

2022-2023

# PARENT/STUDENT HANDBOOK



ST. JOHN  
INTERPAROCHIAL  
SCHOOL

PRIDE IN OUR PAST.  
FAITH IN OUR FUTURE.

# Welcome to St. John Interparochial School!

Thank you for being a part of our Eagle family! St. John School has been providing quality Catholic education for more than 169 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.

## Parental Cooperation Statement

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. 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 Interparochial 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

Eagle



# Memberships

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

Interparochial Church Parishes:  
Our Lady of Prompt Succor, White Castle,  
Louisiana  
St. Gabriel, St. Gabriel, Louisiana  
St. John the Baptist, Brusly, Louisiana  
St. Joseph, Grosse Tete, Louisiana  
St. John the Evangelist, Plaquemine, Louisiana

# Administration

Reverend Gregory Daigle, Superintendent, Pastor of St. John the Evangelist Catholic Church

Cherie B. Schlatre, Principal

Brittany Dupont, Assistant Principal

Lisa Morel, Assistant Principal

Amy Bergeron, Dean of Students

Yvette Johnson, School Counselor

Kellie Miller, School Counselor

Coby Minton, High School Athletic Director

John Michael Collins, Middle School Athletic Director

## Office Staff

Kristen Albert, School Secretary

Suzan Bezet, Bookkeeper

Heather Harrell, Office Aide

Carol Mancuso, Athletic Secretary

## 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

FAX: (225) 687-6280

[www.stjohnschool.org](http://www.stjohnschool.org)

[www.facebook.com/stjohnschooleagles](https://www.facebook.com/stjohnschooleagles)

Instagram: [sjs\\_eagles](#) Twitter: [@SJS\\_Eagles](#)

# TABLE OF CONTENTS

Admissions.....	1-2	Extracurriculars.....	55
Tuition & Fees.....	3	Athletics.....	56-57
St. John Cafeteria.....	4	Bingo Requirements for Parents.....	58
Attendance.....	5	Family Service Program.....	62-63
Absences.....	6-7	Communications.....	64-65
Return to School.....	8	Miscellaneous Policies.....	66-68
Tardiness.....	9	Medication Policy.....	69
Campus.....	10	Diocesan Appeals.....	69-70
Arrival & Departure Procedures.....	11-13	Withdrawals.....	72
Authorized Areas.....	14		
School Uniforms.....	15-18	Appendix	
Casual Days.....	19	Graduation Requirements and	
Dress at School Sponsored Events.....	20	Course Progression	
Academic Excellence.....	21-23	Financial Aid Options	
Academic Policies for Grades K-8.....	24	Technology Addendum	
Academic Policies for Grades 9-12.....	25	Extended Day Care Form	
Grading Scale.....	26		
Promotion/Retention Policies.....	28-30		
Reporting, Requesting, and Communicating Grades.....	31		
Calculating GPA for Graduation.....	32		
Counseling.....	33-34		
Spiritual and Faith Formation.....	35		
Christian Service Program.....	35		
Attendance at Mass & Assemblies.....	36		
Discipline.....	37-40		
Disciplinary Consequences & Infractions.....	41-46		
Additional School & Diocesan Policies Regarding Discipline...	47		
Harassment, Hazing, Bullying Policy.....	47		
Search & Seizure.....	48		
Threat of Violence.....	48		
Weapons.....	49		
Moral Turpitude/Off Campus Conduct.....	49		
Student Involvement with Law Officers Diocesan Policy.....	49		
Pregnancy.....	50		
Diocesan Substance Abuse Policy.....	51		
Additional Substance Abuse Policy St. John.....	52		
Portable Electronic Communicating Devices at St. John.....	53		
Technology- Acceptable Use of the Internet.....	54		

# 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 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. Students are required to be fully immunized in order to be accepted into St. John School, and must maintain immunizations for the duration of their enrollment. Students who fail to remain fully immunized may be asked to withdraw.

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 financial standing.
- 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 Interparochial church parishes
- 6th Priority - Contributing members of Interparochial 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
- Medical or educational testing records
- Updated immunization records
- Updated transcripts, if applicable
- Standardized test scores
- Discipline Record

All new applicants will be interviewed by a member of the administration before acceptance to St. John. Based upon previous academic history, new students may be required to take a placement test in one or more core subjects before admission.

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 acceptance may be revoked and/or the student may be asked to withdraw.

St. John School is a host site for the Instructional Support Services Lab, a partnership with the Special Education Department of the Diocese of Baton Rouge Catholic Schools Office. 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 beginning of each school year.

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.

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 & 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. Under contractual agreement, St. John reserves the right to withhold grades on progress reports, report cards, and exams for non-payment of tuition and fees. All students who owe fees to the cafeteria at the end of the school year are considered indebted to the school and their grades may be held until their accounts are settled. An account that is delinquent for 90 or more days may result in expulsion for non-payment. Records will not be released for students with delinquent fees who transfer to another 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 Scholarship Program. Next, 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. 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 Appendix section.

## Tuition & Fees

an as needed basis.

### Catholic:

Pre-K 3/4	\$6,190
Elementary (K - 5th)	\$5,550
Middle (6th - 8th)	\$6,050
High (9th - 12th)	\$7,260

Non-Catholic: Pre-K 3/4	\$6,430
Elementary (K - 5th)	\$5,790
Middle (6th - 8th)	\$6,290
High (9th - 12th)	\$7,500

### Discounts

Third Child in Same Family - \$250 discount
Fourth Child in Same Family - Free Tuition

\$200 first student/\$175 each additional student

Building & Maintenance Fee  
\$150 per family

Student Accident Insurance Fee  
\$22/(9th - 12)  
\$12/(Pre-K 3 - 8th)

Book Fee  
\$100/student

Technology Fee  
\$100/student (\$200 max/family)

Assessment Fee  
\$250/family

Pre-K 3 - 8th Class Fee  
\$15

9th - 10th Class Fee  
\$20

Junior Class Fee  
\$100

Senior Class Fee  
\$200

K - 3rd Supply Fee  
\$40

9th - 12th  
Science Lab Fee  
\$15



# 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 nutritive value prepared under USDA and Louisiana State Guideline.


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. In some rare cases, due to medical reasons, some students may require alternate lunch arrangements and may need to bring their lunch everyday. In this exception 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 are handled by cafeteria staff. One check may be used to pay lunch fees for more than one student in a family; each student's name and grade should be listed on the check. Payments can also be made online at [www.myschoolbucks.com](http://www.myschoolbucks.com). A small fee is charged by the Office of Child Nutrition for online payments.
- Parents and/or other adults who eat in the cafeteria are required to pay in advance.
- Free and reduced lunch applications are available in the school office or you may apply online at [www.cnpbr.org](http://www.cnpbr.org) under the "forms" or "meals information" link. This program availability is determined by Federal funding.
- 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.
- 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 178-day requirement of the diocese. As also indicated in Non-Public Bulletin 741, principals have discretion in the cases of extenuating circumstances regarding absences and the awarding of credit. Principals must consult with the Catholic Schools Office Superintendent on any exceptional cases before granting credit to students who have missed an excessive number of school days.

## Grades K-8th

- Elementary/middle school students cannot be absent more than **15 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 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 7.5 days during the semester. To receive credit for full-year courses in high school, students cannot be absent more than **15 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.

## 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 school counselor appointments during school hours. For these reasons, students are granted an educational absence. Students will present documentation from the educational absence upon return to school.
- With prior permission from the administration, seniors may receive two educational absences to visit colleges. Students are expected to make up any work that will be missed prior to their absence.

## 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 and 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 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 which may include a virtual option with a Google Meet scheduled 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 must report to the office with or without their excuse for their absence(s) the day they return to school. They will be given an admit slip for each teacher to initial. Students who do not have their admit slip before school starts and must leave class to obtain one will be considered tardy and their conduct card will be marked. Students will leave the completed admit slip with the last teacher to initial it.



## 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-8, who report a student absent by 10:00 a.m., may request that the student's missed assignments be collected during the day; 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 an extended absence make up work will be coordinated through the school counselor's office.

## 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 7:50 a.m., he/she is considered tardy. Tardy students will not be eligible for perfect attendance recognition.
- 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 sign the official admit record.
- 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 high school office 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 first period may result in loss of school driving privileges or other disciplinary action.
- Additionally, students in grades 9-12 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.

## 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 drove 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 or Dean of Students.
- 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

- Students in PreK-3 must be brought to their classroom by a parent or guardian. Parents may park in the designated areas in front of the school. PreK-4 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 7:15 a.m. A teacher will be on duty to assist them arriving in 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, the quad (the area between the high school and middle school buildings, from the covered cafeteria walkway to the gym), or the picnic area to wait for the morning bell. Students are not allowed in the gym or 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.
- 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.

## 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.

## 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. Teachers will be on duty to supervise students. Students in third through eighth grade should report to their designated area between the gym and the main elementary building. Teachers will be on duty to supervise students. Students may also proceed to the cafeteria for breakfast.
- 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.
- 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, the quad, or the picnic area. Students are not allowed in the gym, gym restrooms, or middle school restrooms. Students may enter the school building to report to the computer lab or learning lab, 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, the quad, or the picnic area. Students may not leave the school campus for lunch. 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, or report to the computer lab or the learning lab. 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, and the elementary/middle school candy stand.

# School Uniforms

## GENERAL GUIDELINES

- 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](http://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 (e.g. wearing tennis shoes following foot surgery), 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.
- 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; hair should fall above the eyebrows, ears, and collar of the shirt in back.
- Boys should not have extreme styles, such as 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; 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.

## PreK-3 and PreK-4 Regular Uniform Dress

- Pre-K students wear t-shirts with the Eagles' Nest logo and navy shorts. Students in Pre-K 3 wear blue shirts; students in Pre-K 4 wear yellow shirts. In cold weather, students are allowed to wear navy sweatpants and sweatshirts. These uniforms are ordered through School Time in Baton Rouge. Students may wear tennis shoes and socks. Additional shoe recommendations are provided by teachers.

## 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 (and shorts for students in grades K-8) must reach the top of the knee in the front and the back.
- 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 serve a detention and wear the dress uniform to school the next day. Students will not be permitted to check out or call a parent to bring a dress uniform to school.
- Ties, belts, shirts, vests, and jackets can be rented for a \$1 from the Dean of Students.
- Students in grades K-5 are not required to wear a dress uniform for Mass or special events.

# BOYS UNIFORM

## SHIRT

white knit collared shirt with official school logo, long or short sleeved, purchased at School Time

## 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)

khaki uniform shorts with official school logo above the left rear pocket purchased at School Time, worn at the natural waist.

## SHOES

solid black, brown, or navy leather dress shoes or “Sperry” type leather boat shoes with blending tones

## SHOES (K-8 ONLY)

solid black, white, navy or gray tennis shoes, or any combination of black, white, navy, or gray (these four colors only) tennis shoes with matching laces; white/black saddle oxfords or white/blue saddle oxfords. Hey Dude brand shoes are acceptable only on regular uniform days when worn properly, and meet the color guidelines as stated above.

## 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.

## 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.

## 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, or navy fleece with long zip-up front with official school logo below the back collar, purchased at School Time.

High school 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. 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 a letterman's jacket, or St. John team apparel unless it is a team dress day.

# GIRLS UNIFORM

## SHIRT

### Blouses (Knit)

White knit collared blouse with official school logo, long or short sleeved, purchased at School Time may be worn with the jumper, skirt, shorts, and pants.

### Blouses (Oxford)

(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.

## SKIRT

Navy, gold, and white plaid skirt purchased at School Time, may be worn with white knit collared blouse with official school logo. Skirts must be worn at the natural waist. The hemline of the skirt (front and back) must reach the top of 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 sleeved.

## SHOES

solid black, brown, or navy leather dress shoes or "Sperry" type leather boat shoes with blending tones

## SHOES (K-8 ONLY)

solid black, white, navy or gray tennis shoes, or any combination of black, white, navy, or gray (these four colors only) tennis shoes with matching laces; white/black saddle oxfords or white/blue saddle oxfords. Hey Dude brand shoes are acceptable only on regular uniform days when worn properly and meet the color guidelines as stated above.

## 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.

## 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 "scrunchie-type" 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.

## 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.

## 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.

\*Student in K – 5 may also wear the vest and v-neck sweater optional to the fleece.

## JACKETS/COATS

Navy fleece, pullover with short zipper, or navy fleece with long zip-up front with official school logo below the back collar, purchased at School Time. High school 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. 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, and dance shoes may not be worn on casual days. Crocs are only allowed on theme casual days and should then only be worn with a strap.
- 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, frayed hems, and noticeable stains. 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).

## Cold Weather Casual Days

On specified "Cold Weather Casual Days" students in grades PreK-12 may purchase and wear the St. John approved sweatpants and sweatshirts. Students in grades 6-12 who did not purchase the St. John sweatpants and sweatshirts should follow regular casual day guidelines. Students in grades PreK-2 may wear any type of sweatpants on specified "Cold Weather Casual Days."

For regular casual days, the following guidelines apply:

### 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 sweat pants 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 any St. John-affiliated shirt. 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; 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 and discreet.
- The May Pole, Ring Ceremony, Honors Night, and Graduation 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 & GUESTS

- **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 11-12 & GUESTS

Prom is a formal event; only 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 1" 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 Interparochial School is committed to offering a curriculum designed to assist each student in the structure of a life-long educational program of growth. Rigorous academic experiences seek to educate minds and encourage talents of our students. Our curriculum includes numerous opportunities for authentic learning, technology integration, project-based assessment, and other academic experiences that go beyond the textbook. We embrace the future by helping our students develop their fullest potential as spiritual, productive individuals, capable of assuming a responsible role in society.

St. John School is fully accredited by the Southern Association of Colleges and Schools. 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 Interparochial 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 emphasizes critical thinking and problem solving, as well as leadership and professional skills.

## ENRICHMENT

St. John School provides a high quality enrichment curriculum for students in grades K-8th each nine weeks. Each enrichment 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 shows, musical performances, and special celebrations.

Enrichment courses offered in grades K-2nd usually include:

Physical Education, Library, Music, and Art

Enrichment courses offered in grades 3rd-5th usually include:

Physical Education, Music, Art, STEM, and Technology

Enrichment courses offered in grades 6th-8th usually include:

Physical Education/Health, Music, Art, Technology, Career Explorations, and Study Skills

## HONORS, ADVANCED PLACEMENT, AND DUAL ENROLLMENT

- Honors and/or AP courses are offered in the English, science, and math departments. Dual enrollment courses are also offered as honors-level courses for in selected subjects and as electives; dual enrollment courses offered as electives are not TOPS core courses, so they are not considered honors-level courses and do not have weighted quality points.
- 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.
- All students wishing to enroll in a dual enrollment course must meet the eligibility requirements set forth by the Louisiana Board of Regents.
- 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, AP course, Dual Enrollment course that is part of the TOPS core, or physics will earn an additional quality point in semester grades for the affected courses. Weighted grades are used for ranking of Valedictorian, Salutatorian, and the May Pole Court. Weighted grades will also be 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 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 distributed in May for the upcoming year and posted on the school website in the summer.

## FIELD TRIPS

- 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. No forms will be accepted the day of the planned event.
- Students must travel to and from field trips with the class and chaperones. Chaperoning a field trip may not be submitted for Family Service hours. No “extra” students 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 result in damage to a student’s grade and/or disciplinary action.
- A student who has persistent difficulty understanding and completing material assigned for homework may be in need of additional help. Parents should notify 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 - QUARTER

- 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 - END OF THE YEAR

- 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
- Students in grades 1 – 2 will receive recognition awards

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

## ACADEMIC POLICIES GRADES 9-12

### ACADEMIC AWARDS FOR GRADES 9-12 - QUARTER

A/B Honor Roll- students who have only A's and B's in all courses

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

### ACADEMIC AWARDS FOR GRADES 9-12 - END OF THE YEAR

Subject Awards- the student with the highest grade point average in each subject for the year

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 SENIOR AWARDS

#### MAYPOLE QUEEN

Attended St. John for 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 a 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 SCALE FOR K-8

**A= 100-93 (4 quality points)**

**B= 92-85 (3 quality points)**

**C= 84-75 (2 quality points)**

**D= 74-67 ( 1 quality point)**

**F= 66-0 (0 quality points )**

**O= Outstanding**

**S= Satisfactory**

**N= Needs Improvement**

**U= Unsatisfactory**

**I= Incomplete**

## GRADING SCALES FOR 9-12

**A= 100-93 (4 quality points)**

**B= 92-85 (3 quality points)**

**C= 84-75 (2 quality points)**

**D= 74-67 (1 quality point)**

**F = 66-0 (0 quality points)**

## CALCULATION OF FINAL GRADE FOR GRADES 1-5

End of the year final grades are calculated using quality point values for the grades earned during the four quarters: A = 4 points, B = 3 points, C = 2 points, D = 1 point and F = 0 points. The quality points for each quarterly grade (per subject) are added and the sum is divided by four to determine the final grade. If the average of the quality points has a value with a .5, the rounding is determined by whether there was improvement over the year or not, commonly known as a progression/regression policy.

For example, ABAB =  $4+3+4+3 = 14/4 = 3.5$ . Since the average ends in a .5, progression/regression will result in a B for the final grade since the student dropped from an A on the 3rd 9-Weeks to a B on the 4th 9-Weeks. Another example, ABBA =  $4 + 3+3+4 = 14 / 4 = 3.5$ . Again, the average ends in a .5. This time, progression/regression will result in an A 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 yearly grade is less than 1 quality point, the yearly grade is an F. Any clarification on this policy is in the discretion of the administration.
- 3) A student cannot be absent for more than 15 days regardless of the type of absence.

## 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.
- Each quarter grade represents 40% of a student's semester grade; the exam represents the remaining 20%. To calculate the semester grade, replace each letter grade with its quality point value, multiply by the correct percentage, and add the products to get a semester grade point average. The semester grade is the letter grade that represents the GPA.
- 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 receives 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.



## PROMOTION/RETENTION POLICIES - PreK 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 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.
- 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 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 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 15 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 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.
- Exam, semester, and/or final grades may be held if a student is in financial debt to the school, including the cafeteria. The student is still required to take the exam as scheduled. If a student fails to take an exam, the grade will be zero.
- 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.



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, & 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 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. Records may be held due to indebtedness of the school.

### 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 core courses, 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 semester grade will be counted in the place of quarter grades. 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.

## STUDENTS WITH INDIVIDUAL NEEDS

- Individual Needs - 6.2.2.7 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 Interparochial School follows the guidelines and policies developed by the Diocese of Baton Rouge in relation to additional individual student needs. Minor adjustment plans 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 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 those who have been evaluated and diagnosed with learning disabilities and prepares Minor Adjustment Plans for these students. Minor Adjustment Plans may be approved by the principal and/or administration.
- Parents must file appropriate documentation of a student's condition/needs (e.g. psycho-educational evaluation) with the counseling office to request a minor adjustment plan. Minor adjustment plans cannot be made based on verbal requests 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. Minor adjustment plans will not be granted to students with outdated evaluations. Students who qualify for speech and the Title I program must participate in these programs before accommodation plans will be made.
- 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:

- ACT and SAT information, academic planning including Core 4 and TOPS requirements, post-graduation planning including college entrance information and scholarship information.
- Course scheduling and administering of all standardized tests (EXPLORE, PLAN, PSAT, ACT Aspire)
- 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.

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. (Diocesan Policy 6.2.2.7) 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 behaviors affecting St. John students. School counselors follow up on all information submitted through this app.

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 evaluate 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.



# Spiritual & 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 our them to not only learn, but live their Catholic faith.



## CHRISTIAN SERVICE PROGRAM

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. St. John requires four full credits of religion to graduate, regardless of the total credits 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 off-campus location. Senior fees are used to defray the costs of this retreat. Retreat dates are announced in the summer prior to the upcoming school year. Parents are urged to avoid conflicts with these dates. If a conflict exists when the dates are announced, parents are asked to contact the high 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 principles, values and traditions. 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 Interparochial 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.
- Students in grades 9-12 attend prayer services every Friday morning in the cafeteria. Students are expected to be on time and participate in the prayer service. Anyone who arrives late or checks in after the prayer service will receive a tardy and may 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.



## Diocesan General Statement of Policy (4.9.2)

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 parent/guardians that the purpose of all disciplinary action is to mold future behavior and to teach the student that education is to right qualified by compliance with rules and regulations.

## Code of Conduct (Diocesan Policy – 4.9.1)

The aim of the code of conduct is to develop sound character, responsibility, and citizenship, and it should 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 board/commission/council.



## 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 counselor 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.

## 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. 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.
- Food and drinks, other than water, are to be kept out of the school building. Water should be in a clear bottle only.
- 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 item 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 suspension.
- 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 are prohibited.
- Students who do not park in the appropriate spot will receive detention for the first offense. The second offense will result 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, in 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 Amy Bergeron 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 disciplinarian 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 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 disciplinarian 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, he/she must purchase a new one from the disciplinarian for \$1 as soon as possible. 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.
- Students who have a clean conduct card and no referrals at the end of the quarter will be rewarded.
- 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 scheduled after school from 3:00 – 4:00. 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.

- Detentions incurred on early dismissal days may last longer than one hour at the discretion of the disciplinarian. Students will not be allowed off campus before the detention begins and must bring a bag lunch.
- For those students who do not have their own transportation, parents will be responsible for picking up their child at 4:00. Any student still on campus after 4:00 p.m. will be sent to Extended Day Care and parents will be responsible for Extended Day Care fees.
- Being late for detention and/or non-compliance with a detention assignment will result in an additional detention. Absence from detention will result in a three-day detention.
- The student must notify the disciplinarian if he or she checks out of school for an illness. The detention will be served the next day or when the student returns to school.

### THREE DAY DETENTION/SATURDAY SCHOOL

Three-Day Detention and/or Saturday School – Detention will be held from 3:00 to 4:00 on specified days; 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. In those cases parents will be required to pay the cost of the substitute.
- Students will be required to write a suspension packet for each day the student is suspended. The student will be given the suspension packet the day before the scheduled suspension date.
- The suspension packet must be completed in its entirety and turned in the next school day after the suspension. Failure to have the packet complete upon return to school will result in an in school suspension until the packet is complete.

**DISCIPLINARY PROBATION**

Under certain circumstances, a student may be placed on probation for a limited time period designated for the 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 this 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, 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.

**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.

**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.



### **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.

### **DAMAGE TO SCHOOL PROPERTY & 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.

### **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. If one person only makes contact of any form, that person will be suspended and the other will receive a three-day detention.

### **IMPROPER CELL PHONE AND TECHNOLOGY USE**

The use of personal electronic devices (excluding the school issued Chromebook) such as cellular phones, smart watches, 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.

Students in grades 3-8 are not allowed to have a cell phone in their possession during the school day. Students who bring cell phones to campus are required to turn them in to their homeroom teacher at the beginning of the day; phones will be stored in the office 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.

Students in grades 9-12 may have cell phones in their possession during the school day, but they must be turned off and stowed away. If a device is seen or heard, it will be confiscated, and the student will be subject to disciplinary consequences. Only school affiliated devices may be used on campus. Personal devices such as laptops, chromebooks, bluetooth devices, smartwatches, etc. are not permitted during school hours.

Any wearable technology that has the capability of receiving calls, sending texts, receiving/sending notifications, taking photos, are not allowed during school hours. If a student is found in possession of, wearing, or using, wearable technology for any purpose, the device will be confiscated and the student will face disciplinary consequences.



## INFRACTIONS & 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).

### 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 the 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

**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

**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.

INFRACTION MATRIX FOR GRADES 6-12

INFRACTION	OFFENSE					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Accumulation of Conduct Card Violations	Det 1	Det 1	Det 1	Det 3	Det 3	Sus 1
Accumulation of Suspensions (three)	Exp					
Cell Phone Use on Campus	Det 3	Sus 1	Sus 2	Exp		
Cheating (minor)	Det 3	Det 3	Sus 1	Sus 2	Exp	
Cheating (major)/Plagiarism	Sus 1	Sus 1	Exp			
Defacing property (minor)	Det 1	Det 2				
Defacing property (major)	TBD					
Defiance	Det 3	Sus 1	Sus 2			
Disrespect to another student (minor)	Det 1	Det 3	Sus 1			
Disrespect to teacher or staff (non-flagrant)	Det 3	Det 3	Sus 1	Sus 2	Exp	
Drugs, alcohol, and/or other illicit substance use	Exp					
Failure to report to detention	Det 3	Sus 1	Sus 2	Exp		
Falsifying a school report	Sus 1	Sus 3	Exp			
Gambling	Det 3	Sus 1	Exp			
Harassment	Sus 3	Exp				
Inappropriate behavior in Mass and/or assembly	Det 3	Det 3	Sus 1	Sus 3		
Interfering with the learning environment	Det 1	Det 3	Sus 1			
Intentional physical injury of another	Sus 3	Exp				
Lack of Courtesy	Det 1	Det 3	Sus 1			
Littering	Det 1	Det 3	Sus 1	Sus 3	Exp	
Not completing disciplinary assignment	Det 1	Det 3	Sus 1	Sus 3	Exp	
Not returning school documents signed	Det 1	Det 1	Det 3			
Not serving assigned detention	Det 3	Det 3	Sus 1	Sus 3	Exp	
Obscenity/Profanity	Det 3	Sat 1	Sus 1	Sus 3	Exp	
Possession of lighter/ matches/ fireworks	Det 3	Sus 1	Sus 3			
Reckless driving and/or speeding	Det 3	Sus 1				
Skipping class/ leaving campus without permission	Sus 1	Sus 3	Exp			
Stealing	Sus 3	Sus 5	Exp			
Unauthorized use of an electronic device other than a cell phone	Det 3	Det 3	Sus 1			
Use or possession of tobacco, tobacco products, and/or vape or e-cigarette products	Sus 1	Sus 3	Exp			
Vandalism of school buildings and/or equipment	Exp Sus	Exp				

CONDUCT CARD VIOLATIONS FOR GRADES 6-12

Tardy
Classroom Disturbance
Dress Code
Sleeping in Class
Horseplay
Unauthorized Area
Public Display of Affection
Food, Drink, Gum in Class
Classroom Policy Violation
Other Minor Infraction

## ADDITIONAL SCHOOL & DIOCESAN POLICIES REGARDING DISCIPLINE

### **HARASSMENT, HAZING, BULLYING DIOCESAN POLICY (4.9.2.7)**

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, threats, offensive remarks, 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, objects, or pictures that substantially interfere with school performance whether the interference is direct or indirect.
- 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 bullying occurred.
  2. The administration will determine the nature, severity, and circumstances of the act.
  3. A Bullying Incident Report Form 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.
  6. The parents or guardians of the targeted student(s) will be notified.
- 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.

### SEARCH AND SEIZURE (DIOCESAN POLICY - SEC. 4.9.2.6)

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 have the right to conduct a reasonable search of the student and any of the student's possessions, including vehicles, 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.

**WEAPONS (DIOCESAN POLICY 4.9.2.12)**

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 (DIOCESAN POLICY 4.9.2.8)**

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



**STUDENT INVOLVEMENT WITH LAW OFFICERS DIOCESAN POLICY (4.9.2.13)**

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. Any such interrogation within the school building shall be in the presence of the principal or other assigned staff members.
3. The student's right to complete privacy shall be 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 shall not be allowed to interrogate or obtain information about students. The principal must request that governmental agents present the credentials and obtain prior parental consent.



### PREGNANCY (DIOCESAN POLICY A 4.9.2.10)

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 (A 4.9.2.10). 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.

### DIOCESAN SUBSTANCE ABUSE POLICY (SEC. 4.9.2.11)

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 Interparochial School (including all its associated facilities and parking areas) or any St. John Interparochial School function.
  - No student shall be under the influence of drugs or alcohol at St. John Interparochial School (including all its associated facilities and parking areas) or any St. John Interparochial School function.
  - No student will be in possession of any drug-related paraphernalia at St. John Interparochial School or any St. John Interparochial 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 Interparochial 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 Interparochial 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 High School.
  - 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 will follow.
- For procedures on the appropriate handling of prescription and over-the-counter 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 and/or parent.

### PORTABLE ELECTRONIC COMMUNICATION DEVICES AT SCHOOL (DIOCESAN POLICY 4.9.1.4)

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, 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 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.
- Violations of this policy by students in grades 9-12 will result in disciplinary measures as well as the confiscation of the device. The first offense will result in a Saturday detention or 3-Day afterschool detention, and the device must be picked up by a parent or legal guardian. The second offense will result in a one-day in school suspension, and the device must be picked up by a parent or legal guardian. The third offense will result in a two-day out of school suspension, and the device must be picked up by a parent or legal guardian.
- Students in grades 3-8 are required to turn in their cell phones to their homeroom teachers each morning during homeroom. If a teacher allows students to use cell phones for a classroom activity, they will be returned to them. After the activity, the phones will be returned to the office. 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 to 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.

### TECHNOLOGY - ACCEPTABLE USE OF THE INTERNET (DIOCESAN POLICY 4.9.1.3)

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 contained within the Diocese of Baton Rouge reserve the right to discipline any student for the posting of information on the internet by that student regardless of the origin of the post. Disciplinary action can be taken as a result of any information or photographs in any format related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any 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 violated, civil authorities may be notified.)

# Extracurriculars

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 Interparochial 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.

4.12.2.5 Diocesan Policy – 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.

Eligible students in the 5th, 6th, 7th, and 8th grades may participate in the following team sports: Baseball, Football, Softball, Volleyball, Basketball, Girls' Soccer. Eligible high school students may participate in the following sports: Baseball, Basketball, Cross-Country, Football, Golf, Softball, Volleyball, Track and Field.

St. John Interparochial School 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. Full policies for participating in athletics can be found in the St. John School Athletic Handbook.



- 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 5-8, 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

- 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. Athletes placed on academic probation will be required to attend weekly study halls, as directed by the principal. 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 1.10.1 "To be eligible for the first semester of the school year, a student shall have earned at least six (6) units from the previous year, 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 when considering all "graded" subjects." St. John High School defines a "C" average as a 1.5 GPA.
- Additionally, according to the LHSAA Handbook Section, 1.10.2, "To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester."
- A minimum of a 1.5 GPA is required for some other extracurricular activities while some clubs or organizations may have higher academic standards for membership.
- 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.
- Any athlete in grades 9-12 with two or more Ds or an F on his/her quarter report card or progress report card will be required to attend study hall. Grades will be monitored at subsequent grading periods; the student will be released from study hall if grades meet stated minimum requirements at the next grading period.
- Although study hall may be required in some cases, any student may attend study hall at any time, and any teacher may recommend a student to study hall, regardless of GPA or participation in athletics or other extracurricular activities.
- Academic eligibility is determined by the principal and/or administration. Athletic eligibility will be determined by the principal and/or administration and the athletic director and/or coach.

## 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. However, each family will receive five school service hours upon completion of the five athletic bingos. Therefore, a family would owe only twenty school service hours when they have completed the five 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 work 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 dances are held annually at St. John School. All 6th-8th grade 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. Chaperones 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 and 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.

## 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 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.



## RING CEREMONY

During 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 class ring belonging to someone else for purposes of the presentation. Dress uniforms are required for ring ceremony.

## SENIOR HONORS 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 graduation gowns for Honors Night; juniors are required to wear 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. 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 religion 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 High School.
  - Proper dress is required for graduation; specific dress guidelines are included in the senior information packet distributed to parents and students.
  - St. John High 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 or 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 will be invited to audition. Once girls are a member of the team, they are eligible to audition each year.

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 required tryouts or testing to participate, or additional costs. Some clubs are limited to specific grade levels. Faculty advisers will provide the necessary information to interested students. Clubs may include:

- National Beta Club
- National Jr. Beta Club
- Yearbook Staff
- 4-H Club
- Middle School 4-H Club
- 4-H Cloverbuds
- Mu Alpha Theta
- National Honors Society
- Student Council
- Middle School Student Council
- Quiz Bowl
- Children's Choir
- Drum Corps
- Elementary School Cheer
- Middle School Cheer

# Family Service Program

The purpose of the St. John Interparochial 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 below 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	Verification
Volunteer Head Coach	HS or MS Athletic Director
Auction Committee	Administration
Finance Committee	Administration
Building and Maintenance Committee	Administration
Advisory Board	Administration
Alumni Association Officer	Administration
Fathers Club Officer	Administration
Home & School Association Officer	Administration

## HOURLY OPPORTUNITIES

Activity	Service Hours Credited	Verification
Substitute Teacher	hour-per-hour basis	Administration
Candy Stand Worker	hour-per-hour basis	Administration
Office Clerical Work	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 Work	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 Association 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	25 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 @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 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.



## **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 Agreement 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 [www.stjohnschool.org](http://www.stjohnschool.org). St. John also uses social media, including Facebook and Twitter, for communication and publicity purposes; parents agree to allow photos and information concerning their children to be used for publicity purposes by signing the Handbook Contract. Parents who do not wish to grant this permission should email Cherie Schlatre [cschlatre@stjohnschool.org](mailto:cschlatre@stjohnschool.org) 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 Interparochial School utilizes blast 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.



## EVACUATION, SCHOOL CLOSINGS, AND EMERGENCIES

In the event that inclement weather or another type of emergency occurs, St. John will notify parents using blast 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 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 Interparochial 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 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 Interparochial 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) 687-3056.

## 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 and homeroom helpers 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 this manual 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.

## **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 3-5:30 p.m. and provides a safe, affordable option for after-school care. Extended Day Care is professionally operated and staffed by a director, and teachers aides. 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.

## **IMMUNIZATION RECORDS**

A student who has not reached the age of sixteen (16) by October 1 is required by state law to have a record of immunizations on file at the school. All immunizations must be up to date and records must be current. Students will not be allowed to attend school until records are submitted to the school office.



### **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 the 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.

### DIOCESAN APPEALS

#### Appeals (Diocesan Policy 5.9)

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 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. 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.

#### Appeals Procedure (Diocesan Policy 5.9.1)

The following procedure shall be 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 (A-5.9.1-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 (A-5.9.1-B).
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 (A-5.9.1-C).
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.

### DIOCESAN APPEALS

#### Diocesan Appeals Committee (Diocesan Policy 5.9.2)

The Diocesan Appeals Committee is a standing 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.

#### Appeal Regarding Student (Diocesan Policy 5.9.2.1)

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. (A.5.9.2/1)
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 of Appeals (Diocesan Policy 5.9.2.2)

Process Flow: Matters Regarding Student:

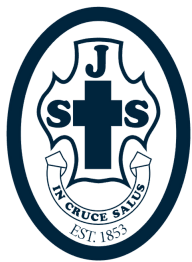
1. Parent meets with school teacher or staff member
2. Parent meets with principal
3. Parent files appeal with principal
4. Principal responds in writing to parent
5. Parent and principal both sign the appeals form
6. Principal sends completed appeals form to local appeals committee
7. Committee meets (pastor may sit in) and sends recommendation to principal
8. 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. 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 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.



**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

**MATH- 4 CREDITS**

ALGEBRA I/ALGEBRA I HONORS  
GEOMETRY/GEOMETRY HONORS  
ALGEBRA II/ALGEBRA II HONORS  
ALGEBRA III  
ADVANCED MATH  
ALGEBRA DUAL ENROLLMENT

**ART - 1 CREDIT**

ART  
FINE ARTS SURVEY  
THEATER  
MEDIA ARTS

**ENGLISH - 4 CREDITS**

ENGLISH I/ENGLISH I HONORS  
ENGLISH II/ENGLISH II HONORS  
ENGLISH III/AP ENGLISH  
ENGLISH IV/DUAL ENROLLMENT  
ENGLISH

**SOCIAL STUDIES - 4 CREDITS**

WORLD GEOGRAPHY  
CIVICS  
U.S. HISTORY  
RELIGION III\*  
WORLD HISTORY DUAL  
ENROLLMENT

**P.E. - 2 CREDITS**

PE I  
PE II

**ELECTIVES - 3 CREDITS**

**COURSES VARY**

**SCIENCE - 4 CREDITS**

PHYSICAL SCIENCE/PHYSICAL  
SCIENCE HONORS  
BIOLOGY I/BIOLOGY I HONORS  
CHEMISTRY/CHEMISTRY HONORS  
BIOLOGY II  
PHYSICS  
ENVIRONMENTAL SCIENCE

**FOREIGN LANGUAGE - 2 CREDITS**

SPANISH I  
SPANISH II

\*RELIGION III IS CHURCH  
HISTORY AND COUNTS FOR  
BOTH A RELIGION CREDIT  
AND A SOCIAL STUDIES  
CREDIT WITH THE STATE OF  
LOUISIANA



## COURSE PROGRESSION

STUDENTS WHO ENROLL IN THE HONORS TRACK MAY BE REQUIRED TO TAKE A PLACEMENT EXAM IN ORDER TO QUALIFY.

### FRESHMEN YEAR - ACADEMIC TRACK

RELIGION I  
ENGLISH I  
ALGEBRA I  
WORLD GEOGRAPHY  
PHYSICAL SCIENCE  
SPANISH I  
P.E I/ATHLETIC PE I

### FRESHMEN YEAR - HONORS TRACK

RELIGION I  
ENGLISH I HONORS  
ALGEBRA I HONORS/GEOMETRY HONORS\*  
WORLD GEOGRAPHY  
PHYSICAL SCIENCE HONORS  
SPANISH I  
P.E I/ATHLETIC PE I

\*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. STUDENTS WHO DO NOT WANT TO ENTER THE MATH HONORS TRACK IN HIGH SCHOOL AFTER COMPLETING ALGEBRA I HONORS IN 8TH GRADE WILL BE PLACED IN THE ACADEMIC SECTION OF GEOMETRY.

### SOPHOMORE YEAR - ACADEMIC TRACK

RELIGION II  
ENGLISH II  
GEOMETRY  
CIVICS  
BIOLOGY I  
SPANISH II  
P.E II/ATHLETIC PE II

### SOPHOMORE YEAR - HONORS TRACK

RELIGION II  
ENGLISH II HONORS  
GEOMETRY HONORS/ALGEBRA II HONORS\*  
CIVICS  
BIOLOGY I HONORS  
SPANISH II  
P.E II/ATHLETIC PE II

\*STUDENTS WHO TAKE ALGEBRA I HONORS DURING THE 8TH GRADE YEAR AND REMAIN IN THE HONORS TRACK THROUGH FRESHMEN YEAR WILL ENROLL IN ALGEBRA II HONORS AS SOPHOMORES. STUDENTS WHO DID NOT CHOOSE THE MATH HONORS TRACK AS FRESHMEN , OR CHOOSE NOT TO STAY IN THE HONORS TRACK AS SOPHOMORES, WILL BE PLACED IN THE ACADEMIC SECTION OF ALGEBRA II AS SOPHOMORES.





## COURSE PROGRESSION

STUDENTS WHO ENROLL IN THE HONORS TRACK MAY BE REQUIRED TO TAKE A PLACEMENT EXAM IN ORDER TO QUALIFY.

### JUNIOR YEAR - ACADEMIC TRACK

RELIGION III  
ENGLISH III  
ALGEBRA II  
U.S. HISTORY  
CHEMISTRY  
ELECTIVE OR ART  
ELECTIVE

### JUNIOR YEAR - HONORS TRACK

RELIGION III  
AP ENGLISH III  
ALGEBRA II HONORS/ADVANCED MATH\*  
U.S. HISTORY/DUAL ENROLLMENT\*\*  
CHEMISTRY HONORS  
ELECTIVE OR ART  
ELECTIVE

\*STUDENTS WHO TAKE ALGEBRA I HONORS DURING THE 8TH GRADE YEAR AND REMAIN IN THE HONORS TRACK ENROLL IN ADVANCED MATH AS JUNIORS. STUDENTS WHO LEFT THE HONORS TRACK AS SOPHOMORES OR CHOOSE TO LEAVE THE HONORS TRACK AS JUNIORS WILL BE PLACED IN THE ACADEMIC SECTION OF ALGEBRA III.

\*\*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. ST. JOHN CAN NOT ENROLL STUDENTS WHO DO NOT MEET THESE REQUIREMENTS IN A DUAL ENROLLMENT COURSE, REGARDLESS OF ACADEMIC STANDING WITH THE SCHOOL. ADDITIONAL FEES ARE REQUIRED.

### SENIOR YEAR - ACADEMIC TRACK

RELIGION IV  
ENGLISH IV  
ALGEBRA III/ADVANCED MATH  
BIOLOGY II/PHYSICS/ENVIRONMENTAL SCIENCE\*\*  
ELECTIVE OR ART  
ELECTIVE  
ELECTIVE

### SENIOR YEAR - HONORS TRACK

RELIGION IV  
ENGLISH IV DUAL ENROLLMENT\*  
ALGEBRA DUAL ENROLLMENT\*/ADVANCED MATH  
BIOLOGY II/PHYSICS/ENVIRONMENTAL SCIENCE\*\*  
ELECTIVE OR ART  
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. ST. JOHN CAN NOT ENROLL STUDENTS WHO DO NOT MEET THESE REQUIREMENTS IN A DUAL ENROLLMENT COURSE, REGARDLESS OF ACADEMIC STANDING WITH THE SCHOOL. 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.

ST. JOHN 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.



# 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:**

**PE III/Athletic PE III  
PE IV/Athletic PE IV  
Art I/II  
Theater  
Fine Arts Survey  
Media Arts  
Psychology/Sociology Dual Enrollment\*  
World History Dual Enrollment\*  
Sports Medicine  
Speech  
Financial Literacy  
ACT Prep**

**\*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 CAN NOT ENROLL STUDENTS WHO DO NOT MEET THESE REQUIREMENTS IN A DUAL ENROLLMENT COURSE, REGARDLESS OF ACADEMIC STANDING WITH THE SCHOOL. ADDITIONAL FEES ARE REQUIRED.**

## NOTES REGARDING ELECTIVES

- FRESHMAN 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 A 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.**

**ST. JOHN 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.**



# GRADUATION & 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?**

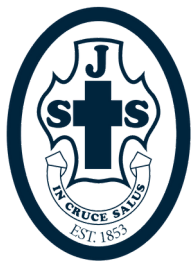
**A: ALL STUDENTS AT ST. JOHN MUST COMPLETE THE REQUIREMENTS OF THE TOPS UNIVERSITY DIPLOMA TO GRADUATE; THE CAREER DIPLOMA PATHWAY IS NOT OFFERED.**

**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.**



ST. JOHN  
INTERPAROCHIAL  
SCHOOL

## 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.**

### 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.**

ST. JOHN 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.



## FINANCIAL AID OPTIONS

### LOUISIANA SCHOLARSHIP PROGRAM

**ST. JOHN SCHOOL PARTICIPATES IN THE LOUISIANA 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 SCHOLARSHIP 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://WWW.LOUISIANABELIEVES.COM/SCHOOLS/LOUISIANA-SCHOLARSHIP-PROGRAM](https://www.louisianabelieves.com/schools/louisiana-scholarship-program)
- IN ORDER TO QUALIFY, A STUDENT MUST BE A LOUISIANA RESIDENT, BE ENROLLED IN A PUBLIC SCHOOL THAT RECEIVED A C, D, F, OR T GRADE ACCORDING TO STATE GUIDELINES, AND HAVE A HOUSEHOLD INCOME THAT DOES NOT EXCEED 250% OF THE FEDERAL POVERTY GUIDELINES. A STUDENT ENTERING KINDERGARTEN MAY ALSO QUALIFY. HOMESCHOOL STUDENTS AND STUDENTS CURRENTLY ENROLLED IN NON-PUBLIC SCHOOLS DO NOT QUALIFY.
- ST. JOHN SCHOOL OPENS A PRE-DETERMINED NUMBER OF SEATS IN EACH GRADE FOR LOUISIANA SCHOLARSHIP PROGRAM STUDENTS. THE STATE OF LOUISIANA PLACES STUDENTS IN THEIR SCHOOLS OF CHOICE, AND HOLDS A LOTTERY TO DETERMINE WHERE STUDENTS ARE PLACED IF THEIR FIRST CHOICE IS NOT AVAILABLE. ST. JOHN SCHOOL DOES NOT MAKE ADMISSIONS DECISIONS CONCERNING LOUISIANA SCHOLARSHIP PROGRAM STUDENTS AND DOES NOT REVIEW THE APPLICATIONS OF STUDENTS WHO INDICATE ST. JOHN AS A CHOICE ON THEIR APPLICATIONS.
- FULL TUITION AND FEES ARE PAID FOR STUDENTS IN THE LOUISIANA SCHOLARSHIP PROGRAM.

### 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/](http://WWW.ACESCHOLARSHIPS.ORG/BECOME-A-SCHOLAR/LOUISIANA/) OR [WWW.ARETESCHOLARS.ORG/APPLICATIONS](http://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.

ST. JOHN 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.

# TECHNOLOGY ADDENDUM

## ACCEPTABLE USE POLICIES FOR STUDENTS AND FAMILIES

### Statement on Technology

It is the mission of St. John Interparochial 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 Interparochial 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.

### 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 limitations, cellular telephones, smart phones, personal and School-owned/issued computers, laptops, tablets and similar devices.

## 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 as part of a "Bring Your Own Device Program" (**BYOD**). 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 Interparochial 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-arty applications on any School owned/issued device which may interfere with the education 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 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 Interparochial 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 Interparochial 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 email, post to websites, blogs, social media or otherwise transmit electronically any images, photos or videos of school employees. 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, Twitter, or other social media.

- 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, 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 without 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.

## **Email and Communication Use**

St. John Interparochial 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 or stjohn-school.org domain may be enabled.

At the discretion of the Principal and Technology Coordinator, 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 Interparochial 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 Interparochial retains the right to monitor the sending and receiving of email in any manner it sees fit.

- Written parental permission is required for a students 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.
- 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 Dioceses of Baton Rouge and/or the St. John Interparochial School Technology Coordinator and 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 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 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: Gizmos, IXL, Reflex Math, USA Test Prep, MathXL. At the discretion of the Technology Coordinator, Teacher or Principal additional logins to other applications or programs may be created for the student.

### **Cellular Devices**

St. John Interparochial 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.
- 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.

### **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.

### **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 Interparochial School website.



# St. John Interparochial School

## Extended Day Care Program

### 2022-2023

#### I. PROGRAM DESCRIPTION

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

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

By enrolling your child into the Extended Day Care Program, you and your child agree to abide by the program's procedures and to cooperate with the program's staff.

There is no after school care provided on early dismissal days. These dates are given on the school calendar. In-person and digital reminders will be provided near these dates.

#### II. REGISTRATION AND FEES

A student must be registered prior to attending Extended Day Care, even if only attending on a drop-in basis. Students who plan to use the program on a part-time basis, including students participating in extra-curricular activities after school, tutoring before EDC, etc., must be registered and pay the registration fee. A student is considered fully registered when registration forms and fees have been submitted.

**REGISTRATION FEE:** \$40 per student. This is a one-time fee that must be submitted with completed registration forms.

**MONTHLY FEES:** Bills will be sent on the first Tuesday of the month and are due by the 15<sup>th</sup> of the month. If payment is not received by the 15<sup>th</sup>, a \$10.00 late fee will be assessed on the next month's bill. Continued participation in the Extended Day Care program is contingent upon timely payment of all fees.

##### **TIER I – 3:00-4:30**

\$120 per month (1<sup>st</sup> child)  
\$95 per month (2<sup>nd</sup> child)  
\$75 per month (each additional child)

##### **TIER II – 3:00-5:30**

\$145 per month (1<sup>st</sup> child)  
\$115 per month (2<sup>nd</sup> child)  
\$95 per month (each additional child)

##### **DROP-IN**

\$20 per day/per child

**LATE PICK-UPS:** Students not picked up by their designated end time, (4:30 p.m. for Tier I and 5:30 p.m. for Tier II) will be charged \$1.00 per child for every minute the child remains. After five (5) late pick-ups, each child will be charged \$2.00 per minute.

### III. GENERAL RULES AND PROCEDURES

1. Each grade will have a designated area for homework time and play. Students are to remain in their designated area at all times.
2. Students will not be allowed to return to their regular locker or classrooms for items forgotten.
3. Students should have all items needed to complete homework, (ex. pencil, paper, ruler, etc.)
4. When in the cafeteria, students must use their inside voice, remain seated, and make sure their space is clean upon leaving.
5. All students in grades 1 – 5 will have homework time every day. *Students should always have with them a book or other quiet activity to do in case they do not have homework on a given day.*
6. Carpool is completed at 3:15pm. Parents/Guardians may pick up their student(s) in Extended Day Care beginning at 3:15pm. A parent must sign out his/her child/ren 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 CAFETERIA, AND/OR PLAYGROUND\*\***

7. Students are not allowed to have electronic devices or handheld games at extended care.

### IV. SCHEDULE

#### PK-K

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

#### 1st-5th

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

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



**St. John Interparochial School  
Extended Day Care Program 2022-2023  
REGISTRATION FORM**

**Check one: Tier I \_\_\_\_\_ Tier II \_\_\_\_\_ Drop-In \_\_\_\_\_**

**Name of Child**

**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 St. John School Extended Day Care Program.

**Name/Relationship/Phone Number** \_\_\_\_\_

**Name/Relationship/Phone Number** \_\_\_\_\_

**Please list any allergies your child has:** \_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

**Student(s) Signatures**

---

---

---

---