non-sensitive files/data.
- Purposeful damage to school issued or owned devices are prohibited. The individual will be responsible for any repair or replacement costs. The school has the discretion to suspend the user's technology privileges and/or take disciplinary action.
- 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 replacement cost of the device.
- Students may not change the background image/screen saver on their school issued device.

Email and Communication Use

St. John School students in grades 3-12 will be issued what is formatted to look like an email address for the specific use of logging into Chromebooks. However, the function of emailing will be disabled for most students. The sharing of documents to other accounts within the stjohnschool.education domain may be enabled.

At the discretion of the Principal, with signed permission from parents specifically acknowledging the use of email, and after proper student training, some students may be issued a school email account. This account will be a password protected login for the network, school email, and other communication resources to the students. If created, this email is to be used for school related emails only and is not to be given out to others without specific instruction by the teacher. This includes the use of this email to sign up for services, free trials, subscriptions, or non-education related media unless directed by a teacher. St. John School is not responsible for any damages or losses incurred by violation of this policy.

The student should expect no privacy with the account as St. John retains the right to monitor the sending and receiving of email in any manner it sees fit.

- 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 communication sent or received serves as a representation of the Diocese and 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 communication between a student and faculty, staff, coaches, and one or more students must be exchanged through the school hosted email account or other school-approved communication service. 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. Including spam or phishing emails.
- Students are prohibited from attempting to access or using another student's email account.
- Students will not use network resources or internet access to transmit threatening, obscene or harassing materials, including , but not limited to chain letters, solicitations, inappropriate photos and videos, or broadcast messages via the school's network or email system.
- The Diocese of Baton Rouge and/or the St. John School administration reserves the right to access student email accounts. This includes but is not limited to: access of the student's email account for routine maintenance and to retrieve school records. Access also includes, but is not limited to: carrying out internal investigations, accessing internet history, the disclosure of messages, social networking data or files.
- School employees may share any information obtained in a search of student email accounts with law enforcement as deemed necessary by the school administration.
- Instant messaging, chat rooms, social networking, gaming, and email communication between students for nonacademic 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 email and user accounts. The School reserves the right to deactivate any such accounts at any time following unenrollment.

Application and Programs

- Students will have logins to various accounts for multiple applications and programs. These applications and programs include the Google Suite of Education which gives them access to applications and programs including but not limited to: Chrome, Google Docs, Google Slides, Google Drive, and Jamboard. Students may also have logins created for them for other applications and programs including but not limited to: HMH Ed, Accelerated Reader, USA Test Prep. At the discretion of the teacher or principal additional logins to other applications or programs may be created for the student.

Cellular Devices

St. John School 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. This however is a privilege.

- All communication devices may not be displayed and must be turned off and stowed away throughout the academic day and during school activities.
- Students may only use communication devices while on campus and during school activities outside of school hours, or with the permission of the supervising adult, such as the teacher, bus driver, athletic coach or sponsor.
- The use of cellular devices in an unacceptable manner in the school setting is prohibited. Examples of unacceptable use 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, or taking inappropriate photos or videos.
- Violations of this policy will result in disciplinary measures as well as the confiscation of the communication implement.

- Any other specific rules about cellular devices that are included in this handbook supersedes the information in this section. Specifically, any cellular device rules listed in efforts to reduce the spread of medical viruses takes precedence over any AUP rules.

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Student School Issued Device Responsibilities

- All school issued devices are property of St. John School, and special care should be given to all devices. Students are responsible for their device from the time it is issued to the time it is returned at the end of the school year.
- Middle and high school students are required to keep their Chromebooks in the school required carrying case. Failure to do so could result in disciplinary consequences. If a student experiences a problem with their carrying case, they should follow the proper procedures provided by the Technology Coordinator in reporting the problem.
- Care should be taken daily to ensure that the Chromebook is not put in a situation where there is increased risk for theft or damage.
- Students must report computer problems or issues to the Technology Coordinator at times designated specifically by the Technology Coordinator.
- High school students are responsible for charging their Chromebooks overnight and have them ready for use at school the following day. Failure to do so may result in consequences. Students are required to always have their power cords. Middle school students are responsible for ensuring that their Chromebook is placed in their homeroom charging cart to ensure that it is fully charged the following day.

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Damage/Malfunction

- If the Chromebook malfunctions or is damaged, any repair costs are solely the responsibility of the student and parent.
- If the Chromebook is lost or stolen, the replacement cost is solely the responsibility of the student and the parent.
- In the case of theft of a school owned/issued device, parents are required to notify the school immediately. If the device is lost/misplaced and is not recovered, the parent/guardian is responsible for the replacement cost of the device.
- Purposeful or careless damage to school-owned/issued devices is prohibited. The individual will be responsible for any repair or replacement costs. The school has the discretion to suspend each user's technology privileges and/or take disciplinary action.
- Students are required to keep all labels, barcodes, and stickers on their device. Removal of these items will result in a defacing charge of \$10.00 per incident.

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Replacement Costs

- The cost of of the Chromebook, charger, or carrying case will be determined by the amount when purchased by St. John School.

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Wearable Technology

Smart watches, Fitbits or other wearable technology are not permitted to be worn. Students will have limited use during school of the capabilities of these devices and are limited to functions such as the clock or biometric information. Student's devices may not be connected to the school's internet. Students are expressly prohibited from using functions such as the calculator, the camera, texting, calling or accessing the internet through their wearable device during the school day. Violating the use of these functions during the school day may be viewed as cheating and can have disciplinary consequences in accordance with handbook policies. Any other specific rules about wearable technology that are included in this handbook supersedes the information in this section. Specifically, any wearable device rules listed in efforts to reduce the spread of medical viruses takes precedence over any AUP rules.

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Acceptable Use Policy Updates

This policy may be modified as technology advances. Any updates to this AUP will be updated to the handbook posted on the St. John School website.

All St. John students, faculty, and stakeholders as outlined in the included policy are subject to the rules and guidelines stated in the DBRC SO Technology Acceptable Use Policy (A.4.9.1.3-A). Dated July 29, 2025



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 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

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.



St. John School

Extended Day Care Program

2026-2027

Program Description

An extended day care program is provided for St. John students on school days. The program is available immediately after dismissal until 5:30 PM. Students who participate in the program are provided with a snack, free play time (indoors/outdoors), supervised homework, and leisure activities.

Though more loosely structured, EDC is an extension of the school day; therefore, all St. John rules apply. EDC staff will instruct students on the rules and procedures of the program. The staff will seek administrative assistance if a student's behavior does not improve after warning and correction.

By enrolling your child in the EDC Program, you and your child agree to abide by the program's procedures and to cooperate with the program's staff.

**There is no EDC care provided on early dismissal days. Please refer to the school calendar. Reminders will be provided near these dates.

Registration

\$45 per student

This is a one-time fee that must be submitted with the registration forms. Students are not completely registered until the forms and registration fees have been submitted. This also applies to those using the service on a drop-in basis.

**Registration fees must be paid by check. Please submit registration forms and fees to school to the attention of Susie Murray.

If you have any questions about EDC, please contact Susie Murray
smurray@stjohnschool.education.

Monthly Fees

Payments may be made as a one-time annual payment by check or as a monthly payment through your FACTS account.

Monthly payments will be added to your August – May tuition drafts. All May monthly payments are processed on May 1st, regardless of your selected tuition draft date.

Monthly payments will not be prorated or refunded regardless of enrollment/drop date.

Continued participation in the EDC Program is contingent upon timely payment of all fees.

Fees

Tier I (3:00 – 4:30 PM)

\$125 per month (1st child)

\$95 per month (2nd child)

\$75 per month (3rd child)

Tier II (3:00 – 5:30 PM)

\$150 per month (1st child)

\$115 per month (2nd child)

\$95 per month (3rd child)

Drop – In \$25 per day/per child

**All monthly fees (except for drop-ins) are assessed a month ahead.*

Late Pick-ups

Students not picked up by their designated end time (4:30 for Tier I and 5:30 PM for Tier II) will be charged \$1 per child for every minute the child remains. After five (5) late pick-ups, each child will be charged \$2 per minute.

*In rare cases, EDC may change location. Parents will be notified in advance of any location/pick-up changes.

General Rules and Procedures

- Each grade will have a designated area for homework time and play. Students must remain in his/her designated.
- Students are to have all items needed to complete homework (paper, pencils, rulers, etc.)
- Students will not be allowed to return to their regular classrooms for forgotten items.
- All students in grades 1-8 will have homework time each day. Students should always have a book or other quiet activity to do in case they do not have homework on a given day.
- Students are not allowed to have electronic devices or handheld games at EDC.
- Carpool is completed at 3:15 pm. Students may be picked up from EDC beginning at 3:15 pm. A parent must sign out his/her children before the student is released. Parents must wait by the sign out station.
- All students must be signed out at the sign out station at the door of the cafeteria. Students will be called to the station upon sign out. No students will be released directly from the playground.

** On days when the weather does not permit outdoor play, students will remain indoors for play.

PK-K Schedule

2:55 – 3:05	Check-in/Prayer
3:05 – 4:00	Outside Play
4:00 – 4:30	Snack
4:30 – 5:30	Indoor Play

1st – 8th Schedule

2:55 – 3:05	Check-in/Prayer
3:05 – 4:00	Homework/Indoor Enrichment
4:00 – 4:30	Snack
4:30 – 5:15	Outside Play
5:15 – 5:30	Indoor Play

**St. John School
Extended Day Care Program
Registration Form
2026-2027**

Check one: Tier I _____

Tier II _____

Drop-In _____

Name of Child/Children

Grade Level/Homeroom

Address: _____

City: _____ Zip Code: _____

Home Phone: _____

Mother's Name/Work Phone/Cell Phone: _____

Father's Name/Work Phone/Cell Phone: _____

Emergency Contact -In the event that the numbers listed above are not answered, please contact the following person(s). I authorize them to pick up my child from the St. John Extended Day Care Program.

Name/Relationship/Phone Number: _____

Name/Relationship/Phone Number: _____

I grant permission for the above named minor(s) to receive medical treatment for all injuries and illnesses sustained or experienced during participation in the St. John EDC Program, including, by not limited to, emergency first aid, emergency transport to a medical facility, and emergency treatment by medical personnel on site, or at medical facility.

Please list any allergies your child has: _____

The following person(s) MAY NOT pick up my child or receive any information regarding my child/children. **I**

By signing this form, I hereby acknowledge and agree to adhere to the rules for St. John School's Extended Day Program.

Parent/Guardian Signature

Date

