

**St. Alphonsus Liguori Catholic School**  
**13940 Greenwell Springs Road**  
**Greenwell Springs, LA 70739**  
**225-261-5299**

**PARENT / STUDENT HANDBOOK**  
**2024-2025**



*Forming Faith and Future*

**Ms. Kristy Monsour, Principal**  
**Mrs. Kristin Tate, Assistant Principal**  
**Rev. Jason Palermo, Pastor**

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## **WELCOME FROM THE PRINCIPAL**

Dear Parents and Students,

Welcome to St. Alphonsus School! We are thrilled to begin this new academic year with you and to continue our mission of providing a nurturing environment that fosters both faith formation and academic excellence.

At St. Alphonsus, we believe that education is a partnership between the school, the students, and their families. This handbook is designed to guide you through our school's policies, procedures, and expectations. Our goal is to work together with you to create a community that supports and challenges our students to be the best they can be.

Our commitment to faith formation is at the core of everything we do. We strive to instill strong moral values and a deep sense of spirituality in our students, preparing them to lead lives of purpose and integrity. Our dedicated faculty and staff are passionate about teaching and are devoted to nurturing the spiritual, intellectual, and emotional growth of each child.

Academically, St. Alphonsus is dedicated to excellence. We offer a rigorous curriculum that not only meets but exceeds educational standards. Our innovative teaching methods, combined with a supportive learning environment, encourage students to think critically, solve problems creatively, and develop a lifelong love of learning.

We invite you to join us in this journey, to be active participants in your child's education, and to contribute to the vibrant community that makes St. Alphonsus so special. Your involvement and support are vital to the success of our students and the strength of our school.

Together, we can inspire our students to achieve their fullest potential and to become compassionate, responsible members of society. We look forward to a year filled with growth, achievement, and shared success.

Let's make this a remarkable year!

In Christ,

Kristy Monsour

Principal

## **HANDBOOK PURPOSE STATEMENT**

This handbook was written in order to create a safe, Christian environment for our children. It is included on the school website as a service to provide you with pertinent information on policies and procedures. **It is our contractual agreement for the time your child is in attendance at the school.** The Principal is the final recourse and reserves the right to revise this handbook with the approval of the Pastor and School Board. Parents will be given prompt notice of any changes to this handbook.

St. Alphonsus Catholic School is a parochial school within the Diocese of Baton Rouge and the State of Louisiana. Not only the school policies and procedures outlined in these pages, but also those set forth by the Diocese and the State are to be observed by all members of the school community.

Parents who seek a Catholic education for their child(ren) will enter into a contractual agreement with St. Alphonsus Catholic School. The parent of a student who accepts admission agrees to abide by school rules covering all areas of the student's development as stated in the Parent-Student Handbook and other communication from school officials. Parents are expected to cooperate in a positive manner with administrators, teachers, staff members and all members of the school community.

It is your responsibility to read this handbook and to be informed of its contents. It is also necessary that you take the time to discuss this handbook's provisions with your children and to help them understand the mission of the school and the rules and regulations that flow from that mission.

***Once you have reviewed and discussed this handbook with your child, please sign the "Parent-Student Handbook Agreement Form" on the last page of the handbook and return it to the homeroom teacher with your child.*** In doing so, you indicate that you agree to observe all the rules and regulations of St. Alphonsus Catholic School. Remember, for future reference, your source to access this handbook is the school website at [www.stalphonsusbr.org](http://www.stalphonsusbr.org).

## **MISSION STATEMENT**

The Mission of St. Alphonsus Liguori Catholic School is to form students in the Catholic Faith spiritually, academically, physically, and culturally in an environment of academic excellence.

## **MOTTO**

Forming Faith and Future.

## **VISION STATEMENT**

St. Alphonsus Liguori Catholic School is committed to providing a positive, faith-filled environment for children to learn. Our comprehensive curriculum is designed to promote academic excellence and the spiritual growth of our students, coupled with an appreciation of how service to others makes the world a better place. We strive to expand their potential to become leaders.

## **PHILOSOPHY**

Together, the parents, faculty, and church community of St. Alphonsus School facilitate the development of the whole child: spiritually, intellectually, physically, socially, and culturally. The school environment is intended to nourish a faith life that is rooted in the knowledge of Catholic doctrine, an appreciation for prayer, and a willingness to serve others. In this climate, each child is recognized and responded to as an individual with unique possibilities. Through a curriculum designed toward academic excellence, the faculty guides students to maximize their individual learning potential and to develop creative interest, thus celebrating the diversity of our students. In support of this endeavor, St. Alphonsus School pursues the role of educational leadership in today's changing world. It is hoped that through this educational process, we will be developing strong individuals who will become devoted citizens of the home, school, church, and civic community, prepared to go forth to give witness to a belief in Christ and to respond to the larger community in a spirit of peace and justice.

## **CORE VALUES**

- We will *serve* God, family, and community by encouraging outreach for the needs of others.
- We strive for *excellence* in our academic endeavors by setting goals for the future and embracing challenges.
- We share our *Catholic Faith* by guiding and nurturing our students toward faith throughout their lifetime.
- We aspire to the action of *compassion* by showing love, forgiveness and empathy for others.
- We model *responsibility* by taking ownership of our actions and encouraging others to take Gospel valued actions.
- We show *respect* by honoring and loving all of God's creations.

## **ACCREDITATION AND ACCOUNTABILITY**

St. Alphonsus Catholic School is a member of the National Catholic Education Association (NCEA) and is approved and accredited by the State of Louisiana. St. Alphonsus School is also accredited through the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS/CASI), through Cognia (formerly AdvancED). The school adheres to all policies contained in the Administrative Manual of the Diocese of Baton Rouge that is available for review at the school office.

The school's curriculum is prescribed by the Office of Education for the Diocese of Baton Rouge, and is in accordance with state regulations. The school abides by all regulations pertaining to the health and safety of our children. There are regular inspections for asbestos, health practices, and procedure drills for fire, weather, and crisis safety. The Asbestos Plan and other safety reports are available in the school's main office.



## **ADMISSIONS**

### **Non-discrimination Policy**

St. Alphonsus School is an accredited, co-educational elementary school for grades pre-kindergarten through grade eight. St. Alphonsus School admits students of any race, sex, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. They do not discriminate on the basis of race, sex, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, this school, in the Diocese of Baton Rouge, does not subject any person, on the basis of sex, exclusion from participation in, or deny the benefits of, or subject to discrimination any education program or activity, except as permitted under said Title IX.

Finally, as a school in the Diocese of Baton Rouge, adoption of the imperatives of the Family Educational Rights and Privacy Act as amended is implemented, and information is available to parents and students concerning their rights under this amendment to Title VI of the Civil Rights Act of 1964.

### **Guidelines for Acceptance**

Parents, both Catholic and non-Catholic, are expected to demonstrate clearly their support of Catholic education. This support includes, but is not limited to:

- the identification of parents as financial contributors to their parish/church,
- the expectation that tuition will be paid in a timely manner,
- the commitment by the parents/guardians to support the requirement of service to the school,
- the participation of parents in their church community.

All students who are enrolled must follow the religion curriculum, live Christian values, participate in the liturgical life of the Church, salute and recite the Pledge of Allegiance and stand for the National Anthem.



## Acceptance Priorities

St. Alphonsus Catholic School is committed to continuing a legacy of excellence in religious and academic education in a nurturing environment that fosters self-discipline. In considering students for admission to the school, young people who can benefit from and contribute to the religious and academic mission of the school are sought. The admission policy is designed to flow from the school's mission statement, to address student readiness, to provide for effective monitoring, to include minority outreach, and to develop structures for attracting qualified students to the school.

Parents who seek a Catholic education for their child(ren) will enter into a contractual agreement with St. Alphonsus Catholic School. The parent of a student who accepts admission agrees to abide by school rules covering all areas of the student's development as stated in the Parent-Student Handbook and other communication from school officials. Parents are expected to cooperate in a positive manner with administrators, teachers, staff members and all members of the school community.

The school principal serves as Admission Director and chair of the Admission Committee made up of the assistant principal, the school counselor, and teachers as needed for screening. This committee makes all admission decisions including students. The principal, as Admission Committee chairperson, makes admission reports to the School Board to provide updates on enrollment for the current school session as well as for the coming school year after registration. These reports inform the board about admission practices and ensure that the admission policy is applied as written. The Admission Committee offers admission only to those students who, in their judgment, can succeed in the curriculum designed for students at St. Alphonsus School. Candidates for kindergarten admission must successfully complete readiness testing administered by school personnel.

## New Applicants

Parents requesting admission to St. Alphonsus School for their children must complete an online application and attend a parent/student interview with a members of the Admissions Committee. The application must be complete before the interview is scheduled. Students will not be accepted until the interview is complete. St. Alphonsus Catholic School offers admission to qualified students regardless of race, gender, ethnicity or national origin. Required forms for application include:

- **Original or notarized documents of the following: birth certificate, social security card, and immunization records. Parents will scan original documents and upload to FACTS while completing the Enrollment packet.**

- Previous school academic records including the report cards from all prior schools of attendance, discipline record from school of transfer on school letterhead, absentee record if not included on the report cards.

Once your child is accepted, parents must complete an online enrollment packet that includes:

- Payment of non-refundable registration fee
- Sacramental records (Baptism, Reconciliation, First Eucharist, and Confirmation documentation, if applicable)
- Legal documents as to custody of the child, court approved guardianship or tutorship, or court approved visitation rights, if applicable .
- All standardized test scores (national or state testing scores, including LEAP test results)
- Readiness testing by St. Alphonsus School staff, if necessary
- Any other action the principal deems necessary to make a valid judgment as to the student’s potential success at St. Alphonsus School.

### **Conditions for Continued Enrollment**

- All new students are accepted on a probationary basis and remain as such for a full year. During the probation, the student’s records are reviewed for academic success and disciplinary behaviors. Withdrawal of the child may be necessary if the school cannot meet the child’s needs.
- The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student’s removal from the school.

### **Pre-Kindergarten Admissions**

A child must be three (3) years old on or before September 30<sup>th</sup> to be eligible for pre-kindergarten 3, and four (4) years old on or before September 30<sup>th</sup> to be eligible for pre-kindergarten 4. Every child in the 3 year old class must be **fully potty-trained and out of diapers and pull-ups. Your child must be able to communicate with an adult that he or she has to go to the restroom.**

- An occasional “accident” is understandable; however, if your child repeatedly has accidents, you will be called to come to school to change him/her.

- The issue of potty training can be stressful on a child and by forcing a child to become potty trained, permanent emotional damage could occur. Therefore, if within the first three weeks of school your child does not seem to be potty trained, we will ask that you remove your child from the program.

### **Kindergarten Admissions**

A child must be five (5) years old on or before September 30<sup>th</sup> to be eligible for kindergarten. Candidates for kindergarten admission must successfully complete readiness testing administered by school personnel.

### **Re-Registration**

All current students are considered eligible for continued enrollment unless their parents have otherwise been notified. Only when re-registration is complete, including payment of the re-registration fee, is the student placed on the next year's rolls. Current students are re-registered in December of each year through the following process.

- Payment of the non-refundable registration fee.
- Completion of an updated Enrollment packet online through the FACTS/Renweb Family Portal.

### **Admission Guidelines**

As prescribed by Diocesan policy, in those cases in which the number of applicants exceeds the number of positions available, priority for admission will be given in the following order:

- Students presently in attendance and their siblings whose parents actively support the school.
- Children of St. Alphonsus School personnel whose parents actively support the school.
- Children of registered St. Alphonsus parishioners who actively participate in parish life and financially support the church parish through the use of tithing envelopes or ACH debit.
- Children of parents who are registered in St. Alphonsus Parish.
- Children of parents registered in a Catholic church parish outside the school district who have the written consent of their pastor.
- Students of other religious affiliations whose parents agree to allow their children to participate fully in the school's religious education program, including attendance at Eucharistic celebrations and liturgical services, with the exception of actual reception of the sacraments.

## **CHILD CUSTODY**

It is the responsibility of the parent to provide a current, signed court order for child custody to keep on file with St. Alphonsus School. St. Alphonsus assumes no responsibility for compliance with a court order. The school abides by the Buckley Amendment with respects to the rights of non-custodial parents. In the absence of a court order to the contrary, St. Alphonsus will provide the non-custodial parent with access to the academic records and other school-related information regarding their child(ren). We appreciate your cooperation in resolving any family issues outside of the school setting.

## **TUITION, FEES AND PAYMENT GUIDELINES**

### **Tuition**

St. Alphonsus School's tuition, fees and registration costs are set each year by the School Board. Fees are communicated at the time of registration and are available on the school website: [www.stalphonsusbr.org](http://www.stalphonsusbr.org). Tuition and fees are charged to help cover the cost of operating St. Alphonsus Catholic School. The help of our parents, alumni, and St. Alphonsus Church parish with fundraising activities is also essential to meet the budgetary needs of the school, since tuition and fees only cover a percentage of our expenses. In December, the Tuition & Fee Schedule will be published providing all costs for the upcoming academic year. The amount is based on the cost of educating a student. Parents are financially responsible for books and school resources issued to their children as well as all damage done to the property of the school and others.

### **Parental Commitment to Church and School**

Catholic members of our St. Alphonsus School family should attend Mass every weekend and on Holy Days. All St. Alphonsus School families are expected to volunteer time at different events throughout the school year (example: Festival of Two Rivers, Auction, Hornet Fun Run, Field Day, Grandparents' Day, etc.).

### **Tuition Discount**

A family's tuition rate status will be based on their record of tithing to our church parish for the previous calendar year (January 1 - December 31). Families who are registered and active members of St. Alphonsus Church and tithe at least \$300 per year shall receive the "In Parish" rate which includes a \$500 discount from the "Out of Parish" rate.

## Registration Fee

A registration fee will be assessed to each student during the re-enrollment period for the academic year. The registration fee is non-refundable in accordance with the Diocese of Baton Rouge policy.

## Tuition and Student Fees

**FACTS Tuition Management is utilized for drafts for tuition and fees. All families are required to set-up a FACTS account during the enrollment process.**

In an effort to maintain the fiscal operations of St. Alphonsus School, the School Board has provided the following four (4) tuition & fee payment options:

- Option #1: Payment-in-full on or before May 15th each year.
- Option #2: Semi-Annual payments on May 15th & Nov 15th.
- Option #3: Monthly payments each month on the 1st, 5th, 10th, or 15th beginning in May for student fees and June through April. There is no tuition draft in January.
- Option #4: Bi-Monthly payments each month on the 1st, 5th, 10th, or 15th beginning in May for student fees and June through April. There is no tuition draft in January.

At the beginning of the academic year, a student will not be considered as registered if student fees and monthly tuition amounts for May, June and July are not paid in full by the day **before** the first day of school.

## Student Fee Policy for Louisiana Scholarships Recipients

In accordance with *Act 240 of the 2019 Legislative Session (R.S. 17:4022)*, below is a list of fees that are included in and covered by the Student Scholarships for Educational Excellence Program (SSEEP):

|                      |                     |       |
|----------------------|---------------------|-------|
| Registration Fee     | due in January 2025 | \$300 |
| Student Fees PK3-PK4 | due by May 15, 2025 | \$350 |
| Student Fees K-8     | due by May 15, 2025 | \$690 |

The following required fees are not included in or covered by student's scholarship:

|             |                    |
|-------------|--------------------|
| Band Fee    | \$200 per semester |
| Club Dues   | Varies by club     |
| Field Trips | Varies by trip     |

All non-tuition related fees will be processed through FACTS Management under Incidentals or FACTS Forms.

### **Economic Hardship Waiver Process**

For the above listed required fees that are not included in and covered by the student's scholarship, eligible students may qualify for an economic hardship waiver. The process for applying for such a waiver is that a written request must be submitted to the school principal for consideration. Students will be approved for a waiver of the fee(s) if they meet one of the following criteria:

- Student is in foster care.
- Is homeless.
- Is eligible for free or reduced priced meals in schools not participating in the Community Eligibility Provision Program.

A written approval or denial of the waiver request will be provided within 15 school days of the date of the receipt of request.

### **Educational Records**

Failure by a student, or parent or legal guardian on behalf of their child, to pay any required fee will not result in the withholding of a student's education record.

### **Appeals Process**

Students may contact the local superintendent or their designee for a waiver request that is initially denied.

### **Tuition & Fee Account – 30 Days Past Due**

If a student's tuition account becomes 30 days past due:

- The student is subject to suspension from classes and/or extracurricular activities.
- St. Alphonsus reserves the right to require that tuition be paid in full for the remainder of the academic year.
- The parent(s)/guardian(s) will be notified by the Principal of St. Alphonsus School of such actions.

See, also; *Delinquent Payment Policy*

### **Should a parent fail to make alternative arrangements**

- The Principal welcomes parents throughout the school year to discuss in advance of delinquency conditions that may prevent them from fulfilling their obligation to pay

tuition. Tuition assistance may be considered in cases of hardship. St. Alphonsus School is committed to assisting in providing a plan that will work best for the family's particular situation.

- Students and/or siblings of students with an outstanding tuition balance, including students who are siblings of graduated students with an outstanding tuition balance, may not register for the following academic year.
- Parent(s)/guardian(s) who, have a student tuition account that become 30 days past due, may be subject to the following:
  1. A \$25.00 late fee.
  2. A \$30 Returned Item fee assessed by FACTS Management

Parent(s)/guardian(s) are liable for any collection costs, court costs and legal fees incurred by the school to collect delinquent accounts.

### **Tuition Withdrawal Refund Policy**

Student fees & tuition payments begin on May 15th each year. If there are circumstances in which a student must withdraw from St. Alphonsus School, prior to the first day of school all student fees & tuition paid will be refunded. Families must notify the school in writing if a student is withdrawn from the school. If the student is withdrawn during the school year tuition will be refunded on a prorated basis. Student fees are not refundable after the first day of school. All financial obligations must be satisfied and all books returned before a tuition refund may be granted. Parents should contact the office as soon as possible to complete all necessary paperwork. Please allow up to two weeks for a tuition refund.

### **Delinquent Payment Policy**

Applies to all payments made to St. Alphonsus Catholic School, including any program, club or organization of St. Alphonsus Catholic School.

The following policies will be strictly enforced if a draft is returned by the bank:

- A \$30.00 fee for all FACTS drafts that are returned by the bank.
- If not paid within the above stated time frame, student(s) will not be permitted to attend school until payment is made.
- Parents will be notified of overdue or damaged library books, damaged or lost textbooks, and/or other school property that is not returned or is damaged and a fee will be assessed. Lost or damaged textbooks will also incur a processing fee.
- Parents will be provided ample time to look for lost books and return them. However, all library books are due back the 1<sup>st</sup> week of May. Any library book not returned will be assessed a fee for the replacement cost of a new book plus a processing fee.

## ACADEMIC CALENDAR

An academic calendar is posted on the school's website, [www.stalphonsusbr.org](http://www.stalphonsusbr.org) and will be attached to the first Buzz newsletter of the school year. Please refer to the academic calendar. Note that the calendar is subject to change and includes contingency days for emergency situations.

## SCHOOL HOURS

### **Arrival**

School hours are 8:10 AM - 3:30 PM. Students are not to arrive on campus before 7:45 AM unless they are enrolled in Before School Care. Students arriving before this time will be placed in Before School Care and parents will be billed for the service. **Students must be seated in assembly or in their classrooms (classroom assembly days) by 8:10 to be considered on time.** Morning assembly begins at 8:10 AM in the Family Center and opens the school day with community prayer and announcements. Students will report directly to the classrooms on Mass days.

### **Dismissal**

Students are to be picked up in carpool by **3:45 PM**. Students who have not been picked up by 3:45 will be brought to extended care and charged a fee. Extended care supervises students until 6:00 PM. **Students will only be dismissed to cars with the proper hang tag displayed.** Parents are not allowed to pick up a student from the classroom. Students riding the bus will be dismissed to the buses and must follow all bus rules.

- Bus Changes: If it is a bus change, the request must state the reason for the change and detail the exact process for dismissal including fellow student name, if appropriate, bus # changes, and new drop off point. This request must have the principal's approval before the bus driver will accept the student on the bus.
- Carpool Changes: If it is a carpool change, written authorization sent with the child that morning should detail all information concerning the change. If the person picking up the child is not on the Emergency Contact List, the student will be sent to the office for pick up at which time a driver's license must be presented, a copy made for office records, and the child signed out on school forms before the child will be released. If an emergency occurs during the day, the written authorization can be faxed to the office. Phone calls will only be accepted in dire emergencies.



## **ATTENDANCE POLICIES**

It is the responsibility of the parents to encourage students to establish a good school attendance record. **By state law**, a student must be present a minimum of **160** days to be eligible to receive credit for courses taken. **Excessive checkouts from school or late arrivals to school are considered in this count.**

According to Bulletin 741, a student who is absent more than 16 days may not be promoted or may be required to attend summer remediation. This is at the discretion of the administration.

Extended personal illnesses need written documentation by a physician and extenuating circumstances need to be verified in writing. Approval by the principal is necessary to be considered as excused absences.

Students are expected to be present for exams. (If a student has plans to be absent during the time exams are administered, the parents must contact the school in writing with specific reason stated. The administration and teachers will determine when the exam(s) will be taken.) Exams will not be administered prior to the testing period. It is the responsibility of the student to see that work missed due to any absence is completed.

### **Absences**

When a student is absent from school, parents are asked to notify the school office by email (edickerson@stalphonsusbr.org) or by phone (225-261-5299) before 8:30 AM to verify the absence. When a student returns to school he/she must present to the teacher a written excuse from a parent/physician. Acceptable excused absences include illness, medical appointments, death in the family, impassable roads, school sponsored activities, and emergencies, or at the discretion of administration. An excused absence still counts against the student's attendance record. Arrangements will be made with students who have extended excused absences. Work is not provided ahead of time to students who are out of school. Unexcused absences included, but are not limited to, vacations, hunting trips, concerts, ballgames, dance or other competitions. **The school considers an unexcused absence or tardy as a serious disruption of the learning process.**

**\*\*\*Homework requests for absences should be made no later than 8:30 AM. This allows our teachers time to gather the work.**

If a child is absent from school, he/she is not eligible to participate in any after-school activities on the day of the absence. Please refer to the Athletic Handbook for specific rules.

## **Vacations**

Students who are absent due to vacations will receive unexcused absences, unless approved by the administration. Please clear these absences with administration. Work may not be available ahead of time to students who will be out of school.

## **Tardiness/Early Check Outs**

Prompt arrival at school is expected of all students. By Diocesan policy, A student checked in between 8:10 - 8:40 AM is considered tardy. Students will be given a tardy slip upon their arrival. Students should report directly to the class that is scheduled at their time of arrival. They will visit lockers at their next designated locker time. Arrival after 10:40 AM is considered absent for a half day.

Tardies and partial absences are counted against the child's attendance record. Tardiness and early checkouts jeopardize the quality of a student's school day. Parents will be contacted by the teacher and/or administration for chronic tardiness or early dismissals.

**For every 5 unexcused tardies in a nine week period, the student will receive a half day unexcused absence.**

Early dismissal will be granted for the same reasons that are allowed for excused absences. Please try to schedule doctor or dentist appointments after school hours. If a student must leave because of illness or other emergency, he/she must be signed out. If a student will be leaving school early, parents are asked to call the office or send a note that denotes the time of parent arrival.

- Early check outs are not counted as an absence or held against perfect attendance unless they exceed three (3) per school year.
- For student safety during normal dismissal, early check outs are not allowed after 3:00 P.M.

## **Carpool**

Parents who drop off their children by car are asked to follow the carpool line map, which means entrance is from Frenchtown Road from the Family Center back parking lot. **Carpool should NOT enter from the front of the school and church. All carpool lines will flow from the rear of the Family Center.**

In the morning, students are to unload in the designated area where school personnel provide supervision. Children should be ready to unload so that the line continues smoothly. Students are not to get out of the car with food and/or drink.

Parents will be provided with a carpool tag. The tag will be printed with the CHILD'S last name(s) where the duty person can see it. Parents are asked to remain in their cars while in line. Students are to remain in the assigned carpool holding areas and must be picked up through the carpool line. Parents are not allowed to pick up students from the buildings. **Students will only be dismissed to cars with the proper school issued hang tag displayed. If a carpool driver does not have a sign, then the student must be picked up in the office so that driver identification can be verified.** The children's safety is of utmost importance at this time. Please notify the school office if more carpool signs are needed.

### **BELL SCHEDULE**

Students are dismissed according to the following schedule:

- 1<sup>st</sup> bell – 3:23 PM - Extended Care
- 2<sup>nd</sup> bell – 3:25 PM - Bus, and Athletics
- 3<sup>rd</sup> bell – 3:27 PM - Carpool dismissal bell

### **BUS TRANSPORTATION**

Bus transportation is administered through the Central Community School System. They are responsible for making decisions regarding eligible riders, and pick up and drop off stops. Requests for transportation go through the school office, where they are forwarded to the Central transportation office. Students who do not live in the Central school district may be denied transportation. Any student who fails to obey the bus safety rules and general behavior policies may jeopardize further use of the bus system and is subject to the school handbook discipline policies.

### **CELL PHONE/ELECTRONIC POLICY FOR STUDENTS**

Students are allowed to have cell phones on campus as a safety measure extended to parents for use outside of school hours. **Cell phones are to remain in the book bag, in the off mode during school hours, 7:45 AM - 3:45 PM with no ringing, alerting, texting, answering of calls or email, playing of games, posting to social media or taking pictures/videos.** Cell phones may only be used on campus outside of school hours with adult permission. Abuse of this policy will result in conduct points being deducted, confiscation of the phone, and parent pick up of the phone from the school office. Abuse may also result in the loss of cell phone privileges and/or the assigning of a detention. When phone service is necessary during the school day,

students must come to the office for permission to use the school phone. Smart watches and Fitbits are not allowed.

## **COMMUNICATION WITH PARENTS**

### **Parent Newsletter**

The What's the Buzz is a weekly bulletin used to communicate important information to parents and guardians. It is emailed via Renweb. It is also available online ([www.stalphonsusbr.org](http://www.stalphonsusbr.org)) each Thursday after 3:30 PM, as well as being posted on Parents Web under newsletter, resource documents. Most information, including the cafeteria menu and calendar can be accessed on the school website. Information included in this bulletin must be approved by the principal and be submitted by 10:00 AM Wednesday mornings. The custodial parent receives this information unless other arrangements have been made. Families without Internet access should contact the school for paper copies of such information.

### **School Telephone / Email**

School contact numbers are: Phone 225-261-5299, FAX 225-261-2795

School web address: [www.stalphonsusbr.org](http://www.stalphonsusbr.org)

Employee emails are listed on the web site. Please allow teachers 24 hours to respond excluding weekends and holidays.

### **Thursday Envelope**

Graded papers or grade sheets are sent home every Thursday in K – 5<sup>th</sup> grades and parents are to sign and return by Monday of the next week. Teachers in grades 6<sup>th</sup>-8<sup>th</sup> will notify parents of the graded work/test policy. Each student has the responsibility to return papers signed. **Parents, please cooperate with this responsibility as this will result in points deducted from your child's conduct grade.** Comments to teachers are welcomed at this time. The custodial parent receives this information unless other arrangements have been made.

### **School Facebook/Grade Level Facebook Pages/Social Media**

St. Alphonsus School sponsors a school Facebook page. This page is utilized to update parents on upcoming events or share news about the school. **Class Facebook pages should be open to all members of a class and be used only for class questions and updates.** Please remember that Facebook and other forms of social media are not an effective means of school

communication and should not be utilized to discuss school matters. It is not a tool to solicit opinions. School concerns should be resolved by contacting the teacher.

### **School Broadcast System/RenWeb Email**

School Reach Messaging Center and email will be a major format for communication of general and emergency information. Each family must keep their contact information complete and updated with the school office to insure that primary and emergency numbers as well as emails are accurate.

### **CONFIDENTIALITY**

All school records are confidential and are released only to authorized persons upon written request. Records may also be viewed by the child's teacher and school administrative staff. Information entrusted to teachers or staff is kept confidential so long as no one's life, health, or safety is at stake. Parents will be notified of teacher concerns.

Family demographic information such as parent email addresses, physical addresses, student names, and grade levels are shared with Catholic high schools in the Diocese of Baton Rouge. Parents can opt out by contacting the school office.

### **DISCIPLINE**

#### **Discipline Philosophy**

It is the philosophy of this school that every student has the right to receive an education in a climate conducive to learning. Each student is entitled to a safe and orderly learning atmosphere, both physical and emotional, and to a firm, fair treatment in relation to school life. The school and the home must share the responsibility in providing an environment for educational growth. By following the rules and guidelines, all students will have the opportunity to achieve their fullest potential. Unacceptable student conduct distracts from the learning process. Since good behavior is necessary before an instructional program can be fully effective, an organized system must be implemented to enforce discipline. A school wide responsibility system of discipline, grounded in respect for the dignity for all, is used at St. Alphonsus School. The program is based on a 100 point grading system. It serves as a supplement to classroom rules and procedures and conveys the expectation that academic performance is a top priority.

## **Discipline Action**

Disciplinary action taken to deal with misbehavior depends on the severity of the offense. Each student will receive a conduct grade of 100 in a responsibility folder at the beginning of each week. Depending on the inappropriate behavior, points will be deducted from the student's responsibility folder from the beginning grade of 100. If a student receives a conduct grade of D or F during the week, he or she will be given a referral through RenWeb/FACTS and parents will be notified via email as well as a paper copy to be signed by the student and the parent. The referral will need to be returned to the homeroom teacher the following day. Referrals (D or F in conduct) will result in an automatic detention. Detention may be held after school, recess, lunch or during student breaks. Parents will be notified of the type of detention. Any detention not attended requires a doctor's written excuse and the suspension will be rescheduled.

## **Suspensions**

Suspensions can be in or out of school at the discretion of the administration. Three detentions will result in a suspension.

- A suspended student will be required to make up missed work, but will receive a grade no higher than an "80%" for all class work, tests, quizzes missed during the time of suspension.
- If a student qualifies for a 3rd suspension, he/she may be asked to withdraw from school or be expelled.
- Any suspension not attended requires a doctor's written excuse and the suspension will be rescheduled.

*It may be necessary to require that a student remain out of school for a given number of days that will be determined by the seriousness of the incident that led to the suspension. The parent is to accompany the student to school in order to readmit him / her following an out of school suspension.*

## **Probation**

All new students are on a general probation for the entire school year. It may be necessary for new and current students to be placed on disciplinary probation status as a result of behavior or suspensions. Any probationary status will result in a review of the student's progress or lack of progress to determine eligibility to return to St Alphonsus School.

## **Search and Seizure**

The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice. Two (2) or more school officials may search students(s), his/her belongings (including, but not limited to, locker, handbag, briefcase, book bag) if 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. Strip searches shall not be conducted.

## **Expulsion**

Three suspensions make a student liable for expulsion. For a very serious reason, a student may be expelled after a single violation.

## **Harmful behavior**

This school commits itself to handling student behavior that is harmful, threatening, or implicates harm to another. Diocesan policy is followed and when necessary, local law enforcement officers are called.

## **Bullying/Harassment**

Bullying is repeated harassment and targeting of another person or group of persons with the intent to cause emotional, physical, or psychological harm. Attacks may occur face to face, publicly or privately, or through the use of technology and social media (i.e., including but not limited to text messaging, emailing, Facebook, or any form of social media, etc).

Harassment is defined as unwelcome, offensive, on-going conduct, whether physical or verbal, by a knowing or willing participant that is directed toward another person or group with the intent to cause harm, including anxiety or emotional stress.

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, and athletic team sponsored or supported by the school.

If any form of bullying/hazing/harassment takes place off campus by a St. Alphonsus School student and the effects of this bullying/hazing/harassment are brought to our campus, the school reserves the right to take action.

## **Disciplinary Probation**

If a student is placed on disciplinary probation as a result of serious misbehavior or number of detentions or suspensions, the probationary status will result in a review of the student's progress or lack of progress at the end of the probationary period. The result of the review is to determine eligibility for continued attendance at St Alphonsus School for the current year or acceptance of students to St. Alphonsus School for the following school year.

## **Academic Honesty**

Academic honesty is expected of all students. Students who plagiarize, cheat, give/receive answers, etc. will face disciplinary and academic consequences. This could include a reduction in points, failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities may not be allowed to participate in sports/extra-curricular activities.

## **Off Campus Behavior Policy**

The student is a St. Alphonsus student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Students must conduct themselves both on and off campus in a manner consistent with the beliefs of our Catholic faith and with the mission, philosophy and policies of St. Alphonsus Catholic School as set forth in the Parent-Student Handbook. Violations of civil or criminal law or other conduct that causes discredit to St. Alphonsus Catholic School or that demonstrates a disregard for the beliefs of our Roman Catholic Church and the policies of St. Alphonsus Catholic School are considered serious infractions and make a student subject to corrective action, including suspension or expulsion. Decisions concerning consequences for this type of misconduct will be made by the administration in consultation with the Pastor. See the Acceptable Use Policy #14 on page 38.

## **Diocesan Substance Abuse Policy**

*Schools are required to include this Diocesan Substance Abuse Policy in the school's handbook of policies and it must be adhered to.*

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 and tobacco products is prohibited.



Tobacco and Smokeless Tobacco/Vaping Products: If a student is found to have in his or her possession any tobacco or vaping 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/vaping product found in the student's possession shall be confiscated.

Alcoholic Beverages: If a student is found to be in possession of, or under the influence of alcohol on school grounds or at any school related function, the alcohol will be confiscated and the parent/guardian will be called. Appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.

Prescription or Over-the Counter Drugs: If a student is found to be in possession of, to have provided or sold, a prescription or over the counter drug to another person on school grounds or at any school related function, the item will be confiscated and appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.

Illegal Drugs: An illegal drug is any drug, the possession of which is prohibited by federal, state or local law. If a student is found to be in possession of, or under the influence of an illegal drug on school grounds or at any school 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 provided or sold an illegal drug to another person on school grounds or at any school related function, the parent/guardian and civil authorities will be notified immediately and the student will be expelled. If a drug/alcohol treatment program and/or drug testing is mandated, it is to be financed by the parent/guardian.

### **Principal's Discretion on Discipline**

By no means is the above section on discipline considered all inclusive. Enforcement of these policies and interpretation of the school discipline code remains at the discretion of the administration. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

### **DRESS CODE**

Our school uniform identifies our students as members of the St. Alphonsus School community. Adherence to the dress code goes beyond the actual items of apparel to the proper wearing and respect for the school uniform. Students not in adherence to the dress code are given a uniform infraction. Violations of the dress code are to be immediately addressed. Dress code infractions

can result in disciplinary referrals/point deductions from weekly conduct grade. If there is a special situation that prevents a student from wearing any part of the uniform, the student is to bring a parental note to the office explaining the situation and a specific date when the violation is to be rectified. Approval of the principal is necessary in these situations.

Students are to be clean, neat, modest, and well groomed. The uniform is to fit properly and be in good condition. Outerwear (sweatshirts, jackets, and such) are not to be tied around the waist. Shirts/blouses are to be tucked in and skirts and pants are to be worn at the waist. The uniform is not to be violated, damaged, or destroyed in any way. All clothing and articles are to be permanently labeled with the student's name. All shirts, pants, shorts, skirts, and jumpers must be purchased from specified vendors only. Uniforms are not to be modified in any way. Only authorized school monogramming is acceptable on any clothing or items which display the name of the school. Other monogrammed items must be approved by the school administration before being worn on campus. The principal or her designee shall be the final interpreter of the dress code.

**\*\*Three dress code infractions within a nine weeks period will result in a detention.**

#### **School uniforms can be purchased at the following locations:**

Inka's Uniforms  
School Time  
Young Fashions Uniform Outfitters  
Cross Threads

#### **New Logo Transition**

St. Alphonsus Catholic School will be transitioning to the new parish logo. The 2023-2024 and 2024-2025 school years will serve as transition years. The kaleidoscope logo will be allowed to be worn during these two transition years. **Beginning in the 2025-2026 school year, the parish logo will be the only logo allowed on school uniforms.**

#### **Uniform Requirements**

Please read these regulations carefully. One parental responsibility is the purchase of the required school uniform. If you have any questions on the interpretation of these requirements, please ask before you purchase. In fairness to all, these regulations will be strictly enforced.

### Uniform Code for PK3

|              |  |
|--------------|--|
| <b>Girls</b> | <ul style="list-style-type: none"><li>● Navy blue t-shirt with white SAS logo purchased at the uniform vendors</li><li>● <b>Elastic waist</b> solid navy shorts or elastic waist plaid shorts purchased at the uniform vendors</li><li>● <b>Elastic waist</b> solid navy pants</li><li>● Plaid jumper purchased through the uniform vendors (solid navy or plaid shorts purchased through the uniform vendors must be worn under the jumper)</li><li>● White tailored blouse with pointed collar, short or long sleeve, may be worn under the jumper.</li><li>● Solid white socks that cover the ankles completely. Only small brand logos are allowed to show on the sock.</li><li>● Navy or white tights/leggings may be worn under the shorts during cold weather</li></ul> |
| <b>Boys</b>  | <ul style="list-style-type: none"><li>● Navy blue t-shirt with white SAS logo purchased through the uniform vendors</li><li>● <b>Elastic waist</b> solid navy shorts purchased through the uniform vendors</li><li>● <b>Elastic waist</b> solid navy pants purchased through the uniform vendors</li><li>● Solid white socks that cover the ankles completely. Only small brand logos are allowed to show on the sock.</li></ul>   |
| <b>Shoes</b> | <ul style="list-style-type: none"><li>● <b>VELCRO tennis shoes only</b> – Any brand of tennis/athletic shoe. Acceptable colors are black, white, grey, navy, royal blue, gold or any combination of the colors listed.</li><li>● <i>No other colors may be present anywhere on the shoe including logos. No patterns, glitter, or iridescent coloring are allowed.</i></li></ul>   |

| ARTICLE   | Uniform Code for<br>PK4 – 8 <sup>th</sup> Grade Girls  |
|---|--|
| <b>Skirt/Jumper<br/>(must be worn on<br/>Mass day or dress<br/>uniform days<br/>designated by<br/>administration)</b> | <b>PK4 – 5<sup>th</sup>:</b> <ul style="list-style-type: none"> <li>● Plaid Jumper or skirt with hem length no more than 3” from floor when kneeling</li> <li>● Solid navy or plaid (from uniform vendors) must be worn under the jumper.</li> <li>● St. Alphonsus patch is worn on left front of jumper.</li> </ul> <b>6<sup>th</sup> – 8<sup>th</sup>:</b> <ul style="list-style-type: none"> <li>● Plaid skirt with hem length no more than 3” from floor when kneeling.</li> <li>● Solid navy or plaid (from uniform vendors) must be worn under the skirt.</li> </ul> |
| <b>Blouse</b>   | <b>PK4 – 5<sup>th</sup>:</b> <ul style="list-style-type: none"> <li>● White tailored blouse with pointed collar, short or long sleeve, may be worn under the jumper but not required.</li> </ul> <b>PK4 – 8<sup>th</sup>:</b> <ul style="list-style-type: none"> <li>● White or Navy blue banded, polo-style shirts, short or long sleeve, with an elastic band at the waist with SAS logo on left front.</li> <li>● Only a solid white t-shirt with no writing is allowed to be worn under the uniform shirt. T-shirt sleeves cannot hang below shirt sleeve.</li> </ul>  |
| <b>Pants/Walking<br/>Shorts/Belts</b>   | <b>PK4 – 8<sup>th</sup> (shorts cannot be worn on Mass day or dress uniform days designated by administration)</b> <ul style="list-style-type: none"> <li>● Solid navy or plaid walking shorts bought from the uniform vendors. Shorts must be worn with banded uniform shirt.</li> <li>● Shorts must be no more than 3” above floor when kneeling.</li> <li>● Solid navy blue pants or shorts must be worn at the waist.</li> <li>● Brown, black, and navy belts are required if the item has belt loops in grades 1 – 8.</li> </ul>                                      |
| <b>Socks/Tights</b>   | <ul style="list-style-type: none"> <li>● Solid white socks that <b>must</b> cover the entire ankle. Only small brand logos are allowed to show on the sock.</li> <li>● Solid white, black or navy tights/leggings may be worn under jumpers, skirts, and shorts during cold weather.</li> </ul>  |

|                    |  |
|--------------------|--|
| <b>Shoes</b>       | <ul style="list-style-type: none"> <li>● Any brand of tennis/athletic shoes.</li> <li>● Shoes must have Velcro or laces.</li> <li>● No loafer type shoe (ex. Hey Dude)</li> <li>● Acceptable colors are: black, white, gray, navy, royal blue and gold. Shoe must be predominantly one color with accent colors (only the approved colors may be present anywhere on the shoe). No other colors can be visible anywhere on the shoe including logos.</li> <li>● No patterns of any kind.</li> <li>● No shoes with glitter or iridescent coloring</li> <li>● No high tops.</li> <li>● <b>PK-4 MUST HAVE VELCRO</b></li> </ul> |
| <b>PE Uniforms</b> | <ul style="list-style-type: none"> <li>● No PE uniform is required for Pk3 – 4<sup>th</sup> grade.</li> <li>● 5<sup>th</sup> – 8<sup>th</sup> must wear PE shirt and shorts must be purchased through Central Cross Threads</li> <li>● All grade levels must wear athletic shoes for PE.</li> </ul>  |

| <b>ARTICLE</b>      | <b>2024 – 2025 Uniform Code for<br/>PK4 – 8<sup>th</sup> Grade Boys</b>  |
|---------------------|--|
| <b>Shirt</b>        | <ul style="list-style-type: none"> <li>● Grey knit collared polo shirt, short or long sleeves, with SAS emblem.</li> <li>● Only a solid white t-shirt w/no writing is allowed to be worn under the uniform shirt. Sleeves may not hang below shirt sleeve.</li> <li>● Shirts must be tucked into pants.</li> </ul>   |
| <b>Pants/Shorts</b> | <ul style="list-style-type: none"> <li>● Solid navy blue pants or shorts must be worn at the waist. <b>(Pants must be worn on Mass days or dress uniform days designated by administration. Shorts are not allowed on Mass days or dress uniform days designated by administration.)</b></li> <li>● Brown, black, or navy belt must be worn at all times in grades 1-8.</li> </ul> |
| <b>Shoes</b>        | <ul style="list-style-type: none"> <li>● Any brand of tennis/athletic shoes.</li> <li>● Shoes must have Velcro or laces.</li> <li>● No loafer type shoe (ex. Hey Dude)</li> <li>● Acceptable colors are: black, white, grey, navy, royal blue and gold. Shoe must be predominantly one color with accent colors (only the approved colors may be present</li> </ul>                |

|                    |  |
|--------------------|--|
|                    | <p>anywhere on the shoe). No other colors can be visible anywhere on the shoe including logos.</p> <ul style="list-style-type: none"> <li>● No patterns of any kind.</li> <li>● No shoes with glitter or iridescent coloring</li> <li>● No high tops.</li> <li>● <b>PK-4 MUST HAVE VELCRO</b></li> </ul> |
| <b>Socks</b>       | <ul style="list-style-type: none"> <li>● Solid white socks that <b>must</b> cover the entire ankle. Only small brand logos are allowed to show on the sock.</li> </ul>   |
| <b>PE Uniforms</b> | <ul style="list-style-type: none"> <li>● No PE uniform is required for Pk3 – 4<sup>th</sup> grade.</li> <li>● 5<sup>th</sup> – 8<sup>th</sup> must wear PE shirt and shorts purchased through the uniform vendors.</li> <li>● All grade levels must wear athletic shoes for PE.</li> </ul>               |

**OUTERWEAR**

**Heavy Coats**

- Any heavy overcoat, including those with heavy lining or padding, are considered **outerwear and may be worn on exceptionally cold days for outside use only.**
- **NOT ALLOWED:** Professional and college team jackets, military, camouflage, or hunting coats.

**Jackets**

**ONLY** Solid navy jackets with no logo or writing that zips open completely in front.

**Sweatpants**

**SAS Sweatpants** may be worn to school on any day from November 1 through February 28. Outside of this time period, the weather must be 50 degrees or lower at 7:45am to wear sweatpants. Once the sweatpants are worn to school, the student will not be allowed to remove the sweatpants. This includes P.E. and recess. The sweatpants must be worn with the school uniform shirt.

**Sweatshirts:**

- Navy sweatshirt with St. Alphonsus lettering purchased through the uniform vendors.
- Athletic/Activity sweatshirts purchased through Central Cross Threads. (This will be available to purchase 1 time per year.).

- 8th Grade students may wear their mobile classroom sweatshirt purchased through the school.
- No other sweatshirts are allowed.

**School sweatshirts or school approved jackets are not required items. However, only these items may be worn in the classroom during school hours. Sweatshirts must be worn over uniform shirts and do not take the place of the uniform shirt. All other outerwear must be removed when the student enters the buildings. All outerwear must fit the student properly.**

### **Mass Day or Dress Uniforms**

**PK4 – 8<sup>TH</sup> Grade Girls** – Girls must wear a jumper or skirt with the regular uniform shirt. Girls are also permitted to wear solid navy pants with the regular uniform shirt. **NO SHORTS OR SWEATPANTS ARE ALLOWED ON MASS/DRESS UNIFORM DAYS.** Only school approved sweatshirts are permitted to be worn in church.

**PK4 – 8<sup>th</sup> Grade Boys** – Boys must wear solid navy blue pants with the regular uniform shirt. The shirt must be tucked in the pants at all times. Boys in grades 1<sup>st</sup> – 8<sup>th</sup> must wear a belt. **NO SHORTS OR SWEATPANTS ARE ALLOWED ON MASS/DRESS UNIFORM DAYS.** Only school approved sweatshirts are permitted to be worn in church.

### **Spirit Dress - boys and girls - Pre-Kindergarten through 8<sup>th</sup> Grades**

Spirit Dress is always the last Wednesday of the month. Any changes or additions to this will include a parent notification.

- **Spirit t-shirt** – Spirit shirts are purchased through the school. No other SAS shirts allowed. They may be worn with school uniform shorts (navy or plaid) or the following:
- **Jeans** – Long, solid blue color. No decorations, embellishments, writings, or prints, and must be worn at the waist. No dragging hemlines, rips, tears, frayed hemlines or seams. Girls must wear modest fit or relaxed fit jeans. **NO SKINNY JEANS.**
- **Belt** – Any belt of normal length, unless jeans have a full elastic waist. (PK3 - K do not have to wear belts)
- **Shoes** – Any low-quarter athletic shoe, **a closed toe shoe with a back**, or the school uniform shoes. ***No high tops, boots, or heels of any kind are allowed.***
- **Socks** – Regular uniform socks. (Solid white socks that **must** cover the entire ankle. Only small brand logos are allowed to show on the sock.)

## **Hornet Fun Run, Fun Day, and Field Day Dress Code**

- **T-shirt** – Students may wear the Hornet Run t-shirt for Hornet Run day as well as the Fun Day associated with the Hornet Run. Students may wear their Field Day t-shirt on Field Day.
- **Shorts** – **PK3 – 4<sup>th</sup> Grade** – Students may wear school uniform shorts or royal blue approved athletic shorts purchased through the uniform vendor. **5<sup>th</sup> – 8<sup>th</sup> Grade** – Students may wear PE shorts or uniform shorts only. **NO OTHER ATHLETIC SHORTS ARE PERMITTED.**
- **Socks** – Any socks are permitted.
- **Shoes** – Any brand or color of athletic shoes are permitted. They must have shoe laces.

**\*\*ALL FREE DRESS DAYS WILL BE ANNOUNCED AND GUIDELINES PROVIDED.**

### **Hair Styles / Hair Accessories**

Both male and female students must maintain their natural hair color. Dyed, colored, bleached, frosted, tinted, streaked, tipped, or highlighted hair is not allowed. Shaved heads (full or partial), rattails, Mohawks, lines, or razor designs are not allowed. These are merely examples and not a complete list of what may or may not be considered conventional, conservative hairstyles.

**BOYS:** Hair must be well groomed in a conventional, conservative haircut and of moderate length, height and thickness in the front, back, top and sides. Hair must be out of the eyes and must not reach the top of the eyebrows when pulled forward. Hair should not reach the shirt collar in the back, and the full ear must be visible on the sides without pulling hair behind the ears. Male students are to be clean-shaven.

**GIRLS:** Hair must be well groomed in a conventional, conservative haircut with hair out of the eyes. Hair accessories are to be simple and not distracting. **Costume style hair accessories are not allowed. (example: cat ears or unicorn headbands)**

### **Jewelry / Embellishments**

Girls are allowed to wear one small post earring stud, non-dangling, in the ear lobe, with only one earring per ear. Boys are not allowed to wear earrings. Students are allowed to wear one standard type watch (no toys or games), one conservative, inconspicuous ring, one religious medal or cross on a chain or cord, or a simple religious bracelet. No other jewelry is allowed. Scapulars are encouraged.

**NO chokers of any type, religious or nonreligious, are permitted.**



Embellishments – No other body jewelry is allowed. No body piercing or tattoos, writing or drawing on the body are allowed.

### **Wearable Technology**

Students are **NOT** allowed to wear smart watches, Fitbits or other wearable technology that uses Wi-Fi or Cellular data. This technology is capable of violating this policy and is a distraction to the student and the classroom.

### **Makeup**

Students are not to wear makeup, fake fingernails, or nail polish. As a privilege, **only 8th grade girls** may wear limited makeup: translucent foundation or powder, natural colored blush, a light neutral or barely pink lipstick or lip gloss. No eye makeup may be worn. This is a privilege for 8th grade girls, which if not followed to the letter, will be revoked.

**Uniform Infractions** will be given when a part of the uniform is missing or worn inappropriately. Students who accumulate 3 uniform infractions within a nine weeks period will receive a referral to the office which will result in a disciplinary action of an after school detention, a Saturday devotion, or in cases of continuous violation of the uniform policy, students may receive a suspension from school.

Uniform infraction notices will be sent home for parental signature and must be returned to school the following day.

**Administration makes the final decision in all matters of dress/grooming, and reserves the right for further disciplinary action as seen fit.**

**ROLLING BACKPACKS OR SCHOOL BAGS ARE NOT ALLOWED.**

### **EMERGENCY PROCEDURES**

In case of an emergency, St. Alphonsus School follows the directives of the Catholic Schools Office. The school conducts emergency drills monthly. Emergency plans are in place for fire, tornados, shelter-in place and evacuations. At the given signal, all students and school personnel are to follow procedures for the specified emergency. All drills are conducted in silence for the safety of all students and personnel.

If school is called off due to dangerous weather: St. Alphonsus School, IN MOST CASES, will follow the same directive in regard to inclement weather as the Central Community Schools

System. Therefore, adhere to announcements made via radio and TV for the Central schools and through the East Baton Rouge Parish Emergency Radio Stations: 530 AM, 1150 AM, or 102.5 FM. Parents should monitor these stations for up-to-date information. Parents should not try to phone the school as this could tie up lines and prevent Civil Defense or the Diocesan office from reaching us. If it is possible, parents would be notified via the parent telephone broadcast. The school will post on Facebook, the website, and send out parent communications via text message and email.

### **Evacuation**

In the event of an evacuation off campus, the school would notify the Diocesan Superintendent and the necessary civil authorities. First Student transportation from the Central Community Schools System would be requested. Students will be brought to safety as per the current emergency. Parents would be notified via the parent telephone broadcast, if possible. Parents would then pick up students at the safe evacuation area. **(Kristenwood and Oak Point are our designated off-campus evacuation points unless otherwise noted.)** Parents will be sent a text, email, and phone call as to which location for student pick up.

### **Shelter-In-Place**

In some situations, authorities may direct us to remain on the school grounds and shelter-in-place. The following steps would be taken:

- All students will be brought inside.
- Doors, windows, and blinds will be closed and, if necessary, cracks or openings will be taped if necessary.
- Students housed in the courtyard buildings will remain in their classrooms.
- Heating or cooling systems will be turned off.
- Administration will be directed by authorities from the Catholic Schools Office and Emergency Management authorities.

### **Asbestos Management**

In compliance with the Asbestos Hazard Emergency Response Act of 1986, Operational Technologies of Baton Rouge inspect the schools in the Diocese of Baton Rouge. Our most recent self-inspection was conducted in July, 2018. A copy of this plan is in the office and available to the public.

## **Parent Telephone Broadcasts**

Unless otherwise directed, an attempt will be made via telephone or text to notify parents of an emergency. It is imperative that we have correct emergency numbers on file.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities are provided to students to enhance their personal growth and well-being. **Participation in extracurricular activities is a privilege, not a right. Disciplinary actions may exclude a student from participation.** Students participating in extracurricular activities are held bound by all requirements and guidelines of each organization as well as the discipline plans of the school. Students and their siblings are not allowed to remain after school unsupervised. Parents are responsible for their child until the supervision of the teacher, moderator, or coach begins the activity. Any student who is present in the school building or on the grounds before supervision begins will be placed in the P.M. Extended Care Program and parents will be billed for the service. Infractions of this policy result in the student being removed from the activity. A supply and snack fee may be collected for some of the clubs.

- **Athletic Teams** - Under the direction of the athletic director, these activities include: basketball (boys and girls), football (boys), volleyball (girls), and cheerleaders. ***Athletic Handbook must be signed by the athlete and parent/guardian before participation on any athletic team or cheerleading.***
- **Art Club** - 4th and 5th graders
- **BETA Club** - 4<sup>th</sup>-8th grade students (invitation only)
- **Choir** - 3<sup>rd</sup>- 8th graders.
- **Drama Club** - 4th-8<sup>th</sup> graders.
- **God's Helping Hands** - 1<sup>st</sup> and 2nd graders.
- **Instrumental Band** - 4<sup>th</sup>- 8<sup>th</sup> graders (extra cost)
- **Quiz Bowl** - 5th-8<sup>th</sup> grade students.
- **Spirit Club** - This club is for 8th grade students only and promotes school spirit.
- **4-H** - 4<sup>th</sup> - 8th graders.
- **Origami Club** - 4th-8<sup>th</sup> graders.
- **Youth Legislature** - 7<sup>th</sup> and 8<sup>th</sup> graders.

## **FIELD TRIPS/MOBILE CLASSROOMS**

Classes are permitted to participate in educationally sound field trips/mobile classrooms. Teachers will send home details of the trip and proper dress regulations. Students are permitted to attend only if parents complete, sign, and return the permission forms and bring in the necessary payment on time. No verbal permission is accepted.

**Participation in field trips/mobile classrooms is a privilege, not a right.** Students can be denied participation if they fail to meet academic and/or behavioral requirements. Field trip fees are non-refundable unless the event is canceled by the school. Students whose permission forms or payments are not received on time may have these privileges revoked. The Parent / Student Handbook, specific rules, and trip directions are to be followed at all times. Offenders may not be allowed to participate in future trips. The school acknowledges that parents have the right to refuse to allow their child to participate in trips off campus. However, this is a student day; therefore, any student who opts out of participation or who has not obtained the proper permission must report to school.

At times, additional chaperones are needed when students leave campus. Adults must have completed the Child Protection process of the diocese to be chaperones. No parents are allowed on field trips without this certification. The number of chaperones allowed to attend field trips is at the discretion of the teacher.

Younger siblings or other children are not allowed on these trips. Proper dress codes must be followed and only acceptable food items may be brought. Chaperones must adhere to the rules designated for all while on the trip. If private vehicles are used, the owner must provide proof that the automobile has a minimum of \$100,000/300,000 insurance coverage.

### **GRADING SYSTEM/PROMOTION POLICY**

Teachers employ various forms of assessments to measure student understanding of material taught. The following is the school wide percentage scale:

#### **Academic Grading Code**

|   |            |                            |
|---|------------|----------------------------|
| A | 100 - 93   | Outstanding achievement    |
| B | 85 - 92    | Above Average achievement  |
| C | 75 - 84    | Average achievement        |
| D | 67 - 74    | Below Average achievement  |
| F | 66 - below | Unsatisfactory achievement |

On the report card, a letter grade will have an equivalent in quality points on a four-point scale.

**A=4 B=3 C=2 D=1 F=0**

Quality points for the nine week periods will be averaged to determine final marks.

## **Progress Reports**

Mid-quarter progress reports are issued to inform parents of the student's progress since the last report card. These reports will be emailed to the parents. Paper copies will not be sent home unless arrangements have been made through the office.

## **Report Cards**

Report cards are distributed to the students at the end of every quarter (9 weeks). Report card envelopes only are required to be signed and returned to the homeroom teacher within three days.

## **Parent / Teacher Conferences**

Regularly scheduled Parent / Teacher Conference Days are included on the school calendar. Notification is sent home with the first report card. A student who has a "D" or "F" average in a subject or conduct grade will have a conference scheduled.

Notification for the second conference is sent home in the 3<sup>rd</sup> quarter. A student who has a "D" or "F" average in a subject or is in danger of failing the year will have a conference scheduled.

Parents may schedule conferences at any time during the school year by contacting the teacher. Parents are asked to arrange conferences during school hours according to the individual teacher's schedule. Before or after school conferences are at the teacher's discretion. No teacher is expected to have an unscheduled conference. Conferences always need to start with the teacher. Please respect this protocol and allow the teacher to have the initial response to a question or situation before contacting the administration.

## **Promotion**

A student failing two (2) major subjects will automatically fail for the year. Failure of one major subject will result in conditional promotion provided the subject is remediated in an approved summer school or tutorial program approved by St. Alphonsus School administration.

|                     |   |  |
|---------------------|---|--|
| Major subjects are: | <b><u>K – 3<sup>rd</sup> grades</u></b> | <b><u>4<sup>th</sup> – 8<sup>th</sup> grades</u></b> |
|                     | Religion                                | Religion   |
|                     | Reading                                 | Reading  |
|                     | Math                                    | Math   |
|                     | English/Spelling                        | English /Spelling                                    |
|                     |   | Science  |
|                     |   | Social Studies                                       |

Students' grades must average to a full 1.0 without a 4<sup>th</sup> quarter failure in order to pass for the year. Students who fail the 4<sup>th</sup> quarter, fail the year in any subject, regardless of final average.

\*To participate in graduation activities, 8<sup>th</sup> graders must pass all major subjects.

### **Eighth Grade Promotion**

Eighth grade students graduate in caps and gowns for which there is a fee. The ceremony includes Mass and presentation of diplomas. Students are to dress appropriately for the occasion. All financial obligations must be paid, responsibilities to the school (library books, sport uniforms, textbooks, etc.) must be cleared, and all subjects passed before a student receives his cap and gown and is given permission to participate in graduation activities. Guidelines for fees and the dress code will be sent out to parents.

### **Kindergarten Promotion**

The Kindergarten class has a fun day and picnic to celebrate their promotion. All financial obligations must be paid before a student is allowed to participate. Separate fees for Kindergarten promotion parties may be collected to cover the cost of supplies.

### **HOMEWORK POLICY**

Homework is important! It is an extension of the learning that takes place in school. Students in grades 1<sup>st</sup> – 8<sup>th</sup> are responsible for writing daily homework assignments in their assignment pad and for having completed homework in class on the due dates. All assignments are to be completed and turned in on time. Work must be neatly done. The amount of homework a student has depends upon his or her progress in school. Homework includes written and study work as well as Accelerated Reader reading and constitutes a portion of the students' grade. It is the student's responsibility for making up homework due to being absent or tardy. Sports or extracurricular activities do not excuse incompleteness of assignments. Each student is to have a book bag for transporting books, notebooks, and such. No books are to be taken home unless they are in a book bag for protection. \*\*SEE ABSENCE POLICIES FOR HOMEWORK REQUESTS.

### **HOME AND SCHOOL ASSOCIATION**

The purpose of Home and School is to promote communication, good will and cooperation among parents, faculty, administration, school board and the parish of St. Alphonsus. It also provides leadership and coordination of activities for the purpose of service, special functions,

educational programs, and/or fund-raising. It exists solely for the benefit of the school and is structured in a way to best meet those needs.

All parents and guardians of the students of St. Alphonsus School are required to be members of this association. Dues are collected annually as part of registration fees. Parents are asked to participate in various activities.

### **INDIVIDUAL NEEDS**

Diocesan schools are addressing Section 504, Title V. “Guidelines for Catholic Schools in the State of Louisiana” have been developed and disseminated to all Catholic schools in the state, and in-service training has been provided to all faculties in all schools in order to implement the guidelines. St. Alphonsus School has adopted the following Diocesan approved policy statement:

*St. Alphonsus School attempts to meet the needs of students with diagnosed disabilities within our school by making minor adjustments and incorporating minor interventions in regular classroom activities. Major adjustments, including those that are detrimental to the rights of other students and those that require additional costs are considered beyond our ability and cannot be incorporated.*

Parents must provide a copy of the child’s education/psychological evaluation to the school, and the school will make reasonable, minor adjustments/interventions in regular classroom activities. Services/504/IEP evaluations that the student received in public, private, or parochial schools do not transfer automatically with the student. For examples of minor adjustments that we are able to provide, please contact the School Counselor.

### **Reading Lab**

St. Alphonsus School has an established reading lab program. Students with reading difficulties can be screened for the program through a recommendation of a parent or a teacher. *The program requires an additional fee* and is taught by personnel certified in the Susan Barton Reading and Spelling Program.

### **Speech**

Special education services offered through the Central Community Schools System are scheduled through the administration after approval has been attained. With administrative approval, private speech pathologist will be allowed to work with students during the school day upon completion of the Diocesan Child Protection policies.

## **LIBRARY POLICY**

All SAS students have access to the library. Students in PK3 – 5<sup>th</sup> grade are on a fixed library schedule while students in 6<sup>th</sup> – 8<sup>th</sup> grade are on a flex schedule.

- PK3 – PK4 has library as an enhancement once per week. The librarian offers an interactive story time, they are encouraged to discuss the story and use discernment skills to decide possible outcomes in the story.
- Kindergarten has library once per week. The librarian offers an interactive story time, they are encouraged to discuss the story and use discernment skills to decide possible outcomes in the story.
  - Before Kindergarten students leave for Christmas break they will begin to check out books. Kindergarten is allowed to have one book checked out at a time. They will not be allowed to check out a new book until the previous book is returned.
- 1<sup>st</sup> – 5<sup>th</sup> grade also has a scheduled library enhancement once per week. During this time they may do a short library/literacy skills activity, quiet reading time, a read aloud done by the librarian, and/or check out books.
  - Students in 3<sup>rd</sup> – 5<sup>th</sup> grade are allowed to check out two books during their scheduled time. One book must be on their book level that is assessed through the STAR test taken each nine weeks. The second book can be a book that does not have to be on their reading level.
- 6<sup>th</sup> – 8<sup>th</sup> grade has a flex library schedule. The library is open to these students when there is not a scheduled class, during their break time, and during time collaborated between middle school teachers and the librarian. They may also check out two books when they visit the library.

### **Library Fees**

At this time there are no overdue fees, students are expected to return their books in a timely manner. Overdue notices and current check out notices are sent home once per month, as the school year comes to a close, notices will be sent home more frequently.

Students will not be permitted to check out books beginning two weeks before their last full day of school. They may utilize the public library, a bookseller, or their teacher's class library.

In the event that a book is damaged or lost, a fine will be posted to the parent's FACTS account. Parents always have the option of sending a **NEW** hardcover copy of the title listed on the notice in lieu of paying the library fine. Please note that final report cards will be held and/or school transcripts will not be sent to the student's chosen high school until all school fees/fines are satisfied.

At the beginning of May, overdue library book notices will be emailed to parents and the cost of the book will be charged to their FACTS account with a due date of the student's last full day of



school. Refunds will not be issued. In the event a previously lost book is located the student may keep the copy as the book will be replaced with a new copy in the library. Lost or damaged book fees will be fined the current list price or purchase price of the title with an additional processing fee. The processing fee is incurred to offset the cost of labels, printer ink, plastic covers, etc. that goes along with the cataloging process.

### **LUNCH/CHILD NUTRITION PROGRAM**

The school cafeteria staff provides nutritious, well-balanced meals daily. The cafeteria is on a computer system. Each child is issued an account number. This account is a prepaid debit account, not a charge account, and all funds deposited in the account are debited for lunches as well as extra sales. **Student account balances must be current to continue with purchase of any cafeteria meals or other items.** Meals can be free or at a reduced price for families in financial need. Parents should apply for this program, through the cafeteria manager, at the beginning of the school year or when financial difficulties occur. The Child Nutrition Program of the Diocese of Baton Rouge regulates the fees, menus and serving portions. The cafeteria also provides breakfast for students in the Before School Program and a snack for those in the After School Program. Students in 3<sup>rd</sup>-8<sup>th</sup> grades are allowed choices. Extra juices, milk, lunch items, ice cream, etc. are available for an extra fee for students in certain grades. **No outside restaurant food, soft drinks are allowed in the cafeteria in the vendor's containers. No peanut products are allowed in the cafeteria.** Parents are encouraged to have lunch with their children. When you choose to do so, contact the cafeteria by 9:00 a.m. For safety reasons, siblings who do not attend St. Alphonsus school will not be able to join for lunch.

### **MEDICATION/HEALTH ISSUES**

Students are not allowed to keep medicine with them during the school day. All medicines must be kept in the school office. Medicine is to be administered to the student in the presence of a staff member or teacher with written and signed instructions from a doctor and the parent. Medication must be in the original container or in the container from the pharmacist or doctor. The child's name must be clearly marked on the container. This procedure must also be followed for any over-the-counter medication prescribed by the doctor, such as cough syrup, Tylenol, etc.

**Students should be free of fever, vomiting, diarrhea or other symptoms for 24 hours prior to returning to school.** Students diagnosed with strep throat are to be on antibiotics for 24 hours before returning to school. Parents are notified in case of an injury or emergency at school.

## **Medications at School:**

If a child must take medications at school, a parent should follow these rules:

- The medication must be brought to school by the parent or guardian in the container in which it was originally packaged. The label should have the name of the student, name of the medication, dosage, and the specific time it is to be given at school.
- A medical permission form signed by the parent and by the student's physician with specific instructions for administering the medication.
- The student will bring the empty bottle home with him/her, and the parent will be responsible for returning the medicine for the next school day.
- To circumvent potential abuse, the medications will be kept in the school under lock and key in a secure, central location.
- Parents are to inform their child(ren) to report to the office at the appropriate time for medication.

## **Medications on Field Trips**

Medications normally administered at school may be administered by a teacher while on a field trip under the following conditions:

- The medication section of the field trip permission form must be completed and returned prior to the day of the field trip.
- A parent must deliver the medication in the original prescription container to the teacher in charge of the particular grade level involved on the day of the field trip.

## **Immunizations**

State law requires that a copy of a child's current immunization records be given to the school to complete enrollment. Parents who choose to opt out of immunizations must complete the appropriate forms from the administrative assistant. In the event of an outbreak, students who have opted out will be asked to stay home until the outbreak subsides.

## **NOTICE PURSUANT TO LA. R.S. § 17:170(E)(2)**

In accordance with Act No. 675 (HB 47 of the Louisiana Legislature's 2024 Regular Session) and La. R.S. § 17:170(E)(2), please be advised of the following:

La. R.S. § 17:170(E)(1) provides that "No person attending or seeking to enter any school or facility enumerated in Subsection A of this Section shall be required to comply with the provisions of this Section, including any additional immunization or proof of immunity requirement adopted pursuant to the provisions of this Section, if the person is a distance learner or if the person or his parent or guardian submits either a written statement from a physician

stating that the procedure is contraindicated for medical reasons, or a written dissent from the student or his parent or guardian.”

### **Head Lice (Pediculosis)**

If lice/nits are found in a child’s hair, a parent will be called, and the child must leave school immediately. Before returning to school, any student with head lice must:

- be satisfactorily treated as recommended by your family physician, or with an alternative lice treatment, such as a lice shampoo available at local pharmacies,
- be completely free of lice eggs (nits) in the hair before being readmitted to the classroom. Proof of treatment is required.

### **PARTIES/GIFT DELIVERIES/INVITATIONS**

Parties and school sponsored holiday activities are arranged through the room mothers according to a specific schedule for all grades. Parents of students with birthdays may provide an individual treat for the class. Cakes and/or cookie cakes must be pre-cut. The teacher will oversee the distribution of these treats. Students are not to exchange gifts at school.

The school will not accept delivered flower arrangements, balloon bouquets, gifts, etc. to students. Please do not have these delivered to the school.

Birthday party invitations may be passed out at school ONLY if the entire class or all of the students of one gender are invited (all boys or all girls) and if the distribution of these invitations causes no class disruption. Teachers must be notified before the day of distribution.

### **PRINCIPLE OF SUBSIDIARY**

In keeping with the principles of subsidiary, problems should be solved at the lowest level whenever possible. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should administrators be contacted.

### **RELEASE OF SCHOOL RECORDS**

All financial obligations must be cleared with the school, a release form signed by the parents in the school office, and a request for grades received by mail or FAX from the next school before school records are released. School records will not be released to parents.

## **RELIGIOUS EDUCATION**

A fundamental premise in religious education is that parents are the primary educators of their children. St. Alphonsus School supports and assists parents in this endeavor. The core of education at this school is our Catholic faith. It is the reason the school exists.

Catholicity permeates the curriculum. We are seriously committed to incorporating religion into the daily lives of our students. The children not only learn the tenets and doctrines of their church, but also how to live those tenets and make them come alive with the love of Christ. We strive to nurture children in the teachings of the Catholic Church through scripture, music, prayer, service activities and meaningful liturgy. To achieve this goal, classes participate in age appropriate activities and grade level retreats. The school sponsors service projects and supports the Batahoula Mission in Nicaragua and the St. Vincent de Paul Food Bank. There are many opportunities to share blessings and to reach out to others in local and global ways.

Our students help prepare and participate in all school liturgies during the year as well as the Living Rosary, the Christmas Nativity, the Living Way of the Cross, and the May Crowning of Mary. Parents are always welcome to worship with us at these events.

### **First Reconciliation / First Eucharist**

Students in second grade are prepared for the reception of First Reconciliation and First Eucharist. A child is neither forced to receive the sacraments, nor prohibited from doing so once he/she has begun to show an understanding and appreciation of the basic values involved. Parents, in consultation with a member of the parish staff, decide when this realization occurs for an individual child. When a child is able to understand the basic concepts of our faith regarding sin and the difference between ordinary bread and the Eucharist, he/she is welcome to receive these sacraments.

Parents have a right and an obligation to participate in the formal preparation of their child. To help parents accept and accomplish this responsibility, parent seminars are offered for each of these sacraments and attendance is required. Children learn their habits of frequent reception from their families. Parents are asked to support their children by encouragement and example.

### **Catholic Human Sexuality and Morality**

Upon recommendation of the Office of Religious Education of the Diocese of Baton Rouge, instruction in Catholic Human Sexuality and Morality is part of the religion curriculum. Catholic young people need and have a right to know the positive values we hold as a faith community regarding God's gift of human sexuality. To help instill and support these values in

our young people, William H. Sadlier, Inc. and the Archdiocese of St. Louis have developed a program used in 6<sup>th</sup> through 8<sup>th</sup> grades, God's Own Making: Catholic Values of Human Sexuality. This program respects the role of parents and focuses on the Catholic values that help to form the gift of our human sexuality. Weekly information is sent home to the parents in around April when the program is covered.

### **SCHOOL BOARD**

The St. Alphonsus School Board is comprised of the pastor, principal, parish executive director and board members. They are appointed for a three-year term. Members are eligible to serve no more than two (2) consecutive terms. The board serves as an advisory unit to the pastor and principal. The board meets monthly from August - June. To be placed on the agenda, contact the president no later than one week before the meeting.

### **STUDENT FILES**

Student files consist of academic testing, application forms, copy of the birth certificate, copy of the social security card and an emergency sheet. The parents must sign a release form in the school office before a student file is sent to a requesting school. Only the contents of this official file will be forwarded to a new school.

### **SURVEILLANCE CAMERAS**

St. Alphonsus School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

### **VISITORS TO CAMPUS**

For the safety of our campus, all visitors must report directly to the school office to sign in and obtain a visitor's pass before entering any building on campus. Visitors to campus are not allowed to go directly to the classrooms.

### **WATER BOTTLES**

Students are allowed to bring a clear, plastic water bottle to school. It must only be filled with water. If it becomes a distraction in the classroom, the teacher may restrict the student to outdoor use only.

## **TECHNOLOGY**

St. Alphonsus School intends that all electronic equipment, property, Internet access, Internet service providers, hardware and/or software, be used for purposes consistent with the mission and educational goals of our school. St. Alphonsus School has taken precautions to prevent access to materials that are not in accordance with those missions and goals. Nonetheless, those precautions in no way diminish each user's responsibility to act ethically and to conform to school policy. All students and parents are asked to read and agree to the Acceptable Use Policy. By signing the Acceptable Use Policy, the parents and student acknowledge that they understand the policy and agree completely to the terms and conditions contained therein. Any student who fails to conform to this policy will be subject to disciplinary action, which may include suspension or dismissal.

### **Statement on Technology**

The mission of the Technology Departments at each of the Schools within the Diocese is to provide a range of technology services, tools, and experiences to further opportunities for academic excellence, faith development, and leadership skills. Technology is used to support, enhance and optimize the learning process for all of our students. Emerging technologies will influence the formation of foundational skills in students to aid them in reaching their potential in a constantly changing world. Technology must be implemented seamlessly, as everyday experiences, and must promote higher student achievement and a deeper understanding of their Catholic faith.

This Technology Acceptable Use Policy (“AUP”) contains terms, conditions and standards that foster our mission and goals. By using any technology, equipment or resources of the School or Diocese as contemplated herein, the individual user is deemed to agree to be bound by this AUP and to strictly comply with all terms, conditions, and standards contained herein. This AUP is reviewed yearly to reflect any new technology and to address issues identified in the previous year. Each academic year, all students and parents at a School within the Diocese must read and agree to abide by these standards. Any student who violates this AUP or any applicable local, state, or federal laws is subject to disciplinary actions, a loss of technology privileges, and may face legal prosecution. The Diocese and administration of each School reserve the right to amend any item in the AUP or any technology policy during the year. Parents and students will be notified of any changes through normal methods of communication at each School.

## **Privacy**

All electronic resources owned or issued (“**owned/issued**”) by a School remain the property of the School unless otherwise agreed to in writing. The individual has no reasonable expectation of privacy. The School retains the right to monitor any and all electronic resources at such times and in such a manner as it sees fit.

Each person using a School owned/issued technology device is expected to use all technology resources in a considerate, ethical, moral, and legal manner.

Each School-owned/issued technology device and the information stored on it are property of the School and are subject to the policies set forth by School administration and are subject to supervision and inspection. The Diocese and each individual School reserves the right to monitor, access, retrieve, read and disclose any and all messages, information, and files created, sent, posted from, and/or stored on any School-owned/issued device.

## **Scope of Use**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this AUP apply **to inside School** use and may in certain instances apply to personal technology use and/or uses **outside of School**. Where personal outside use of technology threatens a likelihood of substantial disruption in School, including harming or interfering with the rights of other students or teachers to participate fully in School or extracurricular activities, such use may be viewed as a violation of this AUP and may be subject to the disciplinary measures found herein.

The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites or applications (“**apps**”), cell phones, digital cameras, text messaging, email, Voice over IP, chat rooms and instant messaging.

## **General Computer and Internet Usage**

At times, students will have access to varied types of electronic and virtual resources to complete educational tasks, including but not limited to storage, network communications, equipment, apps, and software.

Students in grades K through 3<sup>rd</sup> will access the network under a generic username and password. Students in grades 4<sup>th</sup> through 8<sup>th</sup> will have specific usernames and passwords. This information should not be shared with anyone other than the teacher, Technology Administrator, Principal, or Assistant Principal. Students will NOT have access to email. The only exception is if the teacher temporarily unblocks this feature to teach lessons on email etiquette.

Technology devices and resources usage is a privilege, not a right, which may be suspended, revoked or terminated in whole or in part and with or without notice by the School or Diocese, in its/their sole discretion, upon any actual or alleged violation of this AUP. By using such devices and resources, parents and students are deemed to agree to the following terms:

- Students are not allowed to install third-party applications on any School-owned/issued device which may interfere with the education process (e.g., games) without specific instruction from their teacher.
- Students shall not attempt to gain unauthorized access to or compromise any computer or network security or engage in any illegal activities on the internet, including willfully introducing a computer virus, worm, or other harmful program.
- Users are not permitted to email or log into chat rooms. Only teachers and classes as a whole may be permitted, with permission, to use email or chat rooms.
- Use of a School's network and internet usage must be used with teacher permission in a manner that is consistent with the mission of the Diocese and the School and of the educational goals of each. Misuse includes, but is not limited to, any of the following: (i) any internet conduct on or off school campus which reflects negatively on the Diocese and/or School or the educational goals of each, including but not limited to sending or posting photos, images, videos, messages or other communications that contain or suggest harassment, racism, sexism or inappropriate language and/or symbols; and (ii) sending, transmitting or displaying any unchristian, immoral, offensive, violent, pornographic, obscene or sexually-suggestive or explicit photos, images, videos, messages or other communication in any form. Any such misuse, as determined by the School and/or Diocese in its/their sole discretion, is strictly prohibited.
- Any student who fails to immediately make known to a teacher or an administrator at the School that the student received a message which suggests harassment, racism, sexism or contains inappropriate language, images, and/or symbols will be considered to constitute misusing technology.
- If a student has access to network resources or internet access, the student will not disrupt network users, services, equipment, or data of the Diocese, any School, or another student, whether on or off campus.
- Students will not attempt unauthorized entry to any device accessible via the School network or remote network. If a student notices what is or may be a security problem, the student must notify administration immediately.
- The internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use network resources or internet access to knowingly visit sites that contain such material nor import, transmit and/or transfer any such material to other computers.



- Students may not email or post to websites or blogs any images, photos or videos of School employees. Photographing and/or recording (by audio and/or video) a teacher or staff member without permission is prohibited.
- Students will not provide their password(s) or share another student's password(s) with any other student or nonstudent. Students may not use another individual's account or log onto the internet or network as anyone else.
- Students shall observe copyright laws and fair use guidelines. Copying, modifying, distributing, displaying, or transmitting the work of another without written permission or proper citation is prohibited.
- Students will not communicate the address, phone number or other personal information of themselves or any other individual to any person or legal entity on the internet or through email without specific instructions from their teacher.
- While using any technology device at School, students are required to access the internet using the School's Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices such as a cell phone and/or other external devices. The Children's Internet Protection Act (CIPA) laws require the Schools to filter internet access to students and block inappropriate content from being accessed. This prohibition includes internet tethering and mobile hotspots that enable (3G or 4G) access on the School owned/issued laptops.
- The intentional destruction, deletion, or disabling of School-installed software on any device is prohibited. Unauthorized copying/installation of software programs belonging or licensed to the School is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.
- Deleting, examining, copying, or modifying settings, files and/or data belonging or licensed to the School is prohibited, unless specific instruction is given by a teacher for changes related to non-sensitive files/data.
- Purposeful damage to School-owned/issued devices is prohibited. The individual will be responsible for any repair or replacement costs. The School has the discretion to suspend each user's technology privileges and/or take disciplinary action.

### **Email and Communication Use**

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

For schools which do have email accounts for their students:

- Parents will be required to specifically acknowledge in writing the use of the email account by their child.
- Students may not change their given email usernames.

- All communications sent or received may reflect on the Diocese, School and the applicable church parish; thus, communication exchanged via the internet or email must not damage the reputation of the Diocese or School as determined by it/them in its/their sole discretion.
- All email communication between faculty, staff, coaches and one or more students must be exchanged through the School-hosted email account. Others, such as volunteer coaches, who are not School employees or administrators but who otherwise participate in School academic, athletic or other extra-curricular activities, may be granted access to a School-hosted email account at the School's discretion, in which event the School-hosted email account shall be used only for School purposes and shall be subject in all cases to the terms, conditions and standards of this AUP. If a School-hosted email account is not granted, all such individuals will nonetheless send email communication only to School-hosted email accounts when intended for School faculty, staff, coaches and students.
- Students are responsible for reporting and rejecting any inappropriate materials and information received through electronic communication.
- Students are prohibited from attempting to access or otherwise using another student's email account.
- Students will not use network resources or internet access to broadcast messages via the School's network or email system, or to transmit threatening, obscene or harassing materials, including but not limited to chain-letters, solicitations, inappropriate images and videos.
- The Diocese and School each reserves the right to access student email accounts at any time. This reservation includes, but is not limited to, access of the student's email account for routine maintenance and to retrieve School records. Such access also includes, but is not limited to, carrying out internal investigations, accessing internet history, and the disclosure of messages, social networking data or files.
- School employees may share any information obtained in a search of student email accounts with law enforcement as deemed necessary by the School administration in their discretion.
- Instant messaging, chat rooms, social networking, gaming, and email communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation.

### **Device Usage**

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

## **Cellular devices**

The Diocese recognizes the convenience, logistical and safety advantages for students to have cellular telephones and other communication devices in their possession while on campus and during School activities.

- Communication devices must be turned off and stowed away throughout the academic day, including without limitation during School activities, and may not be displayed.
- Students may use communication devices while on School campus and during School activities only with the permission of the supervising adult, such as the teacher, bus driver, athletic coach or sponsor.
- The use of cellular devices in an unacceptable manner in the School setting is prohibited. Examples of unacceptable usage include, but are not limited to, the following: use of a device for any purpose inside a restroom, use of a device on the School campus for cheating, cyber bullying, sexting, and taking inappropriate photos or videos.
- Violations of this AUP may result in disciplinary measures as well as the confiscation of the communication device.

## **Wearable Technology**

Students are **NOT** allowed to wear smart watches, Fitbits or other wearable technology. Any such permitted use shall be subject to all of the terms, conditions and standards of this AUP.

## **Personal Devices**

It is up to each School to determine whether personal devices are permitted at School. Any such permitted use shall be subject to all of the terms, conditions and standards of this AUP.

## **Google Apps for Education**

While attending St. Alphonsus School, each student may have access to Google Apps for Education (GAFE). The Google apps “suite” includes word processing, spreadsheet, presentation, classroom, and other collaborative tools. Additionally, this suite of applications is available in “the cloud”, which allows our students access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer. Finally, a student’s Google Apps login allows them access to our classroom Chromebooks.

In order to create a safe, effective way for students and staff to communicate with one another, St. Alphonsus School issues to each student in grades 4-8 a GAFE account under the domain @stalphonsusbr.org. St. Alphonsus is required by the Child Internet Protection Act (CIPA) to have measures in place that protect students from harmful materials. The email feature is

disabled. Students will use their account for login purposes only, which provides access to apps and cloud storage.

Students may not use their school issued Google accounts to login to third party sites or apps, except when given permission by a St. Alphonsus teacher for educational purposes. Prohibited apps and websites that students may not login to using a school account include, but are not limited to, social media, shopping, and gaming websites or apps.

### **St. Alphonsus Computer and Internet Use**

- Users are not to change, relocated, modify, or delete the work of another person.
- Users shall not limit access to files, folders, or student work in any form.
- All printing must be done with teacher approval.
- Users are not to share their sign-on and/or passwords with another student. This includes any sign-in/password information provided by St. Alphonsus teachers or staff for educational use including, but not limited to, Accelerated Reader, IXL, and Textbook logins. Users are prohibited from trespassing in another person's folder, work, or files.
- No person is permitted to post information related to the school, our staff, and our students, use images of the school, the school logo or seal, school staff, or students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.

### **Violation of Policy**

Users will be held accountable for their actions. Privileges will be lost if the Acceptable Use Policy is violated and disciplinary consequences may be imposed. The administration reserves the right to impose disciplinary consequences with respect to any act or actions not specifically listed herein but which actions are determined by the administration to be illegal, immoral, unethical, criminal, a violation of any local, state or deferral law or regulation, and/or a violation of the goals, principles, or educational objectives or policies of St. Alphonsus Catholic School or The Diocese of Baton Rouge. The decision of St. Alphonsus Catholic School regarding inappropriate use of the technology or telecommunication resources is final. Monetary reimbursement will be sought for damage necessitating repair or replacement of software and/or hardware equipment It is the responsibility of the parent to read over the

Telecommunications Acceptable Use Policy: Student Agreement with the student and ensure that the student understands the information outlined in the policy.

1. Use of technology resources (computers, scanners, cameras, TVs, VCRs, calculators, CD players, etc.) at St. Alphonsus School is a privilege.
2. Users must demonstrate honesty and respect for others at all times. Appropriate manners and language is required. Sending, displaying, or downloading offensive messages or pictures or harassing, insulting, or threatening others is not allowed.
3. Users are not permitted to e-mail or log into chat rooms. Only teachers and classes as a whole may be permitted, with permission, to use e-mail or chat rooms.
4. The use of technology for unethical, immoral, criminal and/or illegal activities, including copyright violations, is strictly prohibited.
5. Copying, modifying, distributing, displaying, or transmitting the work of another without permission or proper citation is prohibited.
6. Internet access is intended to support educational goals and teacher authorization is necessary.
7. Users are prohibited from bringing software and / or hardware from home to use on or with network computers.
8. Users of the Internet are prohibited from uploading to or downloading from the Internet any nonacademic photographs. Disclosing or providing to any other person the address, phone number, or last name of any student, staff, teacher, or volunteer at SAS, including his/her own address, phone number and last name is prohibited.
9. Users are not to change, rearrange, add or delete desktop and software settings on any school computer.
10. Users are not to change, relocate, modify, or delete the work of another person
11. Users shall not limit access to files, folders, or student work in any form.
12. All printing must be done with teacher approval. Students are not to intentionally waste limited resources, i.e. paper, print cartridges, etc. Unnecessary waste may result in disciplinary action.
13. Users are not to share their sign-on and/or passwords with another student. Users are prohibited from trespassing in another person's folder, work, or files.
14. No person is permitted to post information related to the school, our staff, and our students, use images of the school, the school logo or seal, school staff, or students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited.
15. Users will be held accountable for their actions. Privileges will be lost if the Acceptable

Use Policy is violated.

16. The administration reserves the right to use, at its discretion, any form of discipline with respect to any act or actions not specifically listed herein but which actions are determined by the administration to be illegal, immoral, unethical, criminal, a violation of any local, state or deferral law or regulation, and/or a violation of the goals, principles, or educational objectives or policies of St. Alphonsus School or the Diocese of Baton Rouge.

### **Cellular Devices**

Please see *Student Cell Phone Policy* outlined in Cell Phone Policy/Students.

### **Wearable Technology**

Students are **NOT** allowed to wear watches, Fitbits or other wearable technology that uses Wi-Fi or Cellular data. This technology is capable of violating this policy and is a distraction to the student and the classroom.

### **Google Apps for Education**

While attending St. Alphonsus School, each student in grades 4-8 has access to Google Apps for Education (GAFE). The Google apps “suite” includes word processing, spreadsheet, presentation, classroom, and other collaborative tools. Additionally, this suite of applications is available in “the cloud”, which allows our students access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer. Finally, a student’s Google Apps login allows them access to our classroom Chromebooks.

In order to create a safe, effective way for students and staff to communicate with one another, St. Alphonsus School issues to each student in grades 4-8 a GAFE account under the domain @stalphonusbr.org. Students access their account using Gmail. St. Alphonsus is required by the Child Internet Protection Act (CIPA) to have measures in place which protect students from harmful materials. The email feature is disabled. Students will use their account for login purposes only, which provides access to apps and cloud storage. The email feature will only be allowed during email etiquette lessons and will be disabled at the completion of the activity.

Parents of students in grades 4-8 will need to read and sign the Google Apps for Education Acceptable Use Policy that will be sent in a separate document.

### **Violation of Policy**

Users will be held accountable for their actions. Privileges will be lost if the Acceptable Use Policy is violated and disciplinary consequences may be imposed.

**The administration reserves the right to impose disciplinary consequences with respect to any act or actions not specifically listed herein but which actions are determined by the administration to be illegal, immoral, unethical, criminal, a violation of any local, state or deferral law or regulation, and/or a violation of the goals, principles, or educational objectives or policies of St. Alphonsus Catholic School or The Diocese of Baton Rouge.**

**The decision of St. Alphonsus Catholic School regarding inappropriate use of the technology or telecommunication resources is final. Monetary reimbursement will be sought for damage necessitating repair or replacement of software and/or hardware equipment**

It is the responsibility of the parent to read over the Telecommunications Acceptable Use Policy: Student Agreement with the student and ensure that the student understands the information outlined in the policy.

#### **USE OF STUDENT INFORMATION/PICTURES**

The school reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish her or his child's picture used must notify the principal in writing prior to the beginning of the school year.