

St. John Primary/St. Theresa Middle 2011-2012 Parent/Student Handbook

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SECTION 1: MISSION AND PHILOSOPHY OF ST. JOHN PRIMARY SCHOOL and ST. THERESA MIDDLE SCHOOL

MISSION

The mission at St. John Primary and St. Theresa Middle is to serve one another through Catholic values as we strive for spiritual growth and academic excellence.

PHILOSOPHY

We, the administration, faculty and staff of **St. John Primary School and St. Theresa Middle School**, are committed to the religious and academic education of each child to his or her full potential. We are in partnership with the parents, the primary educators of their child, to guide each child in experiencing instruction that promotes acceptance, tolerance, love, individuality, inquiry, and success.

The child should assume responsibility for learning-understanding that education is a lifelong process.

Our ultimate goal is to continue our faith in order to achieve eternal salvation. Our school community strives to live the gospel of Jesus Christ through worship and service.

GOALS/OBJECTIVES

1. To assist each student in developing a knowledge and an understanding of Christ and the Church
2. To assist each student in acquiring a sense of responsibility for his/her education
3. To assist each student in acquiring a sense of responsibility for the community in which he/she lives and for the world community through instruction, service projects, liturgical experiences and exposure to the outside world
4. To enable students to acquire basic skills
5. To assist each child in reaching his/her full potential spiritually and academically
6. To develop good citizenship skills and respect for authority and life in order to prepare each individual for a Christ-centered role in society
7. To promote respect and responsibility through a positive discipline plan that helps build a strong sense of community at school, at home and in society
8. To assist children in utilizing technology to serve their needs in a safe, positive and productive way
9. To promote an education that will form our unique individuals into caring, knowing, productive, serving children of God
10. To foster the unique God-given talents of each child.

SECTION 2: ADMISSIONS

GOVERNANCE

St. John Primary School and St. Theresa Middle School are member Catholic schools of the EA/EI Catholic Partnership - educating students from pre-kindergarten – 8th year. The schools serve the regional partnership parishes which include the

following: Holy Rosary, St. Anne, St. Anthony, St. Gabriel, St. John, St. Joseph, St. Mark, St. Stephen, and St. Theresa. It is governed by the joint actions of the Resident Board of Pastors and Advisory Board.

The Resident Board/Advisory Board meets monthly beginning in August at 6:30 p.m. in room 27. The meetings are open and any parent may attend. The right to address the board shall be limited to any person whose petition has been properly presented and included in the agenda in advance (1 week notice) of the opening of the meeting. Meetings are subject to change.

East Ascension / East Iberville (EA/EI) Catholic School Partnership

In May 2006, Bishop Robert Muench signed an official document allowing the creation of one system of Catholic school education through two schools beginning in August 2008. Second grade has joined Pre-Kindergarten, Kindergarten and First grade on the Prairieville campus and officially became St. John Primary. The primary school will eventually house Pre-Kindergarten through third grade. Fourth through eighth grade will attend St. Theresa Middle. We are in the fourth year of the transition phase which will be completed in 2012. Regional partnership parishes will continue to financially support the operational budget and partnership parishioners will receive admission priority over non-partnership parishioners. A Resident Board of Pastors acting with an Advisory Board will make decisions on behalf of the school system.

Parish Partnership Financial Agreement

The pastors have agreed to the financial support of the Parish Partnership Agreement and pledged \$130 per parish student for the 2011-2012 school year. Out-of-partnership parents are required to pay the assessed fee of \$260 at registration.

Goals of the EA/EI Catholic School Partnership

1. To provide elementary Catholic School Education to as many applicants as possible from the parishes supporting St. John Primary School and St. Theresa Middle School
2. To enhance communication and dialogue among the parish communities
3. To make provisions for future financial needs of St. John Primary School and St. Theresa Middle School
4. To lower class size in grades Pre-Kindergarten through first grade to a size ranging from a preferred number of twenty-two to a maximum number of twenty-five students per classroom and from a preferred number of thirty to a maximum number of thirty-two students in grades second through eighth
5. To enhance sensitivity to financial need of parents who cannot afford a catholic school education for their children

POLICIES OF EA/EI CATHOLIC SCHOOL PARTNERSHIP

Student Acceptance and Reentry

1. The acceptance of students shall be based on diocesan policies as follows:

The Catholic schools of the Diocese of Baton Rouge shall not become havens or even give the appearance of havens for any students who may be seeking to avoid pressures brought about by civil integration developments and procedures in the various civil parishes of the diocese. It shall be the clear and steadfast purpose of the diocese to achieve in these schools a racial balance which shall be, at the very least, proportionate to the Catholic population.

In those cases in which physical limitations make it necessary to restrict, in some way, the intake of students into a given school a definite policy is established herewith in favor of parents or applicants who have demonstrated their support of Catholic education in the past and of black Catholics generally.

Meanwhile, as we have already proclaimed, the following general principles and policies shall continue to prevail:

With Christian charity as its basic foundation, the Diocesan Board of Education wishes to promulgate and reiterate teachings and admonitions of the Catholic Church regarding racial justice and equality in the operation and administration of its educational institutions.

The schools of the Diocese of Baton Rouge, Louisiana, admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to student 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.

Additionally, 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 denied the benefits of, or be subjected to discrimination under any education program or activity except as permitted under said Title IX.

Finally, the schools of the Diocese of Baton Rouge, Louisiana, 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.

2. It is the policy of the EA/EI Partnership that any student, who transfers from another school, to enter St. John Primary or St. Theresa Middle, may be subject to an interview to determine the reason for the transfer.

Admission Policy

It is the policy of the Resident Board and Advisory Board that:

1. Catholic families already having children enrolled in St. John/St. Theresa School have first priority in enrolling their children.
2. Families whose children are spaced so that the youngest child will be entering school after the second to the youngest has graduated from the eighth year will be considered in the first priority category.
3. Catholic families transferring from other Catholic schools have the second priority when pre-registering.
4. Equal priority given to the graduates of any Catholic school.
5. Applicants with pastor's certification as members of a participating partnership parish have the following rights:
 - a. Continued active participation in the admission process with equal status
 - b. Not be subject to "out-of-partnership" tuition/fees
6. Applicants from parishes choosing not to participate in the partnership, as well as any non-Catholic applicants, will have the following:
 - a. No right for admission except for consideration after students from all partnering parishes have been admitted
 - b. Payment of "out-of-partnership" or "non-Catholic" fees (\$260.00 due at registration. Partnership parishes are Holy Rosary, St. Anne, St. Anthony, St. Gabriel, St. John, St. Joseph, St. Mark, St. Stephen, and St. Theresa.)
 - c. Payment of any assessed expansion fee
7. Non-Catholic families, except those transferring from other Catholic schools, shall be placed on the waiting list and will be informed that Catholic families be given first priority on that list.

Asbestos

The St. Theresa Middle School continues its asbestos operation and maintenance plan that was updated in 1991. Prior to the enclosure, the consensus of the board was that no immediate danger was present.

The St. Theresa of Avila School Committee authorized and completed an asbestos enclosure project in the summer of 1992. This project was funded jointly by the EPA and St. Theresa of Avila School. All exposed friable asbestos is enclosed as a result of this project.

Fees and Payment Policies:

THERE IS A \$25.00 FEE FOR ALL NSF CHECKS AS WELL AS ANY DIRECT DEBIT NSF. The school is not responsible for bank charges that are incurred by an NSF debit, closed account or insufficient funds by the parent.

Fee Outline

The Resident Board/Advisory Board has approved the following tuition and fee schedule for the 2011-12 school year:

- 1. REGISTRATION** - \$150.00 per child (**NON-REFUNDABLE**)
- 2. HOME-SCHOOL (Association dues)**
 - \$35.00 per 1 child family
 - \$40.00 per 2 child family
 - \$45.00 per 3+ child family
- 3. BOOK & INSTRUCTIONAL FEES** -Incorporated into tuition for grades 3-8
 - Pre-K/First/Second Grade - \$75.00 due June (via direct debit)
 - Kindergarten - \$175.00 with \$100.00 due June and \$75.00 due October (via direct debit)
- 4. BUILDING/MAINTENANCE/TECHNOLOGY (PER FAMILY)** - \$325.00 PER FAMILY (**NON-REFUNDABLE**)
 - \$175.00 due at registration time and \$150.00 due June 10 with full tuition or June 10 (via direct debit)
- 5. NON-PARTNERSHIP FEE** (if applicable) - \$260.00 **due at registration**

***NOTICE 1: ALL FEES RELATED TO REGISTRATION ARE NON-REFUNDABLE!**

***NOTICE 2: PAYMENT OF REGISTRATION FEES DOES NOT ENSURE ADMITTANCE TO ST. JOHN/ST. THERESA SCHOOL. YOU CAN BE ASSURED OF A PLACE IF ALL EXPECTATIONS FOR ADMITTANCE AND/OR RE-REGISTRATION HAVE BEEN MET!**

- 6. TUITION** - paid 11 months with the first payment June 10, **no debit in February** due to registration, and the last payment in May

		Per Month
Pre-K & Kdg. (full day program)		\$325.00
1-8	1 child	\$283.00
	2 children	\$548.00
	3 children	\$777.00
	4 children	\$867.00

- A. Tuition is paid in one of two ways:
 - Paid in full by June 10, 2011
 - Monthly through direct debit of your checking or savings account for 11 months, no debit in February
 - There is no option to stop a draft if payment is not made in full and all NSF and late fees will apply if funds are not available in the account drafted.
- B. A **DELINQUENT PENALTY OF 5%** is assessed on all of the accounts five days past due. Tuition is due on the 10th of the month through direct debit authorization.
- C. If you choose not to direct debit but pay tuition in full, there will be a **DELINQUENT PENALTY OF 5%** assessed for June's tuition amount if payment is not received by June 10th as agreed during registration.

- D. If the building/maintenance/technology fund total fee (\$325.00) is not paid at the time of registration, the balance (\$150.00) will be directly debited along with the first tuition payment on June 10th.
- E. If in the event your account is closed, the school should be notified immediately. The new account number and routing information **MUST** be provided at the same time.
- F. Any payments to the school are to be made by check or money order. If cash payment is made, the **school record** will be considered the official record.
- G. It is the obligation of the person with whom the student resides at the time of registration to see that all financial obligations are met either personally or by forwarding all information to the responsible party.

Reduction in Tuition Rates

Whereas, it is the policy of the Catholic Church that no child desiring Catholic education shall be refused, regardless of the financial condition of the parents or guardian. The school committee, in keeping with the wishes of the church, establishes the following procedures for applying for reduction in tuition rates:

1. Request application from school office, complete in full, and mail to P.S.A.S.
2. Request will be turned over to the principal upon receipt from P.S.A.S. for review.
3. Financial assistance is not assured. No assistance can be given for any school fees (registration, building, book, instructional, etc.). If assistance is granted, it is only for tuition.
4. Tuition assistance is limited.
5. If assistance is not granted by the school, you may apply to your church parish.
6. Any interviews or requests for additional information will be handled by the principal. All inquiries and information will be kept strictly confidential.
7. Tuition reductions are not available for Pre-K because it is not a requirement of the school.

Unpaid Tuition

1. It is the policy of the school community that any parents owing tuition and/or fees more than 30 days delinquent shall be requested to immediately withdraw their child/children from St. John/St. Theresa School. The principal shall be responsible for informing the parent or guardian that his child/children has/have been dropped from the school roll.
2. It is the policy of the school committee that any parent owing back tuition will not be allowed to register his child/children for another year, nor will the transcript or record be forwarded to another school until all debts are paid to the school.

Student Withdrawal and Tuition Payment

1. The annual tuition at St. John/St. Theresa School pays for 10 months of instruction.
2. If a family withdraws from St. John/St. Theresa School during the 10 month school year, the family will be responsible for the true monthly tuition for each month the student(s) attended. Any part of a month a student attends will incur a full month of tuition charge.
3. The annual portion will be divided by 10 months to determine the true monthly tuition. This figure will then be used to multiply by the number of months the student was in attendance to determine the amount of tuition owed by the family.
4. The amount owed will be subtracted from the amount paid to bring the account up to date. If a refund is warranted, it will be paid by check.
5. Example: 2 children – tuition is \$6028.00 yearly. \$548.00 per mo. for 11 months. Family withdraws on October 24 (3 months of the 10 months) \$6028.00 divided by 10 = \$602.80 is true tuition. \$602.80 X 3 months = \$1808.40 tuition owed. Family paid June – October (\$548.00 X 5 months) = \$2,740.00. \$2,740.00 - \$1808.40 = \$931.60 reimbursement to the family.

*Mona Tassin is the bookkeeper for both campuses. Should you have any financial questions, please feel free to e-mail her at monatassin@sjp-sta.org or leave her a voicemail at 647-2803 ext. 1108

Fair Work or Fee Option

PLEASE NOTE: ALL OTHER FORMER MANDATORY FUND RAISER REVENUES HAVE BEEN INCORPORATED INTO THE 2011-12 TUITION.

All families are required to work the 2011 school fair or pay the fee option of \$1000.00 per child. This fee is payable at registration. The fair work requirement is as follows:

1. Twelve clock hours of specific work required at the school fair of which **two hours** may be obtained through the following options: one hour for craft contributions with at least a \$20 value (due to the Country Store on the specified drop off date) **or** one hour credit for a home baked/ baking contribution due the weekend of the fair, **or** one hour credit for a silent auction donated item (at least \$100 in value). Fair hours count for both husband and wife if working at the same time. Each family is also required to sell their fair tickets valued at \$50.00.
2. There will be one opportunity to sign up for fair hours on August 27th - **mandatory** attendance.
3. Failure to meet the requirements results in reverting to payment of the fee option (\$1000.00 per child).
4. The work records of the school are the official records.
5. No children under 18 are allowed in the booth at any time, especially when parents/family members are working required hours.

***NOTE: The Fair Committee has the right to re-assign any parent while or during work assignment as needed.**

School Food Program

Breakfast and lunch are provided by the Child Nutrition Program. Prices for breakfast and lunch are published at the beginning of the year.

Breakfast

Participation in breakfast is optional. **Breakfast is only served on the St. Theresa campus.** Parents of Pre-Kindergarten and Kindergarten students must indicate if their child has permission to eat breakfast at school. The cafeteria personnel will not go by the child's word. Payment for breakfast can be daily or money can be placed on account for future use.

Hot Lunch

We encourage participation. Students in Pre-Kindergarten and Kindergarten are required to participate in the school lunch program. Lunch payment is made monthly, twice a year, or payment in full by September 1st.

Bag Lunch

We strongly encourage participation in the school lunch program. However, students in grades 1-8 are permitted to bring their own lunch. Students (grades 1-8) may switch from bag to hot lunch daily if money is on account. Students bringing their own lunch have the option to purchase milk, juice, or water. No drinks may be brought from home.

Lunches from "fast food" outlets are not permitted!

Before School and After School Care Program

Hours: 6:45 a.m. – 7:15 a.m. (Before Care) and 2:40 p.m.-6:00 p.m. (After Care)

- **Before Care is located on both campuses.**
- **Breakfast is only served on the St. Theresa campus.**
- **After Care is only located on the St. Theresa Campus in Gonzales.**

Fees: Registration - \$22.00 per student

Pre-K-8th = \$936.00 per year (\$104.00 per month by direct debit --- September through May, including February)

Before Care Only - \$1.50 per day/per student (Those regularly enrolled in full time After Care do not pay additional Before Care fees)

*NOTE The third child in a family attending aftercare, full time, may receive 50% reduction.

The registration fee is due at the time a child is registered in the program. The fee for care (\$936.00) may be paid in full by August 9th or it will be directly debited from your checking or savings account each month. The first direct debit will be September 12th.

Students will be provided with drinks/snacks. Snacks may be brought from home if you wish. Students are given time to relax, play and do homework.

Student Withdrawal and After Care Payment

1. The annual payment for After Care pays for 173 days of the program.
2. If a family withdraws from After Care at any time during the year, the family will be responsible for the monthly payment of attendance. * **Please note:** Any part of a month a student attends will incur a full month of After Care payment. This is due to the fact the fees for After Care do not represent the actual cost of the operation and we hire employees based upon the number of students registered in After Care. Refunds for early departures, absences, etc. are not given.
3. Withdrawal notification must be placed in writing to Barbara Melancon (barbaramelancon@sjp-sta.org).

Please keep emergency information up-to-date at all times.

Special arrangements for drop-ins are available upon request **only one day per week**. A note must be sent to the teacher the day they wish to stay in after care. All drop-ins, including athletes, pay a \$22.00 registration fee. All after care fees will be collected by direct debit on the 10th of the month including drop ins. The fees for drop-ins are as follows:

\$10.00 - After all meetings (2:40- 4:30 p.m.)
\$15.00 - All regular drop-ins

All non-registered drop-ins first time fee for After Care use will be \$22.00.

It is a policy of the school that any child not picked up by 3:05 p.m. will be sent to After Care and the first time fee will be imposed, if applicable.

Late Pickup Charge: There is a \$5.00 per minute charge for any time a child is not picked up by 6:00 p.m.

SECTION 3: ACADEMIC POLICIES

Religious Education and Role of Parents

1. St. John/St. Theresa School places special emphasis on its religious education program.
2. It is the responsibility of **parents, as primary educators**, to create a climate of joy, love and peace in the home. Through prayer and example in the family the child will grow in love and knowledge of God and in gratitude for the gifts of faith. The prayer life of the child is richly nourished within the family circle.
3. Parents are encouraged to motivate, support and assist in the formal programs of religious instruction for their child both at school and in their respective parish. To come to know Jesus is a lifelong experience. **Weekly mass attendance by the family is crucial to the faith life of all.**
4. The Liturgy is a community celebration and great stress is placed on the all-important act of worship. Many opportunities involving liturgies are provided during the school year. We invite you to attend your child's class liturgy.
5. A Family Relationship Program is taught in grades 5-8 and focuses on catechesis in Christian family values and sexuality. Materials are approved by the U.S. Catholic Conference of Bishops. We partner with parents in this important area and remind them, "Parents are the primary educators of values."

6. Diocesan policy states that the following prayers and other formulas are to be committed to memory at the grade level specified:

Grade 1- Sign of Cross, Our Father, Hail Mary, Glory Be, and the Name of the Sacrament of Baptism

Grade 2- Simple Morning Offering, Act of Contrition, Mass prayers (as possible), Names of the Sacraments of Baptism, Penance and Holy Eucharist

Grade 3- Morning Offering, Apostles Creed, Names of the Sacraments of Baptism, Penance, and Holy Eucharist

Grade 4 thru Grade 6 - Prayers at Mass, Rosary, Hail Holy Queen, Acts of Faith, Hope and Love, Definitions of the Seven Sacraments, Ten Commandments, Eight Beatitudes, Seven Precepts of the Church (i.e. Basic Teachings), Corporal and Spiritual Works of Mercy, and Holy Days

Grade 7- Eight Beatitudes, Ten Commandments, Seven Precepts of the Church, Capital Sins, and the Angelus.

Grade 8- All of the above

Pre-Kindergarten Program

The Catholic School Pre-Kindergarten Program is developed within a play oriented curriculum with emphasis on religious experiences, language arts, problem solving and acceptable social behavior. Directed creative experiences provide opportunities for the young child and the teacher to explore the learning capabilities of each child. Teachers are concerned with the whole child. The spiritual, physical, emotional, social, and cognitive needs of the child are reflected in the daily curriculum activities. The daily schedule is planned to involve the total group of children as well as provide for individual activities for the child. All activities relate to the need of the child. Helping each child “learn how to learn” by providing her/him with opportunities to discover, gather information, classify, organize materials, process information, make decisions, and solve problems enforces the curriculum. Materials for implementing the curriculum are geared to the age, development stage, ability, and interest of the child.

To enter Pre-Kindergarten the child should have reached four before September 30th.

Kindergarten Program

Young children entering Kindergarten are given opportunities to develop as individuals, to share as members of a group and to experience being part of the school community. An appreciation and respect for all God’s creation, including the person, is part of the Christian formation which begins with Kindergarten.

The children participate in many activities which involve interaction with classmates, expressing of self, as well as a gradual introduction to independent activity. As the child shows readiness to begin reading and math, opportunities are provided. Not all children are ready to begin reading at the same time. Children are individuals who grow at their own rate and they need to be respected as individuals. No two children within a classroom group should be compared nor there be any attempt to make a child do more than he is capable of doing. We reserve the right at the end of the session to promote or retain a child due to educational progress. If a child is not promoted, this does not mean that Kindergarten was a wasted year because such children need many opportunities to participate in pre-reading and pre-math activities. Many times it is a question of maturity.

We encourage you to be interested in your child’s work, but to respect his capability and to accept him as he is.

To enter Kindergarten the child should have reached five before September 30th.

Title I Program

St. John Primary and St. Theresa Middle (2011-12) participate in the Title I Federal program for students who meet the eligibility requirements for supplemental work in reading and math. The following Title I information is available on our website:

- a. Overview of Title I Federal Program
- b. Overview of Title I in Ascension Parish
- c. The Importance of parent Involvement
- d. Parent’s Right to Know
- e. Grievance Policy and Procedures for Title I

Time Requirements for Pre-Kindergarten and Kindergarten:

Teacher Directed Activities	20%
Snack and Restroom Time	10%
Student-Initiated Activities	20%
Lunch	
Rest Period	15%
Student-Initiated Activities	15%
Teacher-Directed Activities	20%

Curriculum Goals for Grades 1-8

The primary goal of the curriculum is to provide those learning experiences most conducive to instilling in students virtues, knowledge, understanding, and skills necessary for the student's moral, intellectual, and physical development. These goals are accomplished through many methods of teaching, such as lecture, group activities (cooperative learning), individual activities, student-initiated activities, teacher-directed activities, computer work to enhance the subject, research activities, and field trips.

Time Requirements for Grades 1-6:

<u>Subject</u>	<u>Percent of the Day</u>
Reading	
Language Arts	50%
Mathematics	
Social Studies	
Visual and Performing Arts	
Science	50%
Physical Education/Health	
Religion and/or other electives	

Time Requirements for Grades 7-8 in a 7 Period Day:

<u>Subject</u>	<u>Period Per Week</u>	<u>Minimum Time</u>
Language Arts	5	50
Mathematics	5	50
Social Studies	5	50
American History – 7 th		
Louisiana History – 8 th		
Science	5	50
Health/P.E. & Electives	3	<u>150</u>
		350 minutes

Bells

7:40 a.m.	School Begins (3 rd – 8 th) - St. Theresa Campus *All must be in the gym for 7:40 or they are tardy!
7:45 a.m.	School Begins (PK – 2 nd) - St. John Campus *All must be in the community center for 7:45 or they are tardy!
2:40 p.m.	School Dismissal - St. John/St. Theresa Campus *1 st Dismissal of Car Riders
2:55 p.m.	Bus Dismissal - St. Theresa Campus
2:55 p.m.	School Dismissal St. John/St. Theresa Campus *2 nd Dismissal of Car Riders

Grading

1. Grades are based on daily work, homework assignments, and major grades such as tests, (exams in grades 6-8), reports, presentations, etc... The grades will be assigned based on the following scale:

<u>Grades 1-8</u>		<u>Grades 1-3, Penmanship</u>	
A	94-100	T	Taught, not formally evaluated
B	86-93	E	Excellent
C	78-85	S	Satisfactory
D	70-77	N	Needs Improvement
F	69-Below		

2. Final grades will be averaged using **quality point values** for the grades earned during the four nine week periods. The quality points are assigned as follows: **A=4 points B=3 points C=2 points D=1 point F=0 points**

- The points for each nine week grade per subject are added and divided by 4 to determine the final grade in each subject.
- In cases where the 4th nine weeks grade has risen, a .5 will be rounded up. (Ex. BABA = A)
- In cases where the 4th nine weeks grade has declined, the grade will not be rounded up. (Ex. ABAB = B)
- In cases where the final grade is less than 1 quality point, the final grade is "F."

A STUDENT MUST HAVE 1 QUALITY POINT TO PASS THE SUBJECT!

Honor Roll

Students obtaining a 3.0 –4.0 cumulative average in all subjects taught (including p.e.and Spanish) shall be considered for the honor roll as follows:

Principal's List = 4.0; including conduct

Alpha Honor Roll = 3.6 – 4.0; **conduct must be a C or higher (revised 2011-12)**

Beta Honor Roll = 3.0 – 3.5; **conduct must be a C or higher (revised 2011-12)**

Promotion Policy

1. **Promotion** – A student who has made satisfactory progress at one level will be advanced or promoted to the next higher level.

2. Conditional Promotion

- A student who fails one major subject is conditionally promoted. Conditional promotion means the student **must** complete the conditions of the report card (40 hours of instruction in the failed major subject) in order to be promoted to the next grade level.
- Conditioning may be removed by one of two means:
 - Attendance of a formal summer school program
 - Tutoring by a **certified** teacher for **40 total clock hours of instruction**
 - The teacher must have a current teaching certificate and we must receive a copy.
 - The school will provide a list of information for the teacher to cover in the 40 hours.
 - The teacher will turn in a folder of all work/testing along with a letter grade.
 - *Note: Sylvan and Huntington Learning Centers can provide the 40 hours of instruction, but they must follow the same guidelines as stated above for a tutor.

We need notification of the condition plans for your child in order to keep abreast of the situation in regard to your child's placement. ***A form has to be returned to school by June 4, 2012 or we will assume your child will repeat the grade.***

- Once the tutoring sessions have been completed, submit final results in the folder to the office that will include a **copy of the teacher's current certificate, all worksheets, quizzes, tests, final exam, and any other graded materials along with a final grade.** This must be sent to the office in care of Mrs. Tina Schexnaydre (SJP) or Mrs. Chris Musso (STA) by **August 2, 2012** or the conditional promotion will not be considered complete. Please note that due to registration time lines, a place **will not be held** in the same grade level (the 2011-12 grade level) for your child if he/she should not complete the required 40 hours of instruction to complete the conditional promotion.

3. **Non-Promotion** – A student failing two or more major subjects or a major subject and two minor subjects is not eligible for promotion. A student who has **not acquired** adequate background (particularly in reading) for the next grade may also be retained. Major subjects include: religion, reading, English, and mathematics (K-8); science and social studies (4-8).

NOTE: Students failing the **second semester** of a subject **will fail for the year.**

Homework Assignments

- Homework is a necessary part of your child's education. The amount of homework depends on the child's grade level in school. It is important to keep in mind that written work is not the only kind of homework. Study and daily review of classwork are of utmost importance.
- The best means of helping your child to do his/her homework is the following:
 - By providing him/her with sufficient quiet time in the evening, free from television, radio and telephone
 - By encouraging and extending the interest aroused by the teacher in the class
 - By checking to see the assigned work is completed
 - By helping him/her realize that learning is **his/her responsibility**
- Homework **MAY** be assigned on a weekend. Students should obtain assignments when leaving early.
- The school requires the purchase of an assignment pad for students in grades 3-8. We urge the students to utilize it. Parents should check to see it is in use.
- Once classes are dismissed, **no student or parent will be allowed in the classroom.** Please do not ask our faculty/staff or custodian to let your child into his/her classroom.
- Failure to turn in completed homework (in one subject in a 9 week period) has the following consequences:**
 - first occurrence** -verbal warning to student and noted on conduct calendar/sheet (**1st-5th**)
-verbal warning to student and a 0 posted on RenWeb that day or an e-mail sent to parent (**6th-8th**)
 - second occurrence** -same as first occurrence
 - third occurrence** -teacher call to parents
 - fourth occurrence** -parent/teacher conference
- In the event of illness, homework may be requested when calling the office in the a.m. (**Request can't be accepted after 11:00 a.m.**) It will be placed in the library for pick-up by 5:00 p.m. Brothers or sisters picking up absentee's homework have that responsibility and will not be reminded.

Teachers may request that an individual child remain after school with parental consent to complete work.

Examinations

Students in grades 6, 7 and 8 are given nine weeks exams. *Sixth graders begin exams in the second semester.

Guidance Program

- A counseling program is offered at St. John/St. Theresa School. It is designed to be preventive and developmental not therapeutic; therefore, participation does not necessarily indicate a problem. The school counselor is available to see students individually, in small groups, and through classroom presentations. Skills and information are taught in these settings. A team approach, which includes students, parents, teachers, and administration, is emphasized. If indicated through assessment that an evaluation or therapy is needed, a recommendation will be made.
- All students can benefit from learning how to accept responsibility, manage stress, communicate effectively, make decisions, solve problems and deal with peer pressure. Students can enhance their self-concepts and learn more about themselves and each other through the counseling process.
- If you have any questions about the counseling program, please notify the office or the school counselor in writing.

SECTION 4: COMMUNICATION

Reporting to Parents

1. Report cards will be posted via RenWeb four times a year in grades PK-8. Hard copies will no longer be issued. Parents must sign the signature card stating the report card has been viewed on RenWeb. Return the signature card the next school day.
2. **RenWeb Report Days** are midway between each nine-week period for grades 1-8. The dates are listed below and on the monthly calendar. This provides students and parents a report of current status. If you wish a conference/phone call from a teacher after you have reviewed RenWeb on **RenWeb Report Day**, e-mail the teacher or call the office and ask the receptionist to give your request to the teacher. **DO NOT** send requests with students.

If your child does not have failing grades at the time of RenWeb Report Days, there is no guarantee he/she will not have a failing grade on the report card. RenWeb Report Days cover **ONLY** the first half of the nine-week period. Remember, your child is responsible for being honest about his/her grades, assignments and studies. All actions are to be geared to this end. **RenWeb is available on-line** for parents to view grades at **anytime**. Once registered, RenWeb will e-mail you a password.

Dates for RenWeb Report Days and Report Cards:

<u>Period</u>	<u>RenWeb Report Days</u>	<u>Report Cards Go Out</u>
1	September 13	October 14
2	November 15	January 6
3	February 7	March 13
4	April 24	May 23

3. Test papers and graded daily work will be sent to parents (PK-5) as a means of informing them of their child's progress. Parents are asked to review the papers with the child, sign them and forward them back to the teacher the next day.

Parent-Teacher Conferences

1. Teachers or parents may request a conference if necessary. Conferences are scheduled by appointment only by e-mailing the teacher or contacting the office.
2. If a problem should arise, parents should speak to the teacher **first** prior to contacting the assistant principal or principal. If the need to contact an administrator should arise, make an appointment by calling the office at least one day in advance. **Parents who arrive without an appointment will not be given an audience with the administrator upon demand.**
3. The faculty and staff of St. John/St. Theresa School accept telephone calls **ONLY** during school and office hours. **WE ASK THAT YOU DO NOT CALL TEACHERS AT HOME.**
4. There are two scheduled PK and K conferences-one on October 7 and the second on March 9. (The PK and K students will not have school on these 2 days.)

Parent Cooperation Clause

As part of a Catholic community, all stakeholders are expected to be cooperative with the school and treat all faculty/staff members in a professional manner. Failure to do this may result in a student's removal from the school.

Uncooperative conduct includes, but is not limited to the following: speaking about school policies, practices, personnel, etc... in a derogatory manner and posting negative comments on social networks.

Messages to Students

1. **The office will not disturb a class to deliver messages. Exceptions are made only in the event of emergencies.**
2. Students will not be called to the office to retrieve materials forgotten at home. The office staff will place such materials in the homeroom teacher's mailbox with no guarantee the child will receive the item when it is needed. ***It is the child who must become responsible to bring all materials to school on time.**

Visitors to School

1. All visitors to the St. John/St. Theresa School campus must first report to the office and receive a visitor's tag. Parents are not allowed in class once the bell has rung.
2. If a parent has been invited to a classroom or field trip by the teacher, he/she needs to sign in at the office prior to going to the classroom.

Availability of Student Records

1. The Buckley Amendment to the Family Educational Rights and Privacy Act (FERPA) of 1974 has clarified the rights of parents to examine school records. Parents of students have access to official records directly related to the students. These rights are also provided to legal guardians and to individual students as soon as they reach the age of 18.
2. According to law, records may be reviewed by submitting a written request to the principal. Access to the educational records shall be granted as soon as possible, but not later than 45 days after receipt of a request.
3. Records must be examined in the presence of an authorized staff member to ensure the correct interpretation of the test scores, notes or other evaluative materials. Parents of students have the right to challenge the content of any records and receive a formal hearing.
4. If after reviewing the educational records of a child, a parent desires a copy of the school records, a written request must be made to the principal. A fee of \$5.00 will be charged for copying services. The office staff will notify the parent for a date of receipt of the copied records.
5. Names and addresses of middle school students may be provided to area catholic high schools and public high schools for purposes of recruitment.
6. All parties as outlined in FERPA shall have access to school records. All other parties seeking authorization to review school records must do so according to law.
7. This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

SECTION 5: DISCIPLINE

Discipline Plan

1. The discipline plan of St. John/St. Theresa is based upon the awareness that the child must learn, internalize and practice values which will shape him/her into a responsible person. This is a lengthy process that requires patience and love on the part of teachers, parents and students. Our Catholic faith is an integral part in this process and in our overall school philosophy.
2. In order to aid the student to achieve this goal:

St. John Primary has established a positive discipline plan. Under this plan, teachers outline simple class rules such as be kind to others, raise your hand to speak, keep hands and feet to yourself, listen to your teacher, and respect school and one another's property. Teachers shall solicit parental involvement and communicate before problems develop. A positive incentive program is in place (Warrior Bucks) to recognize students who abide by the rules and regulations. Each grade level's discipline plan including class rules, rewards, and consequences is approved by the administration and distributed the first week of school.

St. Theresa Middle has adopted a positive discipline plan that will ensure consistent, fair treatment of all students at all grade levels. There will be a focus on nine qualities, one per month, to help instill Christ-like behaviors. Along with guiding the students to make good choices by teaching these qualities, we realize to enable children to move from externally-imposed

discipline to self-discipline, and ultimately discipleship; children must first learn appropriate behavior through someone or something outside themselves. St. Theresa Middle School has established school-wide rules and a chart of expectations to help each child attain this goal. Special monthly recognition or affirmation has been established for those students displaying appropriate behavior. Grade level discipline plans will be distributed the first week of school. *Refer to Student Expectations Chart on page 15.

3. Another part of the philosophy of St. John/St. Theresa School is the educational component. It is the belief that the schools assist the parents in carrying out their primary responsibility of providing religious and secular education for their children. Through these discipline plans, the St. John/St. Theresa faculty and staff hope to create an atmosphere in every classroom and throughout the school that enables all of our teachers to teach and all of our students to learn. The faculty and staff goals are to offer quality instruction, order and discipline in school and classrooms, fairness, individual consideration of the child, timely updates of your child's progress, and open communication and involvement in student activities.
4. Parents may assist the learning process by supporting school policies and teacher decisions, guiding (but not completing) homework and assignments, responding to teacher communications, attending and participating with your child in church and student functions, providing school supplies, lunch, uniforms; and promoting student responsibility.
5. As we work together in partnership, please be reminded that as a matter of privacy, we are not at liberty to share or discuss internal matters.
6. As partners in the education of your children and our students, we can expect only the best situation for their growth and development. We look forward to working with you in the best interests of your children!

**ST. THERESA MIDDLE
STUDENT EXPECTATIONS CHART**

	Walkway/Hallway	Cafeteria	Restrooms	Recess	Library	Morning	Church	Dismissal/ Car Riders	Dismissal/Bus
	Voice Level: 0/2	Voice Level: 2	Voice Level: 1	Voice Level: 4	Voice Level: 1	Voice Level: 2	Voice Level: 0	Voice Level: 2/0	Voice Level: 2/0
Be Respectful	Respect personal space. 3rd-5th(0): walk in a straight line. 6th-8th(2): stay to the right when you walk from class to	Exhibit table manners. Listen and follow all adult directions. Respect personal space.	Respect privacy and property.	Follow playground rules. Line up and remain quiet for transition.	No traffic through library. Teacher work area is off limits. Respect property.	Listen and follow all adult directions. Participate in prayer, pledge and song everyday. Respect personal space.	Proceed to and exit from church reverently, orderly (in single file) and silently. Receive the Eucharist properly & reverently.	Listen and follow all adult directions.	Listen and follow all adult directions.
Be Responsible	Help keep our campus clean. Be on time. Walk quickly to your destination.	Leave table, seat and floor clean.	Flush toilets. Put paper towel in the trash. Keep bathroom clean. Use in a timely manner.	When the bell or whistle sounds, all games should stop and equipment should be put away. Line up immediately when the bell rings.	Have permission and a purpose.	Go to designated seat in line. Place backpack next to you. Do not change seats.	Bring your song booklet. When not in use, place it behind you. Have clean hands. Be attentive.	Arrangements for pick-up should be made prior to school. Be attentive and watch for your car.	Go directly to your bus line.
Be Safe	Keep body, hands, feet and belongings to yourself. No rough play. Stay off of the grass. Walk facing forward.	Remain seated. Do not share food or drinks.	Wash hands. No playing.	No pushing, shoving or rough play. Remember the No Humor Zone Policy. Ask permission to drink water and use the restroom. Teacher must be present before a student enters a classroom.	Keep body, hands, feet and belongings to yourself. Librarian must be present before a student enters.	Do not enter the gym before 7:15. Duty teacher must be present. Ask permission to drink water and use the restroom.	Walk in a straight line. Keep body, hands, feet and belongings to yourself.	Stay to the right of the walkway in single file and do not run. Keep body, hands, feet and belongings to yourself. Do not return to any classrooms. On rainy days, listen and do not talk (0).	Do not block the walkway. Keep body, hands, feet and belongings to yourself. Do not return to any classrooms. On rainy days, listen and do not talk (0).
Be Peaceful	Use positive words and be courteous. Remember your Christian values.	Use positive words and be courteous. Remember your Christian values.	Use positive words and be courteous. Remember your Christian values.	All games should be fun. Be a good sport. Take turns and include everyone. Resolve conflicts peacefully.	Use positive words and be courteous. Remember your Christian values.	Reading a library book is allowed. Books must be put away for prayer. Be polite.	Participate by responding and singing.	Use positive words and be courteous. Remember your Christian values.	Use positive words and be courteous. Remember your Christian values.

School Rules

1. The following are rules that pertain to each campus:

St. John Primary – Each teacher has established classroom rules.

St. Theresa Middle has established school wide rules and conduct guidelines for participation.

School Wide Rules

- ❖ Love one another as God loves you.
- ❖ Be respectful to yourself, others and property.
- ❖ Contribute to the learning environment.
- ❖ Follow all school and classroom procedures.

Conduct Guidelines for participation in St. Theresa Extra Curriculum (Clubs and Athletics) and Field Trips

- ❖ Extra Curriculum Activities - See individual requirements on pages 25 and 26
- ❖ Field Day - Students must have a 78% or higher conduct grade average for the 1st, 2nd, and 3rd nine weeks.
- ❖ Field Trips - Students must have a 78% or higher in conduct in the 9 weeks of the field trip.
- ❖ 8th Grade Field Trip - Students must have a 78% or higher final conduct grade average (1st, 2nd, 3rd, and 4th nine weeks).

2. **Additional Policies** (These apply to school and every activity sponsored by the school.)

- a. No student may leave the school campus without permission of the office. Students should have teacher permission to leave a classroom.
- b. No gum or sunflower seeds are allowed on the school grounds or school bus.
- c. The office telephone is to be used for emergencies only (not for forgotten books, homework, p.e. uniform, etc.)
- d. Selling items on campus is prohibited without the permission of the principal, this includes homemade objects, store bought items, fundraising items, etc.
- e. All students will maintain proper behavior while waiting for the bus, riding on the bus and upon leaving the bus. While traveling to and from school, a student must conduct himself/herself according to the behavior principles enunciated in the school handbook.
- f. The Diocese of Baton Rouge 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.

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 permission of the supervising adult, such as the teacher, bus driver, athletic coach or sponsor.

Violations of this policy will result in disciplinary measure as well as the confiscation of the communication implement.

For purposes of this policy, the term communication devices includes, but is not limited to, cellular phones, beepers, pagers, two-way radios, palm top computing devices, iPods, mp3 players, blackberries, etc.

- g. Students are to refrain from inappropriate displays of affection on campus, the bus, at all school related events on or off campus, and while in uniform off campus.

3. **Serious Infractions**, including, but not limited to, are the following:
 - a. Dishonesty, cheating of any kind, forging parent's signatures, stealing, or lying
 - b. Disrespectful behavior toward any legitimate authority at St. John/St. Theresa School
 - c. Any act of vandalism against school property and will be required to make full restitution
 - d. Harassing or demeaning another student
 - e. Bullying/fighting
 - f. **Any inappropriate use of electronic media**
 - g. Use of obscene language and pornography in any form
 - h. Any threatening statement or action

4. **Detentions**

- a. Students should exhibit Christ-like behavior and contribute to the learning environment. Contradictory actions of the student may result in a detention as outlined in the grade level discipline plans.

St. John Primary

Detentions are thirty minutes in length and are from 2:45-3:15 p.m. Students are to be picked up at the office. Your support of this detention (though inconvenient) is crucial if we are to make a positive impression on your child. First and second grade detentions are served on Monday. **ALL DETENTIONS SHALL BE SERVED!**

St. Theresa Middle

Detentions will be served during students' lunch and recess periods. Students will eat lunch at a designated location and complete written work during their recess time. **ALL DETENTIONS SHALL BE SERVED!**

- b. There are instances when detention becomes automatic such as, but not limited to, rude/disrespectful behavior, inappropriate language or gestures, dishonesty, bullying/fighting, any threatening statement, and defiance.

- c. Detentions will affect your child's conduct grade in the following way:

Grade 1st:

Students will be issued a monthly calendar to monitor behavior. Any conduct infractions will be noted by the teacher on the behavior calendar. Refer to the homeroom teacher's discipline plan for details on calculation of conduct grade.

Nine weekly conduct grades will be averaged to determine the student's final 9 weeks conduct grade. Automatic detentions for serious infractions will result in minus 15 points from that week's conduct grade.

Grades 2nd-5th:

Students will be issued a weekly conduct sheet to monitor behavior. Any infractions on conduct will be noted by tally marks on the conduct sheet. The point deduction scale for student infractions is located on the weekly conduct sheet.

Nine weekly conduct grades will be averaged to determine the student's final 9 weeks conduct grade. Students earning an F in conduct for the week will be issued a detention, with no further points being deducted from the weekly conduct grade. Automatic detentions for serious infractions will result in minus 15 points from that week's conduct grade.

Grades 6th-8th:

Students begin each 9 weeks with 100% in conduct. Any infractions of conduct will result in the issuance of a Student Checklist. Point deductions are noted on the Student Checklist which must be signed by a parent and returned the next day.

Automatic detentions for serious infractions will result in minus 5 points from the nine week's conduct grade.

5. **OTHER INAPPROPRIATE BEHAVIOR AND/OR CONDUCT UNBECOMING A CHRISTIAN STUDENT MAY RESULT IN DISCIPLINARY ACTION AS DEEMED NECESSARY BY THE ADMINISTRATION.**

6. **SERIOUS CONSEQUENCES:** The following consequences may be issued for repeated behavior problems and serious offences:

- a. **Saturday School:** Saturday School will occur on one Saturday each month from 8:00-11:00 a.m. The student will be under the supervision of school personnel. An administrative cost of \$25 will be assessed for each Saturday School. The student will be required to wear the proper school uniform and report to the school office on the designated Saturday. **Failure to remit the administrative cost or serve the Saturday School will result in an out-of-school suspension.**
- b. **Suspension:** While under suspension, the student is responsible for the homework, class work, quizzes, tests, etc. missed that day, as well as, the written suspension work assigned by the school. Students may not re-enter school until the suspension has been served. A post-suspension conference is held with an administrator after a 2nd suspension.
- c. **Corporal Punishment:** Corporal punishment is not permitted in the schools of the Diocese of B.R.
- d. **Search and Seizure:** A school is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

School officials (2 or more) may search student(s), his/her belongings, (i.e. including but not limited to locker, handbag, briefcase, book bag), *if one or more of the following exist:*

- 1. The students are informed in writing (parent/student handbook) that searches may be conducted.
 - 2. The administrator has suspicion that contraband, illegal substances or objects or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.
- e. **Drugs:** Any illegal substances or objects shall not be tolerated. Students involved with possession, use or actions on the school campus or at school-related activities, which injure the reputation of the school, shall be dealt with in the most serious manner to include maximum suspension or expulsion. **STUDENTS WHO SELL DRUGS WILL AUTOMATICALLY BE EXPELLED.** (See detailed notice following.)
 - f. **Possession of Weapons/Dangerous Instrumentalities:** It is a crime for any student or non-student to carry a firearm, concealed weapon or dangerous instrumentality (includes but is not limited to gas, liquid, knife, club, etc.) on campus, on a school bus, at school sponsored functions, or in other designated zones and 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. Students involved with possession, shall be dealt with in the most serious manner to include maximum suspension or expulsion. (See detailed notice following.)

7. **Harassment/Bullying/Hazing**

The schools of the diocese do not condone harassment/bullying/hazing of any kind. All students of the Diocese of Baton Rouge are to be treated with dignity and respect. Harassment of any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities, all students, (regular or temporary,) part-time or full-time employees, volunteers, itinerant instructors, and consultants. It also applies equally to clergy, religious, and lay persons.

a. **Harassment**

- 1. **Sexual harassment** shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for decision affecting the students.
 - c. Such conduct has the purpose of effect of unreasonable interference with a student's school performance of or of creating an intimidating, hostile, or offensive school environment.
- 2. **Verbal harassment** shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

3. **Physical harassment** includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movements.
 4. **Written or electronic communication harassment** includes communication of **any** threat of, or act of sexual, verbal and/or physical harassment.
- b. **Bullying**, a form of harassment, is the act of intimidating a person to make them do something. Typically it refers to teasing in a mean way, ‘ganging up’ on others, keeping certain people out of a group, spreading rumors, punching, shoving and other acts that hurt physically.

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. (*Bullying at School: What We Know and What We Can Do* by Dan Olweus)

- c. **Hazing** is a form of harassment. Hazing is defined as any intentional, knowing or reckless act that induces pain, embarrassment, humiliation, deprivation of rights or that creates physical 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 sponsored or supported by any parish, elementary or secondary school in the Diocese. Culpability includes hazing practices mandated or voluntarily entered into by any party.

Re: **Violence and Threats of Violence**

This memo is to inform all students and parents of the following policy that is in effect.

With recent events in our city and nation, families must be aware that school administrators respond to any and all incidents of a threatening nature. Even though statements are made in anger, in a joking manner, and usually prove to be frivolous, we must take aggressive action to protect all individuals involved. Safety to our schools is of utmost importance and our first priority.

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. Any student making a threatening statement will be removed from school. That student shall not return until a professional evaluation determines the student is no longer a threat to anyone including him/herself.

Any violence or threats of violence will be taken seriously, and will be handled with aggressive action. Even frivolous threats will be addressed with aggressive action. Because of the society we live in, we are in a “**NO HUMOR ZONE**” and threats of violence are not joking matters. It is our schools’ responsibility to handle all such matters with aggressive action.

“NO HUMOR ZONE” ANNOUNCEMENT

This is to remind you that our school is a NO HUMOR/ NO TOLERANCE ZONE for threats. Any statement made that is a threat of any sort, even if made jokingly, will result in an immediate detention.

Re: **Dangerous Weapons**

Acts 17, 38 and 107 of the Third Extraordinary Session of the Louisiana Legislature of 1994

Recently the following laws have been enacted by the Louisiana Legislature and are effective on the St. John/St. Theresa School campuses immediately:

R. S. 14:95.2 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non student on school property, on a school bus, at school sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance or

other instrumentality, which in the manner used, is calculated or like to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club or similar device. The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra curricular activities. Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or a non student, is subject to a maximum penalty of imprisonment at hard labor for not more than five years. The law exempts from its provisions a federal, state or local law enforcement officer or school official or employee acting during the direction of such a school official or employee. It also exempts participants in any legitimate firearm safety course similar course or activity. The law mandates that a principal or school official notify the parents of any student who is detained or arrested for carrying a dangerous instrumentality, that the principal or school official immediately report any detention of a student or other person for this reason and the seizure of any dangerous instrumentality to the appropriate law enforcement authority. Any principal or school official who fails to properly report the detention of any person or seizure of any dangerous instrumentality to the appropriate law enforcement agency may be issued a misdemeanor summons and, upon conviction, fined not more than five hundred dollars or sentenced to not more than forty hours of community service, or both.

R. S. 17:240 prohibits all persons from smoking, chewing, or otherwise consuming any tobacco product in any elementary or secondary school building. Building is defined as any building located on the property of any elementary or secondary campus. Furthermore, no person may carry a lighted cigar, cigarette, pipe, or any other form of smoking object or device on the grounds of any public or private elementary or secondary school property, except in an officially designated smoking area. The law mandates that each governing authority of a non-public school adopt necessary rules and regulations to ensure compliance with this law.

These statutes are hereby part of the St. John/St. Theresa School Parent/Student Handbook.

Policies Related to Protection of Children and Young People

In June of 2002 the U.S. Conference of Catholic Bishops issued its Charter for the Protection of Children and Young People and set up its Office of Child and Youth Protection. In December 2002 the USCCB promulgated the corresponding Essential Norms for Diocesan/Eparchial Policies Dealing with Allegations of Sexual Abuse of Minors by Priest or Deacons which had been approved by the Holy See.

Bishop Robert Muench in 2003 reconstituted the independent diocesan Misconduct Review Board, and charged it with providing for the revision of the diocesan policies as needed. He also has seen to it that even before the full revision of the policy new efforts have been made to inform clergy and other Catholic administrators and educators of the mandatory nature of all national and diocesan policies, and to train them in ways of promoting an even more safe environment for our young people. Diocesan spokespersons have addressed the issue of child abuse prevention over and over again over the past few years.

Anyone victimized as a child or young person is urged to report this first to secular authorities (you can do so online to the Louisiana State Police or access information about reporting to the Louisiana State Department of Social Services), as well as to the diocesan "Sexual Abuse Victim Response Contact Line" (telephone 225-242-0250) or to the diocesan counselors at Catholic Community Services (telephone 225-336-8708).

St. John/St. Theresa School annually presents instruction in Child Safety for students in grades K-8th. The instruction is part of both the religion and counseling programs. Parents do have the opportunity to see the materials used for instruction. It is highly recommended that all parents complete the Diocesan on-line Safe & Sacred training found at www.sjp-sta.org under Parent Information. Please be sure to print the Diocesan certificate of completion and send to the school office.

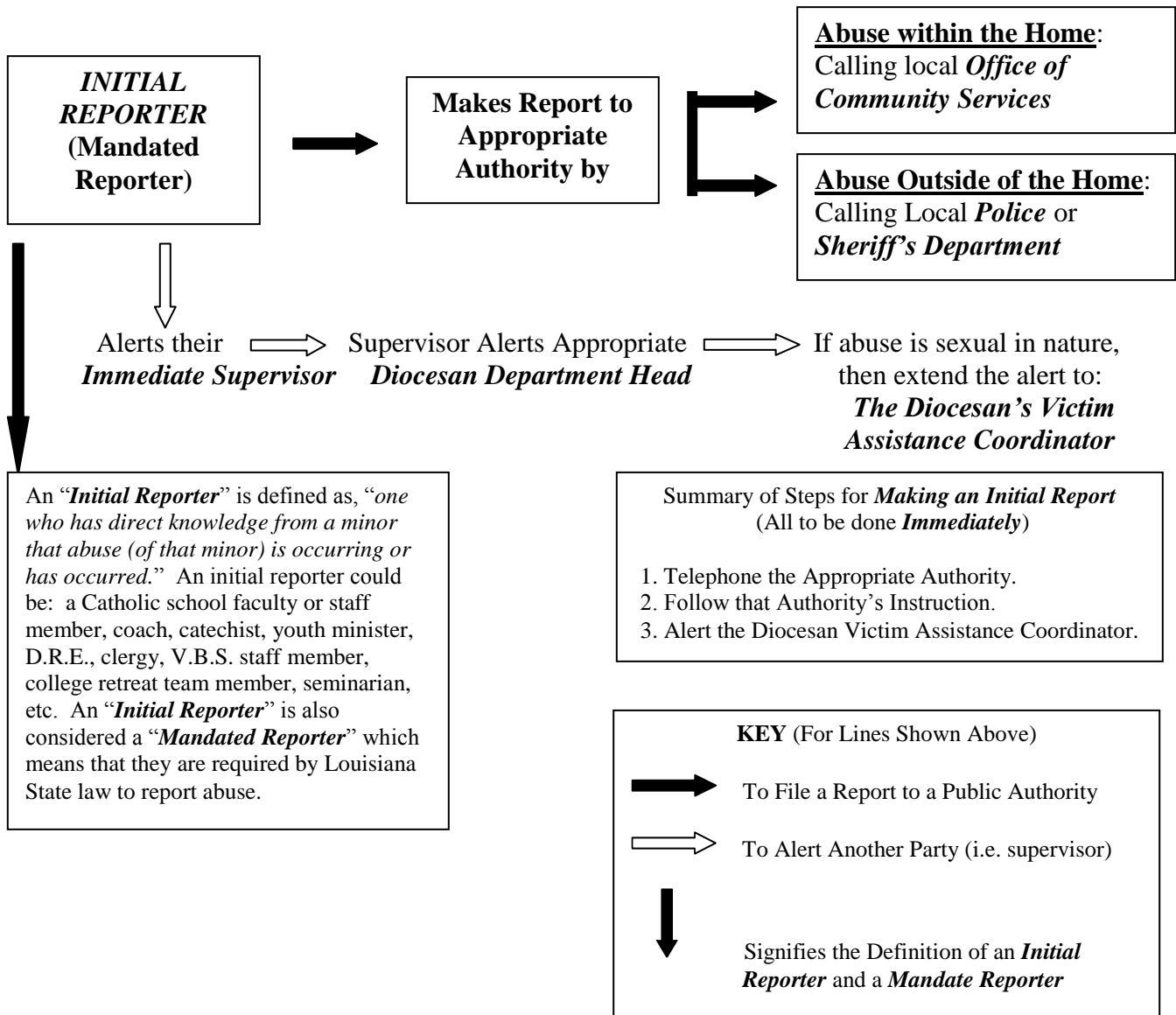
All parents (St. John/St. Theresa) are required to read the Diocesan Code of Ethics, which may be found at www.sjp-sta.org under Parent Information or www.diobrocyp.org. Please print, sign, and return the Code of Ethics form verifying you have read the Code and its contents.

The Diocese of Baton Rouge

Process for Reporting the Alleged Abuse of a Minor (Sexual and Other)

Scenario #1

When the alleged abuser is an **employee of the Diocese of Baton Rouge** (*other than clergy, religious, or seminarian*) or a **volunteer in ministry** affiliated with the Diocese of Baton Rouge or other person.

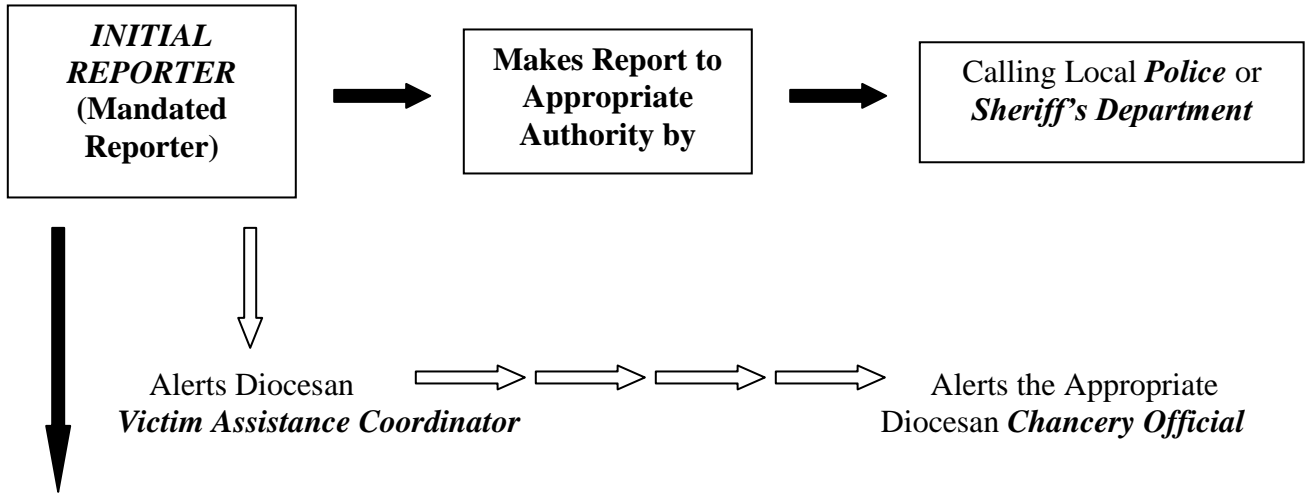


The Diocese of Baton Rouge

Process for Reporting the Alleged Abuse of a Minor (Sexual and Other)

Scenario #2

When the alleged abuser is **priest, deacon, religious brother or sister, or a seminarian** serving in and/or affiliated with the Diocese of Baton Rouge..



An “**Initial Reporter**” is defined as, “*one who has direct knowledge from a minor that abuse (of that minor) is occurring or has occurred.*” An initial reporter could be: a Catholic school faculty or staff member, coach, catechist, youth minister, D.R.E., clergy, V.B.S. staff member, college retreat team member, seminarian, etc. An “**Initial Reporter**” is also considered a “**Mandated Reporter**” which means that they are required by Louisiana State law to report abuse.

- Summary of Steps for **Making an Initial Report**
(All to be done **Immediately**)
1. Telephone the Appropriate Authority.
 2. Follow that Authority’s Instruction.
 3. Alert the Diocesan Victim Assistance Coordinator.

KEY (For Lines Shown Above)

To File a Report to a Public Authority

To Alert Another Party (i.e. supervisor)

Signifies the Definition of an **Initial Reporter** and a **Mandate Reporter**

ALCOHOL POLICY FOR ST. THERESA OF AVILA CHURCH PARISH & MEMBER SCHOOL

As of January 1, 1995, alcoholic beverages will not be allowed to be sold, served or brought onto the grounds at public events of the parish and school. This applies whether the event is held on the church and school property or not. Two exceptions to this are the following: 1) the celebration of the Eucharist where the use of wine is required by church law, and 2) the serving of alcohol in private gatherings in the priests' and sisters' homes.

The reasons for this policy are the following:

1. We as parents and educators of our children decide what is good for them and what they should learn. We believe, particularly when adults and children are together, that the use of alcohol is not necessary in order to have fun. We believe that we can give the children this message and a good example of how to carry it out by not serving or allowing alcohol at our public activities.
2. We believe that a moral issue comes into play if someone leaves one of our events having had too much to drink and harms themselves or someone else. We believe that we would be partly responsible for the harm done.
3. There is a liability factor involved. At least one parish in our diocese has been party to a lawsuit after someone drank alcohol at a school fair, left the grounds and was involved in an accident. We believe that the cost involved in possible legal action is not the most responsible use of church and school funds.

This policy is not the result of any lack of leadership on the part of the school administration or staff. In fact, the opposite is true. St. Theresa School has been very diligent in establishing effective guidelines for use of alcohol at its' functions. This policy is a response to the position we find ourselves in our society in general and southern Louisiana culture in particular. I believe that this policy is an attempt to equip our children with the knowledge and experience they need to resist the strong pressures to which they are exposed to use and even to abuse alcohol.

This policy does not replace the parents' responsibility at home and in social gatherings away from St. Theresa to teach their children how to responsibly use alcohol if they choose to do so.

Diocesan Substance Abuse Policy

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 alcohol, tobacco, smokeless tobacco, 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 a drug testing is mandated, for suspicion, it is to be financed by the parent/guardian.

1. Tobacco and Smokeless Tobacco

If a student is found to have in his/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.

2. 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.

3. 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.

4. **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-related 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 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.

5. **Drug Paraphernalia**

If a student is found to be in the possession of drug paraphernalia, appropriate action will be taken by the administration.

6. **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.

7. **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 is mandated, it is to be financed by the parent/guardian.

8. **Conduct Off Campus**

- a. A student must conduct himself/herself off campus in a manner consistent with his/her status as a member of the Catholic School community and with the philosophy, policies, goals, and commitments of the school as set forth in its Student Handbook.
- b. 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 the Catholic school as indicated in the Parent/Student Handbook make a student subject to corrective action, including suspension or dismissal.
- c. Activities prohibited by this regulation include, but are not necessarily limited to, the following:
 - Attending, sponsoring or participating in activities where alcohol or illegal drugs are sold, purchased, possessed, or consumed.
 - Committing, threatening or attempting to commit acts of vandalism that affect a person’s life, health or property.
- d. A student violating these regulations is subject to corrective action, including suspension or dismissal.
- e. A student accused of a serious wrong can be placed on home study pending the outcome of a judicial proceeding or internal investigation.

***THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE ANY DISCIPLINARY RULE FOR JUST CAUSE AT HER DISCRETION!**

9. **Habitual Behavior Problems**

Students who are habitual behavior problems will be given all the professional help available to assist them. When a student refuses to respond to the professional staff in their attempt to help, parents will be asked to withdraw their child from St. John/St. Theresa School.

Expulsion

1. Consultation between pastor, principal and parents must precede expulsion from any Catholic school.
2. For very serious reasons, a student may be expelled after a single violation if his/her continued presence in the school would seriously hamper the school in fulfilling its obligations to the other students. The parent has the right to appeal according to the diocesan appeals policy #5.9.

SECTION 6: EXTRA-CURRICULAR ACTIVITIES

Purpose

We have many opportunities for boys and girls to participate in activities here in school to develop well-rounded students. We ask you to take some time to discuss these possibilities with your child. One of the difficulties we often encounter is that children do not honor their commitment to a club or team. Often they see no reason for missing a meeting or activity without a good excuse. We ask you to help us teach them that commitments are important and their contributions add to the success of the team's or club's undertaking. Parents are responsible for transportation of their child.

Explanation of Activities

1. **Athletics** –All athletics are governed by an official St. Theresa Middle Athletic Handbook (enclosed). Please read and review all rules and regulations. Boys from 5-8 grades may sign up for football, basketball, and track & field. Girls in 5-8 grades may sign up for basketball, volleyball, and track & field. To participate, students must have permission of parents, health insurance, a physical, pay the participation fee, and meet the academic requirements of a 2.0 average and “C” in conduct on the report card prior to the sport tryouts (i.e. students wanting to play fall sports must meet the GPA/conduct requirements for the 4th 9 weeks. Final grades do not count). Progress report grades will not be considered. **No exceptions (INC students included) will be made in regard to academic requirements!**

Student athletes must conduct themselves in a way that brings credit upon St. Theresa Middle School. Good sportsmanship is expected of all players. In the event that a student player receives an infraction in a game that is due to poor sportsmanship, he/she will be removed from the remainder of the game, i.e. technical fouls in basketball, spearing in football, etc.

2. **Band Program** – An optional after school band program is offered to students in grades 4-8. Band is held twice a week after school in room one. There is a beginning band and an advanced band. Band members perform on a number of occasions during the year. This is a year-long commitment and should be viewed seriously prior to joining band. It hinders the sound quality of the entire band when members break their commitment and quit.

3. **Beta Club** – Beta Club is an academic and service oriented organization. Any student in grades 6-8, in good academic standing (**No “C’s” in grades or conduct**) may be invited to join the Beta Club once a year in the first nine weeks. Students compete in academic contests on the district and state level. They also contribute to a philanthropic organization each year. The club members assist the school and community in various ways. Each year the students attend District Beta Day and the state Beta convention. This is a year-long commitment and should be understood as such.

4. **Cheerleaders** – Students in grades 6-8 may be cheerleaders. There is a cost associated with cheerleading due to uniforms, clinics, etc. Try-outs are held in the spring. To participate, students must have permission of parents, health insurance, a physical, pay the participation fee, and meet the academic requirement of a 2.0 average **and a “B” or higher in conduct** on the report card prior to the tryouts. **Those selected for cheerleaders are required to attend a mandatory clinic.** Failure to attend the clinic results in forfeiture of being a cheerleader.

There are two cheerleading squads. “Cradles”, “basket tosses”, and “pyramid” formations by the St. Theresa Middle Cheerleading squads are **not** permitted. Cheerleaders attend all home games and are expected to conduct themselves in a manner as to bring credit upon the St. Theresa teams for whom they cheer. Parents must assist us by volunteering time to work at the games (i.e. gate, concessions, cleanup, etc.).

5. **Choir** – Students from 5-8 grade audition for membership in choir. Once accepted they pay an \$10.00 fee, are required to wear a uniform and give performances on a number of occasions, as well as, participate in the Louisiana Music Festival. Some students opt to participate in the Solo and Ensemble Competition. Students who are invited to join are expected to participate in all regularly scheduled activities and scheduled practices, except for serious reasons, or forfeit membership. Practice is held at lunch one day a week and after school on Tuesdays. This is a year-long commitment and should be viewed seriously upon joining. It hinders the sound quality of the entire choir when members break their commitment in the spring.
6. **4-H Club** – Any boy or girl from the 4-8 grades may join the 4-H Club. They are asked to enroll in certain projects of interest to them, which include cooking, sewing, pet care, cattle care, etc. Parents can help to see they keep accurate records and encourage them to be faithful to working with their projects. Achievement Day is held once a year in April. Individual members compete for ribbons and trophies in various contests. A record book must be completed before attendance at Achievement Day. Students must attend regularly scheduled meetings once a month. Students are encouraged to participate in club sponsored activities and contests (i.e. creative cookie contest, decorate-a-pumpkin contest, etc.).
7. **God’s Warriors** – Students in 6-8 grades are eligible to join the God’s Warriors Club. This club participates in religious activities such as morning prayer, liturgical activities, service, reciting the rosary and stations of the cross, etc. Meetings are held periodically after school and members are expected to attend and volunteer to participate in the club’s activities. One regular activity is attending mass on Friday mornings before the school day begins.
8. **Library Club** – Students in 6-8 grades may apply to become members of the Library Club. As members of this club, students assist the librarian in the general operation of the library by re-shelving books, organizing the bookshelves, re-stocking paper, suggesting books to place in the collection, managing the yearly Reading Challenge, selling pencils to the student body, and working the annual Book Fair. Members also help to maintain a pleasant, welcoming appearance of the library.
9. **Robotics** - Students in the 7th and 8th grades are eligible to become members of the STA Robotics Club. During the enrollment period in May for membership during the following school year, interested students must submit a 7-10 slide PowerPoint presentation consisting of criteria given at that time. If numbers drop below the ten member limit, an enrollment period may also be opened at mid-school year. Meetings are held on Fridays after school with extra meetings as needed before school or on weekends leading up to competition. Students will learn how to build and program Lego MindStorm NXT robots for competition; this knowledge is cumulative, making it imperative that members attend meetings. Parents and students must sign a consent form indicating they are aware of the time commitments involved. Students will also be participating in innovative and exciting field trips that require their parents to provide transportation.
10. **Student Council** – Student representatives are elected from each homeroom in the 6-8 grades. Club officers are elected by the 6 - 8 grade student body. They assist the school in various ways during the school year (Halloween Relays, Teacher Appreciation Week activities, Veteran’s Day, etc.)

Note: All extra-curricular activities are subject to change due to official organizations and league rules and requirements, and availability of school facilities, personnel and the school calendar. Please be advised of this reality.

Attendance Regulations

Students absent from school, suspended, or checked out sick may not participate in extra-curricular activities on that day.

Conduct Expectations

ALL STUDENTS WHO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES ON OR OFF CAMPUS ARE EXPECTED TO ADHERE TO ALL DISCIPLINE RULES AND REGULATIONS SET FORTH IN THE PARENT AND STUDENT HANDBOOK.

SECTION 7: FIELD TRIPS

1. Occasional field trips help to stimulate good morale and may be an effective learning experience.
2. Field trips are privileges afforded to students. Students can be denied participation if they fail to meet academic or behavioral requirements (must have 78% or higher in conduct in the 9 weeks of the field trip – St. Theresa Middle only).

3. **Students who fail to submit a proper permission slip will not be allowed to participate in the field trip.**
 - a. No other written document may substitute for the original permission slip (copy provided).
 - b. Telephone calls will not be accepted in lieu of the original permission slip.
 - c. In the case of an approved faxed permission slip, the original signed permission slip must be sent to school the next day.
4. A parent has the right to refuse to allow their child to participate in a field trip. Written notification must be made to the principal two days in advance of the trip.
5. Younger brothers and sisters, not attending St. John/St. Theresa School, **MAY NOT** go on field trips.
6. Teachers often need chaperones to attend a field trip for assistance.
 - a. All chaperones need to complete a school chaperone form providing some background information prior to attending a field trip. (see Parent Information section on website)
 - b. By signing the chaperone form, a parent agrees to follow the directions of the teacher in assisting students on the field trip.
 - c. In the event there are too many parent volunteers to be chaperones, the teacher will place all names of volunteers in a container and draw at random the number of names needed for the trip. These chaperones will then be notified.
 - d. ***Safety is a major issue on field trips.**
 - e. When parents chaperone on a class field trip, they **DO NOT** chaperone their own child(ren).
7. Field trip money is non-refundable when a child is absent for a trip.

SECTION 8: GENERAL INFORMATION

Arrival/Dismissal – NO LIMOUSINES are allowed on the property! Likewise, no student may drive to or from school.

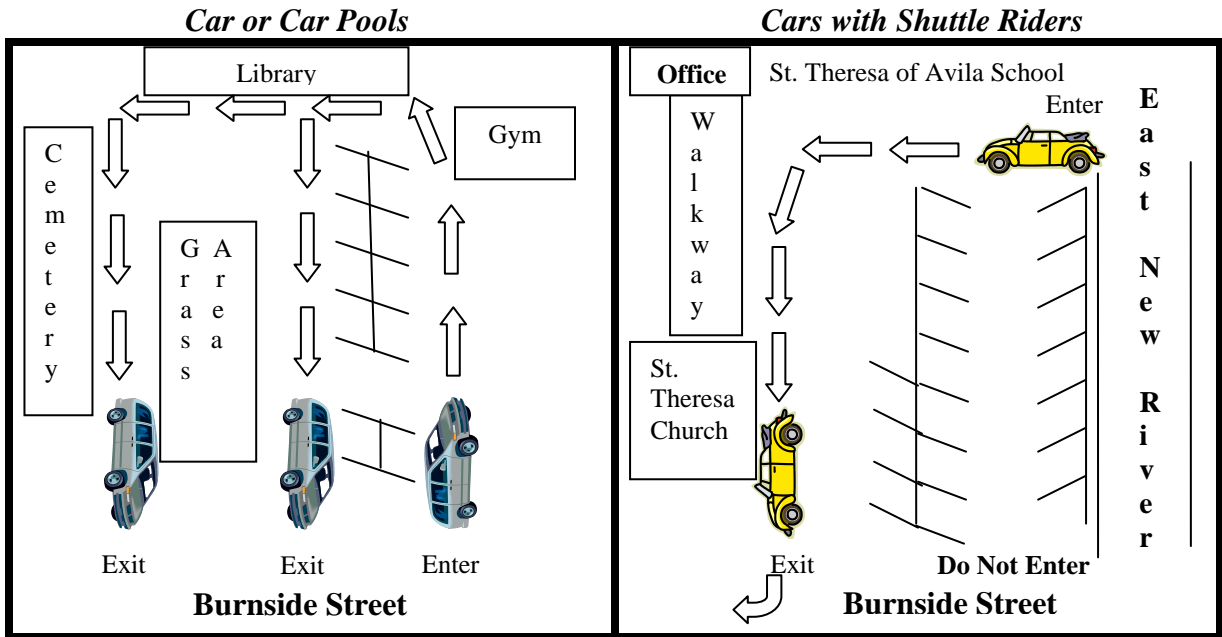
General Notes: Please follow all procedures outlined below for safety reasons.

1. Students should be prepared (all materials/book sack) to get out of the car in the morning when arriving at school. Book sacks should be in hand and not in the trunk. This helps the traffic flow.
2. Students should open and close their own car doors when arriving. The duty teachers' job is to supervise the arrival of students and not open car doors.
3. Students arriving by bus should remain seated until the bus comes to a complete stop.
4. Upon arrival STA students are to report to the gym (NO RUNNING!) and SJP students are to report to Activity Center (NO RUNNING!).
5. Parents please **do not** get out of the car as it hampers traffic flow.
6. In planning for the orderly and safe arrival and departure of your child, we request all parents adhere to the following flow of traffic plan.

St. Theresa Campus – Arrival & Dismissal

MORNING PROCEDURE – Official Arrival time is 7:15

- a. Car or Car Pools must be dropped off in the cemetery parking lot. Enter to the library and turn around. Exit through “exit” as signed.
- b. All shuttle riders must be dropped off in the E. New River St. Lot by 7:25 a.m. Enter on E. New River & exit Hwy.44. The driver must exit to the right for traffic flow.
- c. Proceed at all times with caution. (slow speed – 5 to 10 mph)



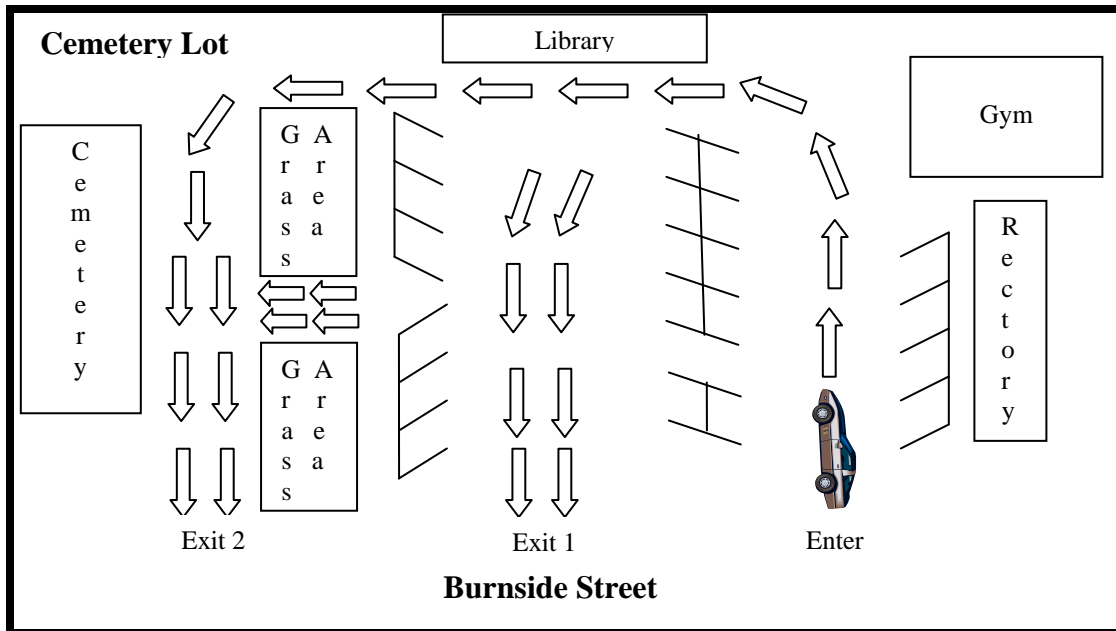
EVENING PROCEDURE – Dismissal Time is (2:40/2:55)

There are 2 dismissal times. Students have been assigned a designated dismissal time. Please adhere to that time.

- 1st Dismissal – 2:40
- 2nd Dismissal – 2:55
Cars for 2nd Dismissal may not enter the lot until 2:50 p.m. Early arrival interferes with first dismissal.

General Dismissal Procedures (continued on page 33)

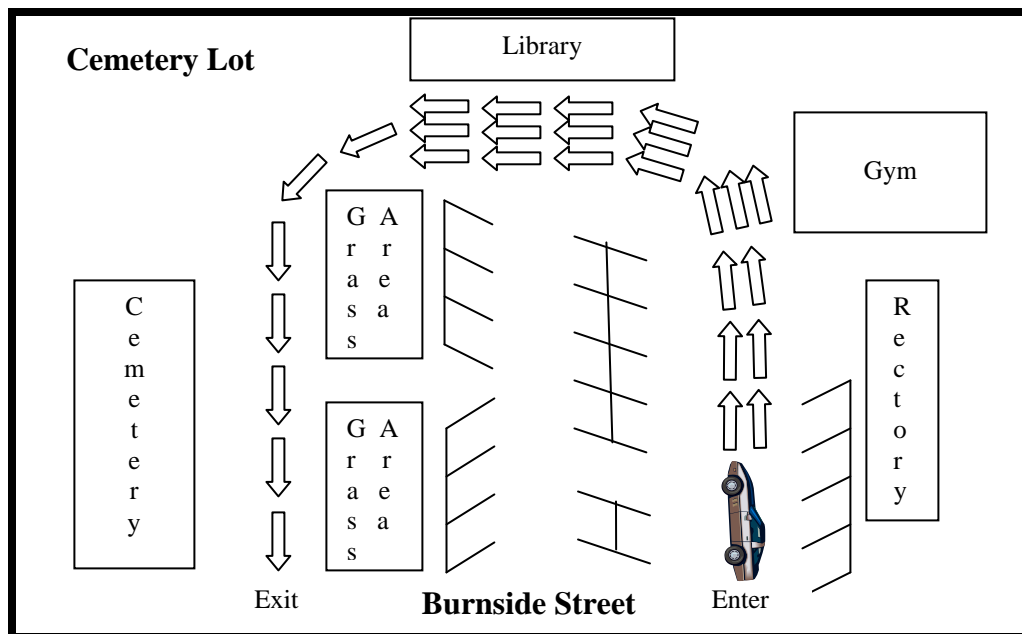
- a. Enter the entrance of the cemetery lot from Burnside next to the rectory and proceed around the turn.
- b. A signal will be given to permit students to go to cars that are stopped.
- c. Once students are in a car or are gathered safely waiting, the cars will be signaled to depart.
- d. Please do not get out of the vehicles at car riders to get your child, as this hampers the flow of traffic and our safe dismissal procedures.
- e. **Students who remain at 3:05 p.m. will be escorted to After Care with charges incurred as established by the program.**
- f. Students may not be picked up at the classrooms – nor may they be picked up by car in any other spot other than the designated dismissal areas.
- g. When you have someone else pick up your child, please take time to explain our procedures.
- h. **Please utilize carpool FAMILY NAME SIGNS in the front window of your vehicle.**



RAINY DAY DISMISSAL

General Dismissal Procedures

- a. Form only 3 lines of traffic for pick up by the library.
- b. The teachers on duty will load the students into cars. PLEASE DO NOT GET OUT OF YOUR CAR! This slows the process and hampers the safety of students.
- c. A signal will be given for dismissal of cars (line by line) once all students are loaded.
- d. When all traffic comes to a stop, the teachers will load the students.
- e. Again a signal will be given and the lines will be dismissed a row at a time.
- f. This procedure will continue until all cars are loaded and dismissed.
- g. Cars for 2nd Dismissal may not enter the lot until 2:50 p.m. Early arrival interferes with first dismissal.

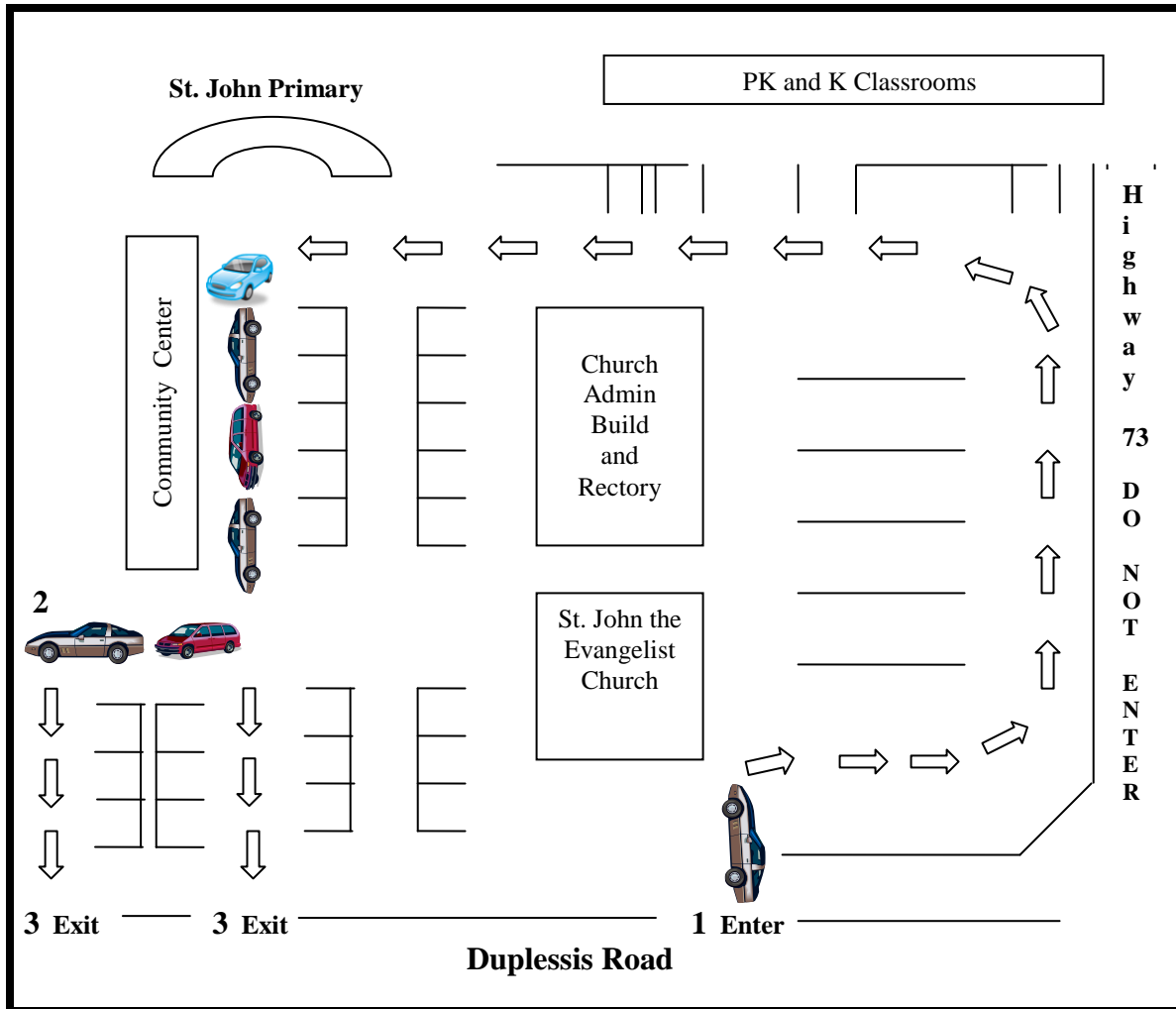


St. John Campus – Arrival & Dismissal

MORNING PROCEDURE – Official Arrival Time is 7:15

- a. Between 7:15 – 7:45 all cars enter the front lot from Duplessis Road in front of the Church (1). Turn right in the lot and follow the outside of the lot.
- b. Turn left in parking lot and proceed across the front of the Education Center. Turn left at end of parking lot. Drop off will take place in front of and parallel to the Community Center.
- c. The 1st car will stop in front of the Community Center (2). Only one lane will drop off at a time due to space and safety issues.
- d. Children will exit cars in front of and on the side of the Community Center (teachers/staff will be on duty). Single file only.
- e. Children will gather in the Community Center for morning assembly.
- f. Exit the parking lot onto Duplessis Road (3).
- g. The shuttle buses **only** will enter from Highway 73. Please be aware and **considerate** of the buses. Let them merge into the car rider line. The buses will unload in front of the Community Center.
- h. Proceed at all times with caution (slow speed 5-10 mph).

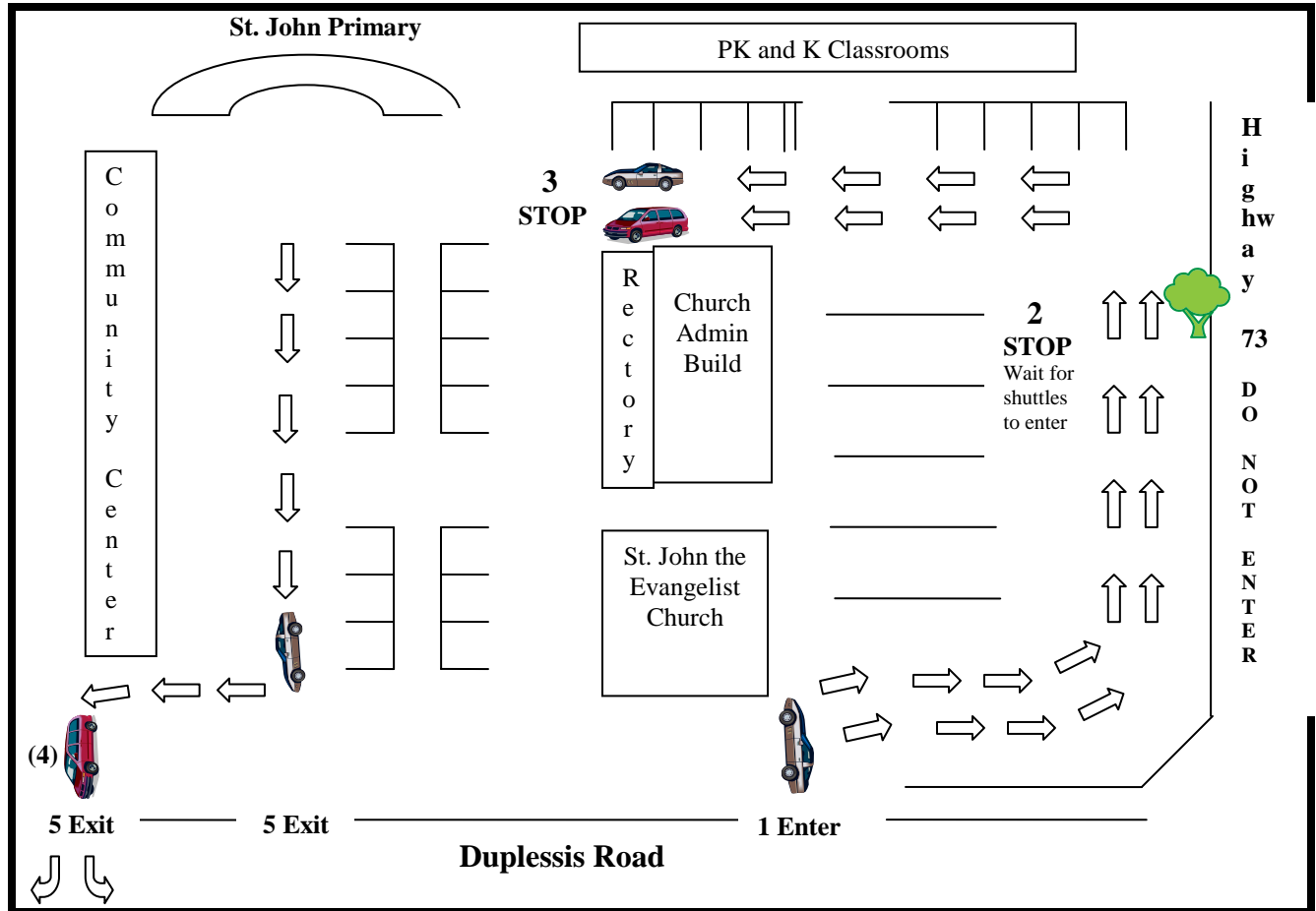
MORNING



EVENING PROCEDURE – Dismissal Time is 2:40/2:55

- All cars enter the front lot from Duplessis Road in front of the Church (1). Turn right in the lot and follow the lot around the oak tree (2). Fill in the parking lot as needed to prevent cars from backing up onto Duplessis Road.
- The 1st car will stop next to oak tree parallel to Highway 73 (2). Make a double lane. The shuttle buses **only** will enter using the entrance from Highway 73. Once in the lot, the buses will park for loading. Do **not** block the entrances from Highway 73!
- Once all shuttle busses arrive, cars may proceed to next destination (3).
- Teacher will call student to line up from car rider signs. Cars will drive to in front of Community Center (4).
- Once students are in a car the cars will be signaled to depart.
- Please do not get out of the vehicles at car riders to get your child, as this hampers the flow of traffic and our safe dismissal procedures. **REMAIN IN YOUR CAR** as the child will come to you.
- Exit the parking lot onto Duplessis Road (5).
- Students may not be picked up at the classroom, nor may they be picked up by car in any other spot other than the designated dismissal area.
- When someone else picks up your child, please take time to explain our dismissal procedures.
- Please utilize carpool FAMILY NAME SIGNS in the front window of your car.**

EVENING



RAINY DAY PROCEDURE - Follow orange cones and faculty/staff directions on rainy days.

Dismissal Changes

1. Any time a parent “changes” a child’s dismissal plans for a day (i.e. the child normally rides a bus, but will be a car rider one day), **they should send a note to the teacher with the change in writing for Pk-2nd graders.** Teachers need to be aware of the change as these students often do not know where to go and need to be escorted. **24 Hour notice is appreciated.** E-mails for this purpose are not a good idea.
2. Students who have a changed dismissal will be dismissed at 2:55 with 2nd Dismissal.

Note: Brothers/Sisters and carpool groups should be responsible for one another. If someone is missing at the designated dismissal, a teacher should be notified immediately.

Early Release

When it is necessary for a child to be dismissed before the official end-of-day, the student is to bring a note of request to the office upon arrival at school. Please **SPECIFY** the dismissal time. Permission for early dismissal shall be given by the principal. **PLEASE DO NOT ABUSE THE PRIVILEGE.** An early dismissal slip will be sent to the teacher and the child sent to the office at the time specified. This procedure will greatly reduce disruption to the teaching time.

NOTE: *No child may be checked out after 2:00 p.m. due to time constraints concerning dismissal procedures. (St. Theresa Campus)

NOTE: *No child may be checked out or dismissal procedure changed after 1:30 p.m. due to safety issues concerning dismissal procedures and the departure of the shuttle. (St. John Campus)

Emergency Closing

If it becomes necessary to close the school because of inclement weather or any other reason, we will follow the same procedures as the Ascension Parish Public Schools. In essence, when the public schools are closed due to weather St. John/St. Theresa will close.

Bus Transportation

1. Students should be ready and waiting for the morning bus **at least 10 minutes prior to the scheduled bus arrival time.**
2. Students must remain seated at all times on the bus and obey the bus driver’s rules and regulations.
3. **Students can ride their designated bus only.**
4. **At no time may a car rider request to ride home with a bus rider.**

Attendance/Tardy Regulations

1. **Purpose** – Experience has proven that students find it difficult to make up work, which they have missed because of absence from school. No amount of subsequent personal study can adequately replace the teacher’s explanation and the class drill/discussion. For this reason, we must have strict attendance regulations designed to reduce absences.
2. **Absences**
 - a. **If a student is absent 20 school days, the student will be required to repeat the grade.**
 - b. If a student is absent 15 school days within a nine-week grading period, the student does not receive any grades on the report card for that period.
 - c. If a student is absent 6 or more consecutive school days, a doctor’s certificate is required for the student to be re-admitted to school.
 - d. **A student who checks out before 11:10 or checks in after 11:10 will be considered absent for the day. A student must be in attendance over half of the day to be counted present that day.**
 - **Arrival time before 11:10 will constitute a tardy for the student.**
 - **Departure time before 11:10 will constitute an absence for the student.**
 - **Departure time after 11:10 will constitute an early release for the student.**
3. **Procedures** – Any time a student is absent, the parent is asked to do the following:
 - a. Call the school office between 7:30-9:00 a.m. on the day the student is absent and report the following information:
 - Name of person making call and relationship to student
 - Name of student and grade code with reason for absence

- Request to pick up homework, if necessary. (Homework is not automatically sent to the library, only upon request prior to 11:00 a.m.)

*This is done every day that the student is absent; unless the parent states the number of days the student will be absent.

- b. Send a written note on the day that the student returns to school with the following information:
 - Name of student and grade code with date(s) of absence(s)
 - Parent or guardian's signature
 - Doctor's certificate, if required
 - c. The student is responsible for making up all work missed within a **THREE DAY PERIOD** after returning to school. An "F" grade will be given for work not completed. If a parent wishes to take a student(s) out of school for several days because of family matters, the parent is asked to notify the school, in writing, and to contact the teacher to discuss the child's progress prior to the absence when possible.
 - d. **A student may have no more than 3 tardies/early releases (in any combination) to qualify for perfect attendance.**
 - e. Students absent from school, suspended, or checked out sick may not participate in school activities such as ball games, field trips, etc. on that day.
 - f. From time to time classes or groups perform or participate in out of school activities. If your child's group or class is involved in such an activity, we ask that you have your child at the activity. (i.e. spring music concert 3-5 grades)
4. **Minimum Attendance Regulations** – Elementary children must be present a minimum of 160 days to be eligible to receive credit for the courses taken. Exception may be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal.
 5. **Tardiness**
 - a. **ALL STUDENTS NOT IN THE GYM AT 7:40 (STA) or IN THE COMMUNITY CENTER AT 7:45 (St. John) SHALL BE TARDY!**
 - b. **Students may accumulate no more than 3 tardies/early releases (in any combination) in a year and still obtain a perfect attendance record.**
 - c. **When a student is tardy, the parent must escort them into the office to explain tardiness.**
 - d. **Students who accumulate 7 tardies in the school year (NOT per nine weeks) will be given a detention.**
 - e. **A 6th-8th grade student is expected to be on time for every class. Any student tardy for class shall be given a verbal warning by his/her respective teacher. Excessive tardies to a class may result in the teacher issuing a student checklist.**
 - f. **The student's attendance record is part of his/her permanent academic record.**
 6. **Vacations**
Vacations are not valid reasons for being absent from school. Teachers will not prepare special plans in advance for these absences. The school calendar is distributed in May, and vacations should be made to coincide with this calendar. If parents must travel away from home, arrangements should be made for their children to remain at school.

Awards

Awards will be given for athletics, perfect attendance, scholastic excellence, and one student from each homeroom who most exemplifies model students from St. John/St. Theresa.

1. **Athletic Awards** – An award will be given to each participating team member at the conclusion of each sport. The awards will be given in conjunction with Morning Prayer and announcements. This will be the only recognition of athletes.
2. **Perfect Attendance** – Those students who have not missed a day of school for the school term receive this award. **Students may accumulate no more than 3 tardies/early releases (in any combination) in a year and still obtain perfect attendance.**
3. **Scholastic Award** – Students obtaining a cumulative "A" average in a subject shall receive the Scholastic Award for that subject.
4. **SJP/STA Award** – This is the highest award given at St. John/ St. Theresa. One student per homeroom receives this yearly. These are students who best exemplify what we feel a student from St. John/St. Theresa should try to be (i.e. polite, courteous, conscientious, properly clad in uniform, etc.).

Computer Use

Each classroom is equipped with a computer for educational purposes. Each classroom computer provides Internet services. Students must adhere to the classroom computer rules, as well as, the school wide Internet policy. No student may utilize a school computer or access the Internet without permission or supervision from a faculty or staff member of St. John/St. Theresa School. All Internet access and use, by students, shall be logged giving name of user or users, date, time on-line and off-line, and purpose of Internet use.

St. John/St. Theresa School Computer/Internet Acceptable Use Policy

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/parish 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/St. Theresa School advocate the use of innovative technology resource 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 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.”

Acceptable Use Guidelines for Students

1. I agree to abide by all rules, which are included in the school’s (St. John/St. Theresa) Acceptable Use Policy
2. I realize that the use of the Internet is a privilege, not a right.
3. I realize that the primary purpose of the school’s Internet connection is educational and that as such, education purposes shall take precedence over all others.
4. I agree not to use the Internet connection unless given permission by a teacher or under acceptable supervision.
5. I agree not to participate in the transfer of inappropriate or illegal material through the school’s Internet connection nor engage in the posting of such regardless of the origination of the post.
6. I agree not to use the Internet for making threats of violence, slanderous or derogatory remarks. I understand that posting information or photographs in any format related to school, faculty/staff members, and/or students within the Diocese of Baton Rouge on any website, chat room, e-mail or other messaging system that is deemed threatening, harassing, or spreading false, defamatory or morally inappropriate material is strictly prohibitive.
7. I accept that inappropriate behaviors may lead to penalties including the loss of privileges, disciplinary action, including expulsion, and/or legal action.
8. I understand that vandalism, which includes, but is not limited to, any malicious attempt to harm or destroy any data, hardware, or software, including the uploading or creation of a computer virus, will result in disciplinary action.
9. I release the school, St. John/St. Theresa, and all other organizations related to the school’s Internet connection from any liability or damages that may result from the use of the Internet. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of the Internet. I release the school and related organization from any liability relating to the consequences resulting from my use of the Internet.

Users of the Internet must be aware that any actions taken by them will reflect upon the school and must be consistent with the philosophy of St. John/St. Theresa School. The principal will have the authority to use his/her discretion to determine appropriateness in any area of uncertainty.

Media Notice

St. John/St. Theresa School reserves the right to use student photos and information on website and advertisements.

Emergency Information

Emergency information sheets are to be filled out completely at the beginning of school. If we have an emergency in school, or if your child is ill or injured, we must be able to contact you or your designee. **PLEASE HELP US TO KEEP THIS INFORMATION CURRENT AT ALL TIMES.** Inform us of any change of address, phone number or place of employment. If you are going out of town, please advise us of the dates and who we should contact in case of an emergency.

Health Policy/Immunizations

Students enrolling in the school are required to present health records. All immunizations must be up to date in accord with Louisiana laws.

Immunization requirements are as follows:

1. **Pre-Kindergarten**

Four DTP

Three Polio

One MMR (Measles, Mumps, Rubella) – received after age 1

Three doses of Hepatitis B Vaccine

Two doses of Varicella (chicken pox vaccine) – 2nd one after 4th birthday

***It is required that the exact dates of immunizations be recorded and sent to school.**

2. **Kindergarten**

Minimum of four DTP – last one after 4th birthday

Minimum of three Polio – last one after 4th birthday

Two MMR –second one after 4th birthday

Three doses of Hepatitis B vaccine

Two doses of Varicella (chicken pox vaccine)

***It is required that the exact dates of immunizations be recorded and sent to school.**

3. **Meningococcal Vaccine (MCV-4)**

Students entering 6th grade and have reached the age of 11 shall provide satisfactory evidence of current immunizations against Meningococcal disease (Meningitis) and any other age appropriate vaccine as a condition of entry into the 6th grade. **(Effective 2009-10 school year)**

4. A child never previously immunized for MMR must receive two doses of the vaccine at least one month apart. This will satisfy the school entrance requirements for MMR immunizations.

5. Many doctors will issue the State of Louisiana Universal Certificate of Immunization. Others will issue a list of dates immunizations were received. Both are acceptable.

Illness and Communicable Conditions

1. Our school is making a special effort to help students establish good health habits and stay healthy. The success of our efforts, however, depends on parental follow-through at home. Students should **not come to school when they are ill** or when they have an elevated temperature or a suspected contagious condition. This is for your child's own protection as well as for others in the classroom. Students will be sent home if they have elevated temperatures, are vomiting, have diarrhea, have an undiagnosed skin rash, or have red, inflamed eyes. Additionally, students with communicable health problems, such as head lice, will be sent home.
2. Parents are asked to report cases of head lice to the school office. Any child who has evidence of having head lice, that is nits are present, **MAY NOT ATTEND SCHOOL.**
3. **If a student has had a contagious disease, a doctor's certificate is required for student to be re-admitted to school. This is a state requirement.**
4. The H1N1 virus has been shown to affect school-aged children disproportionately, and children are known to be highly likely to transmit flu viruses, especially in school and other group settings. In light of this fact, **we mandate that students with flu like symptoms remain at home until 24 hours after the last symptom is evident.**

Lost Items

1. The school is not responsible for items of value brought to school which become damaged, lost or stolen.
2. We encourage students to label all articles of uniform, as well as, supplies and materials.
3. We do have a lost and found where students and/or parents may look for lost items.

Medicine

By law, the school is not permitted to dispense any type of medication, with the exception of medication for ADD/ADHD, asthma, and severe allergies. Any necessary medication that has to be taken **MUST** be dispensed by the parent. If your child is diagnosed ADD or ADHD, and is required by a physician to take medication during school hours, you must fill out a permission form prior to the dispensing of medication. All policies on the medication permission form shall be followed. (See Parent Information section on website)

New Student Probation Period

A new student is on academic and behavioral probation for the first semester.

Parent Organizations

1. Advisory Board

This committee is a **consultative body** to the principals and Resident Board of Pastors to aid in guiding the school. The member schools fall under the Faith Formation Commission of the Catholic Church.

There are four standing committees under the Resident Board/Advisory Board – Academic, Development, Finance, and Building/Maintenance. All of the committee members are volunteers who were in-serviced. If you are interested in joining a committee, please notify the principal in writing.

All Resident Board/Advisory Board meetings are open to the public. Meetings are monthly, beginning with August, at 6:30 p.m. in room 27. You are invited to attend. The right to address the board shall be limited to any person whose petition has been properly presented and included in the agenda in advance (1 week notice) of the opening of the meeting. Meetings are subject to change.

2. Home-School Association

This organization is made up of the parents of the students in St. John/St. Theresa School. Dues are \$35/1 child family, \$40/2 child family, or \$45/3 + child family a year and are paid during registration. This organization is interested in the education of the students as well as parents. We urge every family to attend and participate in Home and School sponsored activities.

This organization is also interested in aiding in student-centered activities, such as vision screening, scoliosis screening, redemption of Warrior Bucks at St. John and Warrior Wampum Day at St. Theresa, banana split day, field day, and serving food in the cafeteria. The club sponsors the annual classroom Christmas parties, banana split sales, and bingo. One volunteer is needed for each homeroom to be the Homeroom Chair to aid the teacher with various requests throughout the year. We encourage all who are interested (mother, father, grandmother, grandfather) to actively participate. All must have attended the Diocesan Child Protection Workshop.

Party Regulations

1. All class parties “must be approved by the principal” unless they are designated as school wide parties. School wide parties are held at Christmas, and PK-4 may plan a **SMALL** celebration at Halloween and Easter. Younger brothers and sisters (not in attendance at St. John or St. Theresa School) may **NOT** attend parties. The homeroom teacher is in charge of class parties with the assistance of parent volunteers.
2. **Party invitations for individual or group off-campus parties may not be given out at school!**
3. No student may exchange gifts at any time at school (i.e. Christmas, birthday, etc...).
4. Students at **no** time may arrive or depart from school by chauffeured limousines.

Special Needs Students

1. St. John/St. Theresa School has a procedure in place for addressing individual student needs. The procedure utilizes an Individual Needs Committee (INC) and the Ascension Parish Pupil Appraisal services as necessary.
2. St. John/St. Theresa School does not provide Service Plans for students. We do accept current Service Plans from Ascension Parish Pupil Appraisal. We do attend Service Plan meetings when invited by the student's parent(s) or a Pupil Appraisal employee.
3. The school reserves the right to examine 504 Accommodation Plans from students who have transferred from other schools and amend them as necessary according to the school's ability to carry out the accommodations. Parent notification will occur after the examination of the plan by the INC.
4. The school reserves the right to examine recommendations made by private evaluators in an educational evaluation report for a student at St. John/St. Theresa School. The INC will examine recommendations and create a minor adjustment plan according to the school's ability to carry out the adjustments.
5. It is the policy of the INC committee to forward all evaluation forms, reports, or documentation directly to the evaluator and not the parent. In order for the INC committee to forward the material, please provide the evaluator's name, address, phone number, and fax number to the child's teacher.
6. Special education and individual needs students are required to adhere to all academic requirements when determining athletic eligibility. **No exceptions will be made.** (See athletics)
7. **ST. JOHN /ST. THERESA SCHOOL DOES NOT HAVE TO CREATE SPECIAL PROGRAMS TO ACCOMMODATE SPECIAL NEEDS STUDENTS.**

Student Insurance

1. Included in school registration is student insurance coverage for each student at St. John/St. Theresa School.
2. The student insurance becomes the primary coverage for students without insurance. In cases of students covered under parents' primary policies, the student insurance becomes secondary.
3. The claim form must be mailed within 90 days of the date of the accident. Claim form and instructions may be obtained from the school office (Mona Tassin).
4. ***NOTE: The school liability insurance does not cover student accidents from incidents such as those occurring on the playground, at physical education class or in the classroom.**

Student Withdrawals

1. 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.
2. After opportunities have been provided for reasonable and fair dialogue among parents, administrator and pastor, and the parents shall be directed to withdraw their child/children from the school. The parents may appeal to the Appeals Committee within three days of written notification of the decision. The Appeals Committee must meet within five days of the withdrawal decision. The child is suspended until the appeals process is finalized.

Textbooks

Each student receives a complete set of books. If books are damaged or lost the school must replace them. The price shall be paid by the student. In order to insure careful and proper protection of textbooks, all textbooks **ARE TO BE COVERED** with regular book covers. **DO NOT USE CONTACT PAPER, IT DAMAGES THE BOOKS.** Books are to be covered at all times. Students will be charged fines for slight damages. If the book is badly damaged, the student will be required to pay for the book. Students are **REQUIRED** to have a book bag.

ROLLING BOOK BAG REGULATIONS

Rolling book bags are allowed at St. Theresa Middle School for 3-8 graders **only**. We have given careful thought and consideration to this decision due to the health and safety of children. Please read and adhere to the regulations below.

1. Due to storage, the rolling book bags can be no longer than 20 in. by 15 in., including side pockets.
2. No rolling book bags are allowed in PK- 2nd.

Uniform General Regulations

The policy of the Resident Board/Advisory Board with reference to student dress shall be as follows:

1. Students attending St. John/St. Theresa School shall wear uniforms and be well groomed, in accordance with the rules set forth by the committee on dress and grooming. Students have a responsibility to dress and appear on campus according to standards of modesty, safety and health.
2. Note: Administration makes the final decision in all matters of dress and grooming. **All uniform regulations SHALL BE ENFORCED.**
 - a. Uniform violation consequences will be dealt with by the classroom teacher.
 - b. Chronic abuse of the uniform policy may result in a detention.
 - c. **ALL UNIFORMS SHOULD BE MARKED WITH PERMANENT INK OR NAME LABELS**

Specific Uniform Regulations

1. Boys' Regulations:

- a. **Short pants (flat front or pleated)** for grades PK-4 may be worn from the beginning of school through Oct. 31 and April 1 through the end of the school year.
- b. **Long pants (flat front or pleated)** for grades PK-4 must be worn beginning Nov. 1 through March 31.
- c. Baggy, off-the-waist or over-sized pants/shorts are not permissible. Duck Head brand not permitted due to fading.
- d. White knit short or long sleeve **shirt** for grades PK-4 with St. John/St. Theresa logo on left side.
- e. White oxford **shirt** (short sleeve) for grades 5-8 with St. John/St. Theresa patch on left pocket.
- f. Shirts must be tucked inside pants/shorts at all time!
- g. **Plain white tee shirts (no designs, printing, pictures, etc.) may be worn underneath the uniform shirt.**
- h. Plain white **crew socks** must be worn in grades PK-2. Grades 3-8 may wear plain white crew socks **or** white **STA** ankle socks found at Uniform Post in Gonzales **ONLY**.
- i. In PK-4, a red elastic or military style belt must be worn. A brown or black leather belt is required for 5-8.
- j. Jewelry is not permitted for boys, except watches.
- k. Hair styles should be of moderate length and thickness in front, back, top and sides. Hair should be neatly cut over the ears and when combed forward must be above the eyebrows. Hair must not touch the collar. Hair styles may **NOT** include: **owl cuts, under cuts, shaven heads, punk hair cuts, Mohawks, dyed, tinted, highlighted, or bleached hair, or vertical/horizontal/wavy lines on the head. Since fad hairstyles change rapidly, this policy statement includes fads of today and of the future. (Administration makes the final decision.)**
- l. Older boys must be clean shaven every day.

2. Girls' Regulations:

- a. During the winter (Nov. 1 – Mar. 31), the smock in grades PK-K may be worn with the navy long pants for warmth or the red tights and a navy blue cardigan or the official school sweatshirt. **Red leggings may be worn instead of stockings, but they must be red and long enough to tuck into their socks. No legs should show.** PK-K may also wear the winter pants' option (see below).
- b. Smocks do not have pockets, buttons are non-functional except for the top two, and have red trim around the collar.
- c. Bloomers must have elastic around the waist and legs. Any style of shorts are not allowed under the smock.
- d. Blouses in grades 1-4 may be omitted under the jumper from the beginning of school until Nov. 1 and from April 1 through the end of the school year.
- e. Uniform plaid shorts in grades 1-4 must be worn underneath the jumper every day. **These are not walking shorts!**
- f. In grades PK – 4 the hem of the smocks and jumpers must touch the knee.
- g. **In grades 1-4, girls may wear a plain white undershirt (muscle shirt) beneath the jumper. All garments worn under the uniform top must be white.**
- h. **In grades 5-8 girls** wear a white oxford **blouse** (short sleeve) with St. Theresa patch on left pocket. Plain white tee shirts **(no designs, printing, pictures, etc.)** may be worn underneath the oxford shirt. **All garments worn under the uniform top must be white.**
- i. In grades 5-8, the hem of the skirts and skorts **must touch the knee. Tight clothing is not permitted. Walking shorts are no longer permitted.**
- j. The pants' option for girls' in PK-8 may be worn from Nov. 1 through Apr. 1.
 - a. In PK-4, the pants must be worn with the red blouse and the official school sweatshirt. The pants may not be worn with the blouse alone.
 - b. In 5-8, the pants must be worn with the oxford shirt and a regulation belt.

- k. Red crew socks must be worn in grades PK-2. Grades 3-8 may wear plain white crew socks **or** white **STA** ankle socks found at Uniform Post in Gonzales **ONLY**.
- l. In the winter, the girls may wear tights (PK-4 wear red tights and 5-8 wear navy tights) **along** with the uniform sock.
- m. Jewelry is not permitted, except watches and small stud (silver or gold ball) earrings in the case of pierced ears. Multiple pierced ears are not permitted.
- n. **Dyed, highlighted, tinted, or bleached hair is not permissible. Since fad hairstyles change rapidly, this policy statement includes fads of today and of the future.**
- o. Hair ribbons
 - a. Grades PK-4: The acceptable colors are red, navy or uniform plaid, as well as, combination ribbons of red, navy, and plaid. No decorations should be on the ribbons other than St. John/St. Theresa. Ribbon width may not exceed 3 inches.
 - b. Grades 5-8: The same as Pk-4 with white also being acceptable, including combinations.
- p. Headbands
 - Grades PK-8: The acceptable colors are red, navy or uniform plaid. No scarf headbands are acceptable.
- q. **No nail polish, fake fingernails or make-up allowed at any grade.**

3. **Unisex Regulations:**

- a. **Shoes:** Students must wear **all white tennis shoes** without dark soles (especially, black or navy) and have white shoe laces. Backless all white tennis shoes are not permissible; however students may wear slip on (elastic stretch) **all white tennis shoes** or Velcro-close **all white tennis shoes** without dark soles.
- b. Belts – Length may not exceed one size of the waist size
 - Boys in grades PK-4 must wear a red military type belt at all times.
 - Boys in grades 5-8 must wear a plain (no designs, cut outs, monograms, Etc.) brown or black leather belt at all times.
 - Girls in grades 5-8 must wear the same belt as the boys in 5-8 with the pants’ option in winter.
- c. A hooded sweatshirt is not considered a jacket and is not permissible.
- d. Heavy coat (PK-8): Any color –**No** army fatigue, camouflage or blue jean/denim jackets allowed. The layer of clothes before the heavy coat must be the navy jacket or official school sweatshirt. A light-weight jacket worn over a sweatshirt is not considered a heavy coat and is not permissible.

4. **P.E. Uniforms:**

- a. Students in grades 5-8 must have a P. E. uniform. It can be purchased from the Athletic Center in Gonzales.
- b. **Shirt:** Red short sleeve tee shirt with the St. Theresa screen on the front and the student’s last name on the front (with lettering).
- c. **Shorts:** Navy blue Badger mesh shorts with lining and student’s first and last initial must be on the leg.
- d. **Note:** stick or roll on deodorant is acceptable – no aerosol or spray.

Uniform Violation Consequences:

1. **PK–2nd Grade**

- a. 1st Offense – written notification
- b. 2nd Offense – written notification
- c. 3rd Offense – written notification and 5 minutes off recess
- d. 4th Offense – written notification and phone call home to correct the problem
- e. 5th Offense – 30 minute detention

2. **3rd – 8th Grade**

Student will be issued a tally mark on Conduct Sheet or Student Checklist for any uniform violations.

FREE DRESS DAY REGULATIONS

(Grades PK-8): On days when the students are allowed free dress, **the following items are NOT permitted:** make-up, fingernail polish, fake fingernails, jewelry, flip flops, cowboy boots, printed t-shirts in poor taste, muscle shirts, mini skirts, over-sized clothing, **tight clothing including skinny jeans**, and off-the-waist clothing. Capri, cropped pants, and shorts are allowed for all students in warm months; however, 5th – 8th grade shorts must touch the knee. Jeans may have no holes. **School tennis shoes must be worn on free dress days** (except picture day)! Failure to adhere to these regulations will result in having the privilege of free dress revoked on the next occasion or a phone call home to correct the problem.

SECTION 9: USE OF SCHOOL GROUNDS - Regulations

1. Students **MAY NOT** arrive on campus before 7:15 a.m. unless they are enrolled in the Before Care program as supervision is not provided on campus prior to this time.
2. The Before Care program begins at 6:45 a.m. in which supervision before school is provided for students enrolled. A registration fee and monthly fee are paid for supervision.
3. Any student who is present anywhere on the campus prior to 7:15 a.m. will be placed in Before Care and the parents will be billed for the service.
4. Students **MAY NOT** be on any part of the campus without supervision after the final bell at 2:40.
5. An After Care program runs from 2:40 p.m. to 6:00 p.m. It provides supervision for students enrolled in the program. There is a registration and monthly fee for supervision services. (See After Care Regulations)
6. Students who participate in extra-curricular school activities after regular school hours must be under the supervision of a club moderator, St. Theresa Middle School faculty/staff/administrator, or school designated athletic coach.
7. Any student, who is not picked up at least 15 minutes after the ending time of an extra-curricular school activity will be placed in After Care for a fee.
8. No student may be anywhere on the campus after 6:00 p.m. unless they are present at a school supervised event.
9. St. John/St. Theresa School and its employees are not responsible for students who are on the school campus from 6:00 p.m. until 7:15 a.m. with the exception of those enrolled in the Before Care school program and those attending a school sponsored event on the school campus.
10. In the event that a student is not picked up at least 15 minutes after a school supervised event, a phone call will be made to the parent(s). If a child remains at school one hour after an event, he/she will be turned over to the Gonzales police to be released to the parent(s).

RULES FOR STA GYM USE

1. The gym shall not be rented for wedding receptions, reunions or other general secular functions.
2. A school approved janitor shall be on site during use and remain for clean-up and locking.
3. Only receptions involving coffee, cold drinks and cakes shall be permitted.
4. No tape or posters on the walls or doors – inside or out. No black soled shoes in the gym.
5. Storage area and gym office are not available for use. No gym key shall be given out.
6. The school shall operate and make proceeds from **ALL** concessions.
7. The bleachers shall be opened by school personnel only

SECTION 10: PRINCIPAL'S RIGHT TO AMEND

The regulations and other provisions outlined in this handbook are a material condition of the CONTRACTUAL AGREEMENT between St. John/St. Theresa School, who follow the Diocesan Administrative Manual, and each student enrolled in the school and his/her parent(s)/guardian(s). In developing the rules and policies for St. John/St. Theresa School, the administration under the guidance of the Resident Board/Advisory Board has tried to anticipate as many problems as possible. (It is impossible to list every rule for every circumstance.) But as new and unusual situations may arise, the principal will have the authority to use his/her discretion in whatever circumstances the handbook rules do not precisely apply. Further, the St. John/St. Theresa School principal, with the approval of the Resident Board/Advisory Board, reserves the right to amend this handbook for a cause that, in his/her judgment is just. If changes are made, all parents will be sent notification. In this handbook, wherever the term “parent(s)” is used, “parent(s) or guardian(s)” is implied.

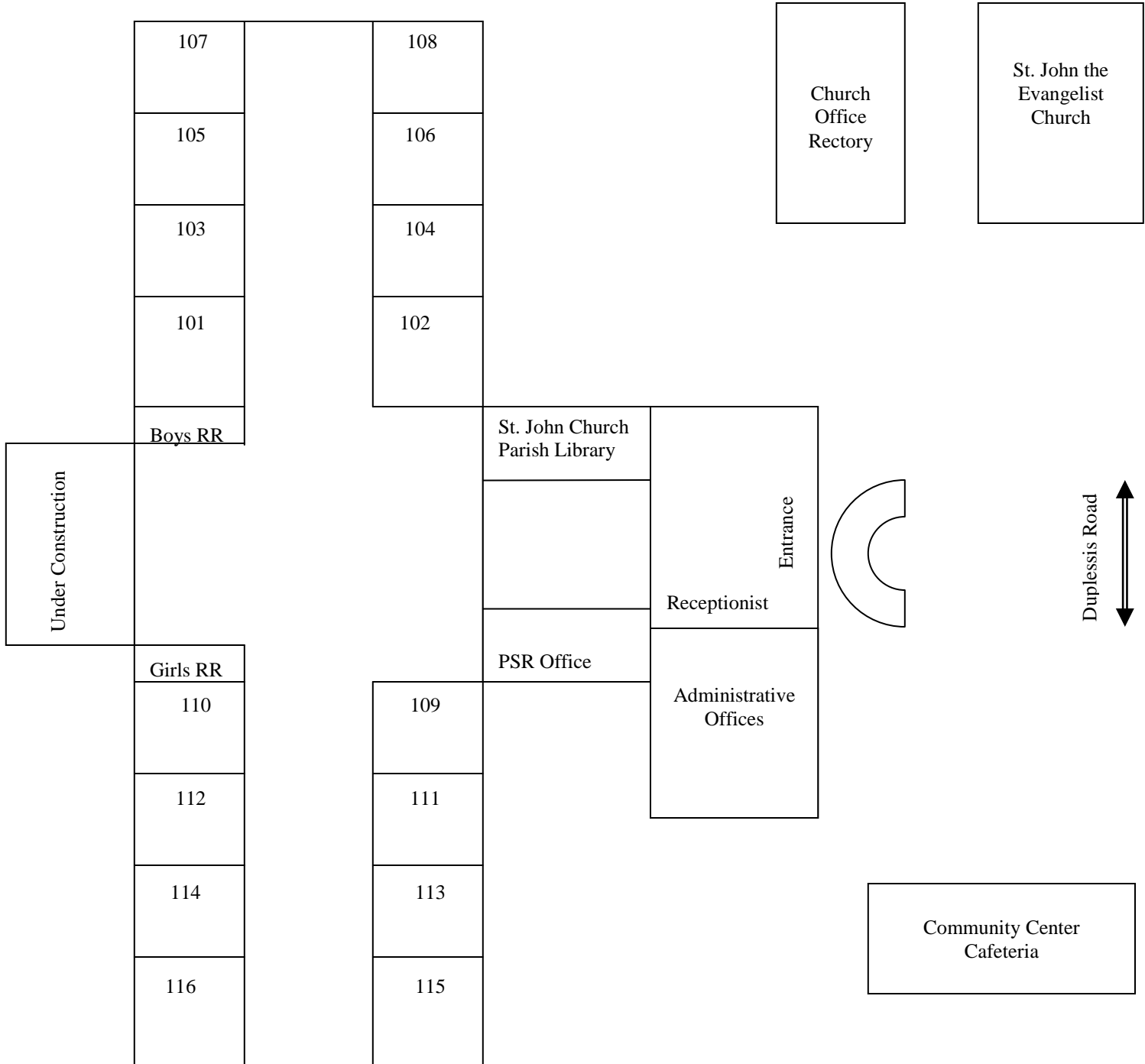
St. Theresa Campus Map



St. John Primary School Campus Map

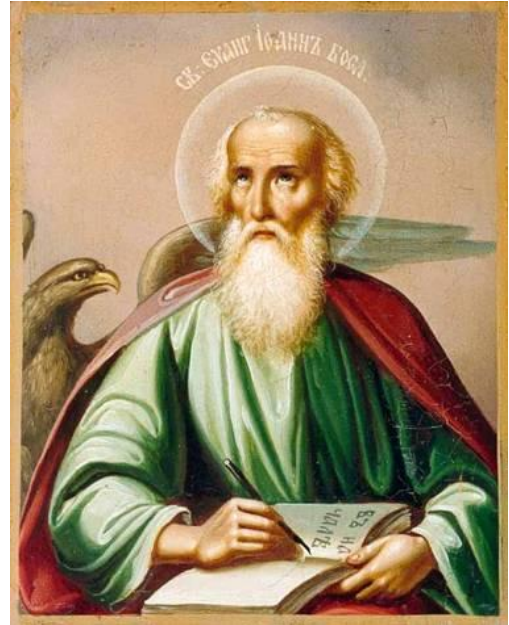


Highway 73



St. John the Evangelist- (First Century))

*Apostle & Evangelist; Born in Palestine
Writer of a Gospel, 3 Letters, and Revelation
Symbol is the Eagle
Patron Saint of Turkey and
Protection against Poison
Died on the isle of Patmos
His Feast Day is December 27
St. John the Evangelist, Pray for us!*



“Little children, love one another.”



-St. Teresa of Avila (1515 – 1582)

*Carmelite Nun; Born in Avila, Spain
Doctor of the Church
Author, Reformer and Mystic
Patron Saint of Spain and Headaches
Died in Alba, Spain on October 4, 1582
Canonized in 1662
Her Feast Day is October 15
St. Theresa of Avila, Pray for us!*

**“The Lord does not look so much at the magnitude of
anything we do as at the love with which we do it.”**