

St. Alphonsus Liguori Catholic School
13940 Greenwell Springs Road
Greenwell Springs, LA 70739
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PARENT / STUDENT HANDBOOK
2026-2027



Forming Faith and Future

Ms. Kristy Monsour, Principal
Mrs. Kristin Tate, Assistant Principal
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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 PROMULGATION 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.

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 Lumen Accreditation. 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.

Admissions Guidelines

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 screening with members of the faculty. The application must be complete before the screening is scheduled. Students will not be accepted until the screening is complete. Screenings help us determine school readiness and proper placement. 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

Acceptance Priorities

As prescribed by Diocesan policy, St. Alphonsus School gives preference to Catholic Students. 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:

- Children of parents who are registered in St. Alphonsus Parish
- Siblings of current students
- Students presently in attendance and their siblings whose parents actively support the school.
- 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.

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 30th to be eligible for pre-kindergarten 3, and four (4) years old on or before September 30th to be eligible for pre-kindergarten 4.

Potty Training

- 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.

Screenings

At each screening, the child will be assessed for the following criteria:

- Separation from parent – rescreenings can occur if a child is unable to separate comfortably
- Appropriate interactions with other children including sharing and keeping hands to themselves
- Responsiveness to directions – one and two-step directions
- Sitting on the rug with other students while the teacher directs the activity
- Transitions from one activity to the next as directed by the teacher

Kindergarten Admissions

A child must be five (5) years old on or before September 30th 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.

GRACE PROGRAM

The St. Alphonsus Special Education Program (GRACE) is dedicated to meeting the unique and diverse needs of all learners through individualized support and a commitment to academic and spiritual growth. We believe that every student has the right to an effective education in an environment rooted in Catholic Faith Formation. By providing appropriate resources, fostering independence, and nurturing compassion, we prepare our students to grow as Disciples of Christ and to become lifelong learners who contribute meaningfully to a diverse and ever-changing world.

Exceptionalities Served

The GRACE Program is designed to meet the needs of children with the following exceptionalities:

- Autism
- Intellectual Disability (Mildly or Moderately Impaired)
- Multiple Disabilities
- Down Syndrome
- Other Health Impairment
- Specific Learning Disability
- Traumatic Brain Injury (students must be ambulatory and not wheelchair-bound)

Students are grouped in classes according to age and abilities. The school administration is responsible for determining the appropriateness of placement for students in GRACE and general education class. Consideration is given to the student's ability level, age, exceptionality, and the current exceptionalities of other students in the program.

For a special education student to be mainstreamed into a regular education class for credit, the student must be able to attend the class independently and demonstrate progress without assistance. For a student to audit a course, he or she must benefit from the class. Students are not placed in classes that will not contribute to their growth. Students auditing may have the option of having a special education assistant in the class.

Related/Special Services such as Speech Pathology, Occupational Therapy, Adapted Physical Education, and Assistive Technology can be provided during the school day if the student qualifies through a Pupil Appraisal evaluation. These services are not guaranteed and are provided according to available state funding. Other therapies/services may be provided during the school day by private providers if space is available, arrangements have been approved by and coordinated with the program administrator, and all required child protection paperwork is complete.

Funding and Entitlement

Parentally placed children with disabilities do not have an individual entitlement to services they would receive if enrolled in public school. Instead, the Local Education Agency (LEA) is required to allocate a proportionate amount of IDEA federal funds to provide equitable services to this group of children. Therefore, it is possible that some parentally placed children with disabilities will not receive any services while others will. For those who do receive services, the amount and type of services may differ from those the child would receive if enrolled in a public school by parents or placed in a private school by a public agency.

CHILD CUSTODY

It is the responsibility of the parent to provide a current, signed court order or certified copy 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, registration, and associated fees at St. Alphonsus School are determined annually by the Finance Committee. These fees are communicated during the registration process and can also be found on our website at www.stalphonsusbr.org. Tuition and fees help support the operational costs of St. Alphonsus Catholic School, but they do not fully cover all expenses. To bridge the gap, we rely on the generous support of our parents, alumni, and the St. Alphonsus Church Parish community through fundraising efforts. Each December, the Tuition & Fee Schedule is released, outlining the full cost for the upcoming academic year, based on the projected cost of educating each student.

Parents are financially responsible for all books and educational materials issued to their children, as well as any damage caused to school property or the property of others.

Registration Fee

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

Tuition Rate

A family's tuition rate 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 \$500 per year shall receive the "In Parish" rate.

Payment Options

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 Finance Committee 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 December).
- 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 December).

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 July 31**.

Registration Fee	due in December 2025	\$325
Student Fees PK3-PK4	due by May 15, 2026	\$600
Student Fees K-8	due by May 15, 2026	\$800

The following required fees are not included in tuition and student fees:

Band Fee	\$200 per semester
Club Dues	Varies by club
Field Trips	Varies by trip
Lunch	www.myschoolbucks.com

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

Delinquent Payment Policy

Tuition & Fee Account – 60 Days Past Due

Parent(s)/guardian(s) who, have a student tuition account that become 60 days past due, may be subject to the following:

- 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.
- A \$25.00 late fee.
- A \$50 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.

Failure 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 until the past due amount is paid.

Miscellaneous

- Parents will be notified of overdue or damaged library books, damaged or lost textbooks, damaged or lost Chromebooks 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 1st 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. Once the fee is charged, the found books are yours to keep.

Educational Records

Failure by a student, 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.

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 on or before July 31, 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 according to the schedule below:

100% - May 1st – July 31st

75% - August 1st – October 31st

50% - November 1st – December 31st

25% - January 1st – March 31st

0 – April 1st – May 31st

Student fees are not refundable after July 31. All financial obligations must be satisfied and all textbooks and library books must be 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.

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.

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

Louisiana Giving All True Opportunity to Rise (LA GATOR) Scholarship Program

LA Gator, created by Act 1 of the 2024 Louisiana Legislature and signed into law by Jeff Landry, provides eligible families with educational scholarship accounts (ESAs). These accounts allow families to personalize their child's education using state-funded accounts for school tuition and fees, educational therpaies, textbooks, extra-curriculars, dual enrollment courses and uniforms.

St. Alphonsus School and Finance Committee require access to this account for each student and 100% payment of the following amounts for the 2026-2027 school year:

Registration Fee	due in December, 2025	\$325
Student Fees PK3-PK4	due by May 15, 2026	\$600
Student Fees K-8	due by May 15, 2026	\$800
Tuition	according to plan selected	varies

St. Alphonsus also accepts ACE, ARETE and Aspriring Scholors partial scholarships. Students will still be responsible for school fees and any portion of tuition that is not covered by the scholarship.

ACADEMIC CALENDAR

An academic calendar is posted on the school's website, www.stalphonsusbr.org. 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 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.** 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, a dismissal form or an email must be sent before 2:45 PM and should contain all information concerning the change.

School Pass System

St. Alphonsus School utilizes **SchoolPass by Raptor** to streamline and enhance campus security, student check-in/out, and to submit absences. This digital platform allows parents easy access to visit campus and to manage their child(ren)'s attendance. For assistance with SchoolPass, please contact the school office.

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 of the scheduled 176 days to be eligible to receive credit for courses taken. **Excessive checkouts from school or late arrivals to school are considered in this count.** 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), by phone (225-261-5299) or through the School Pass App 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 includes, 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 prior to the vacation. 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 10 unexcused tardies, the student will receive an 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 through SchoolPass that denotes the time of parent arrival. **For every 10 unexcused early checkouts, the student will receive an unexcused absence.**

For student safety during normal dismissal, early check outs are not allowed after 2:45 PM.

Carpool

Parents who drop off their children by car are asked to follow the carpool line map. Carpool entrance is from Frenchtown Road, not Greenwell Springs, Rd. Carpool should NOT enter from the front of the school and church. All carpool lines will flow from the rear of the Family Center.

Cars will not be able to enter the carpool line after 8:05 AM and will be directed to the office. Students will wait in the office until after assembly and then be allowed to go to class. Any student checking in after 8:10 will be tardy.

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 name(s) and should be displayed 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.

Forgotten Items

In order to ensure the consistent flow of education, it is our policy that we will not call students out of class to pick up forgotten homework, notes, book bags, sports practice attire, etc. Students will not be allowed to call home for forgotten academic or sports related items. We will accept forgotten school lunches.

BELL SCHEDULE

Students are dismissed according to the following schedule:

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

BUS TRANSPORTATION

Bus transportation is administered through First Student. 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 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. See Acceptable Use Policy for more information on appropriate use of technology for students.

CHILD PROTECTION

All volunteers applying to minister with minors or vulnerable adults in diocesan institutions must apply for child protection credentials. One must complete the Serving Vulnerable Adults and the Diocesan Code of Ethics training to obtain diocesan child protection credentials.

All authorized agents operating in ministries of the diocese must be sponsored for diocesan-issued child protection credentials by a diocesan institution. The Office of Child and Youth Protection Policy and Procedure Manual defines all roles requiring the child protection credential. Contact our Child Protection Site Coordinator, Missy Savoy at msavoy@stalphonsusbr.org, for information on applying for diocesan child protection credentials.

COMMUNICATION WITH PARENTS

Parent Newsletter

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) each Thursday after 3:30 PM. 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

Teacher emails can be found on your child's RenWeb page. 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 – 5th grades and parents are to sign and return by Monday of the next week. Teachers in grades 6th-8th 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 responsibility system of discipline, grounded in respect for the dignity for all, is used at St. Alphonsus School. For first – eighth grades, this 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. Pre-K and kindergarten have their own classroom behavioral management plans that are appropriate for their grade level.

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. 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 will be rescheduled.

When a student's behavior is determined to be repetitive in nature, a conference will be scheduled with the student and his or her parent(s)/guardian(s) to discuss concerns and develop a behavior improvement plan. If the behavior continues despite these interventions, the student will be placed on a formal behavior contract outlining specific expectations, goals, and consequences.

Failure to comply with the terms of the behavior contract or repeated violations of the contract may result in a conference with the administration and parent(s)/guardian(s) to determine whether the student will be permitted to continue enrollment at St. Alphonsus School.

Suspensions

Suspensions can be in or out of school at the discretion of the administration. Three detentions will result in an In-school Suspension (ISS). After the first ISS, suspension terms will be on an individual basis as determined by administration.

- 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 in-school 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 or receive answers, submit work that is not their own, or misuse artificial intelligence (AI) tools to complete assignments without teacher permission or proper attribution will face disciplinary and academic consequences. Consequences may include a reduction in points, a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities may also lose the privilege of participating in sports and/or extracurricular 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.

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/Nicotine Pouches and Smokeless Tobacco/Vaping Products: If a student is found to have in his or her possession any tobacco, nicotine 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/nicotine/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.

School uniforms can be purchased at the following locations:

Inka's Uniforms

School Time

Young Fashions Uniform Outfitters

Cross Threads

Bayou Apparel

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

Girls	● Navy blue t-shirt with white SAS logo purchased at the uniform vendors ● Elastic waist solid navy shorts or elastic waist plaid shorts purchased at the uniform vendors ● Elastic waist solid navy pants ● Plaid jumper purchased through the uniform vendors (solid navy or plaid shorts purchased through the uniform vendors must be worn under the jumper) ● Smock dress available at Inka's ● White tailored blouse with pointed collar, short or long sleeve, may be worn under the jumper. ● Solid white socks that cover the ankles completely. Only small brand logos are allowed to show on the sock. ● Navy or white tights/leggings may be worn under the shorts during cold weather.
Boys	● Navy blue t-shirt with white SAS logo purchased through the uniform vendors

	● Elastic waist solid navy shorts purchased through the uniform vendors ● Elastic waist solid navy pants purchased through the uniform vendors ● Solid white socks that cover the ankles completely. Only small brand logos are allowed to show on the sock.
Shoes	● VELCRO tennis shoes only – Any brand of tennis/athletic shoe. Acceptable colors are black, white, grey, navy, royal blue or any combination of the colors listed. ● <i>No other colors may be present anywhere on the shoe including logos. No patterns, glitter, or iridescent coloring are allowed.</i>

Uniform Code for
PK4 – 8th Grade Girls

Skirt/Jumper (must be worn on Mass day or dress uniform days designated by administration)	PK4 – 5th: ● Plaid Jumper or skort with hem length no more than 3” from floor when kneeling (no skort for PK 4) ● Solid navy or plaid (from uniform vendors) must be worn under the jumper. ● Smock dress available at Inka’s (PK4 only) ● St. Alphonsus patch is worn on left front of jumper 6th – 8th ● Plaid skirt with hem length no more than 3” from floor when kneeling. ● Solid navy or plaid shorts(from uniform vendors) must be worn under the skirt.
Blouse	PK4 – 5th: ● White tailored blouse with pointed collar, short or long sleeve, may be worn under the jumper but not required. PK4 – 8th: ● Navy blue banded, polo-style shirts, short or long sleeve, with an elastic band at the waist with SAS logo on left front. ● 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. ● No undergarments may be showing.

Pants/Walking Shorts/Belts	PK4 – 8th (shorts cannot be worn on Mass day or dress uniform days designated by administration) • Solid navy or plaid walking shorts bought from the uniform vendors. Shorts must be worn with banded uniform shirt. • Shorts must be no more than 3” above floor when kneeling. • Solid navy blue pants or shorts must be worn at the waist. • Brown, black, and navy belts are required if the item has belt loops in grades 1 – 8.
Socks/Tights	• Solid white socks that must cover the entire ankle. Only small brand logos are allowed to show on the sock. • Solid white, black or navy tights/leggings may be worn under jumpers, skirts, and shorts during cold weather.
Shoes	• Any brand of tennis/athletic shoes. • Shoes must have Velcro or laces. If a shoe has laces, they must tie. No-tie shoe laces are not permitted. • No loafer type shoe (ex. Hey Dude) • Acceptable colors are black, white, gray, navy, and royal blue. 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. • No patterns of any kind. • No shoes with glitter or iridescent coloring • No high tops. • PK-4 MUST HAVE VELCRO
PE Uniforms	• No PE uniform is required for PK3 – 4th grade. • 5th – 8th must wear PE shirt and shorts must be purchased through Central Cross Threads and/or Bayou Apparel • All grade levels must wear athletic shoes for PE.

Uniform Code for PK4 – 8th Grade Boys

Shirt	• Grey knit or dri-fit collared polo shirt, short or long sleeves, with SAS emblem. • 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. • Shirts must be tucked into pants.
Pants/Shorts	• Solid navy blue pants or shorts must be worn at the waist. (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.) • Brown, black, or navy belt must be worn at all times in grades 1-8. • Boys undergarmets should not show below the shorts when standing or sitting.
Shoes	• Any brand of tennis/athletic shoes. • Shoes must have Velcro or laces. • No loafer type shoe (ex. Hey Dude) • Acceptable colors are: black, white, grey, navy, and royal blue. 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. • No patterns of any kind. • No shoes with glitter or iridescent coloring. • No high tops. • PK-4 MUST HAVE VELCRO
Socks	• Solid white socks that must cover the entire ankle. Only small brand logos are allowed to show on the sock.
PE Uniforms	• No PE uniform is required for Pk3 – 4th grade. • 5th – 8th must wear PE shirt and shorts purchased through Cross Threads or Bayou Apparel. • All grade levels must wear athletic shoes for PE.

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.
- Royal blue athletic/activity sweatshirts purchased through the school.
- 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 Uniforms

Out of respect for the celebration of the Holy Eucharist, the following guidelines are in place for Mass days:

PK4 – 8TH Grade Girls – Girls must wear a jumper (jumper or dress for PK) 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 – 8th 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 1st – 8th 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 8th 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 Cross Threads or Bayou Apparel. 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 – 4th Grade** – Students may wear school uniform shorts or royal/navy blue athletic shorts of modest length.
 - **5th – 8th 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 or velcro. No slip on shoes.

Free Dress Days

Periodically throughout the year, days are designated as free dress days. The guidelines are as follows:

- Students who choose to wear free dress must wear uniform bottoms or free dress bottoms and may wear a modest non-uniform shirt. Shorts of a modest length may be worn with at least a 5" inseam.
- Students may not wear tank tops, halter, sleeveless or midriff shirts, leggings, tightly fitting clothing including skinny jeans or tightly fitted tops, clothing with objectionable writing or graphics, torn clothing, backless shoes/sandals
- No undergarments should be seen.
- If a jersey is worn, a t-shirt must be worn underneath.
- All other uniform grooming code regulations apply on free dress days.

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.

Tanning

Artificial tans, including salon tanning, UV tanning devices or spray tans, that alter a student's natural skin tone, are noticeable or distracting are not permitted.

Uniform Infractions will be given when a part of the uniform is missing, incorrect or worn inappropriately. Students who accumulate 3 uniform infractions within a nine weeks period will receive a referral to the office for an after school detention.

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. 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 text message. 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/or phone call as to which location for student pick up. Parents are to meet at the evacuation site and not go directly to the school to claim their child.

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.

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), track and field (boys and girls), soccer (boys and girls) and cheerleaders. ***Athletic Handbook must be signed by the athlete and parent/guardian before participation on any athletic team or cheerleading.***

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.

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 - 90	Outstanding achievement
B	89 - 80	Above Average achievement
C	79 - 70	Average achievement
D	69 - 60	Below Average achievement
F	59 - below	Unsatisfactory achievement

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

A= 4 points

B= 3 points

C= 2 points

D= 1 point

F= 0 points

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

Semester Exams

To support academic rigor and prepare students for future educational expectations, St. Alphonsus School administers semester exams in the following manner:

- **5th Grade:** Students will take semester exams in **Math** and **Reading**. Exam grades will factor into the 2nd and 4th quarter averages.
- **6th – 8th Grades:** Students will take semester exams in **Math, Reading, English, Social Studies, and Science**.

Each semester exam for 6th – 8th will account for **10% of the final grade** in that subject.

Quarterly grades (Quarter 1 and Quarter 2 for the first semester; Quarter 3 and Quarter 4 for the second semester) will each count for **20% of the final grade**, making the total:

- Quarter 1 – 20%
- Quarter 2 – 20%
- Semester Exam – 10%
- Quarter 3 – 20%
- Quarter 4 – 20%
- Semester Exam – 10%
- **Total for school year – 100%**

Teachers will provide students with review materials and exam schedules in advance.

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 3rd 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:	<u>K – 3rd grades</u>	<u>4th – 8th grades</u>	
	Religion	Religion	Science
	Reading	Reading	Social Studies
	Math	Math	
	English/Spelling	English /Spelling	

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

*To participate in graduation activities, 8th 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 1st – 8th 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.

COUNSELING SERVICES/ACADEMIC NEEDS

The School Counseling Program at St. Alphonsus School is designed to support the overall development of each student—academically, socially, emotionally, and spiritually. The program fosters a positive school environment rooted in trust, respect, and care for self and others.

Our school counselor works in partnership with parents, teachers, administrators, and outside professionals to support student growth and readiness for future success. Services include classroom guidance lessons, small group counseling, short-term individual counseling, and consultation with families and faculty. Counselors are available to help students with day-to-day challenges and to support families navigating transitions or situational crises.

Students in grades 3–8 may request to meet with the counselor by completing a confidential Google Form. Parents/guardians can also refer their child by contacting the counselor via phone or email. Teachers may submit referrals as well.

If a student expresses or implies a threat of harm to themselves or others, the school counselor will conduct a risk assessment to determine the level of concern and appropriate next steps. Depending on the outcome of the assessment, the counselor may recommend or require that the student be evaluated by a licensed medical or mental health professional before returning to school. The safety and well-being of all students is the school's highest priority.

When long-term support or clinical intervention is needed, the counselor may recommend outside counseling services. If a student is already working with a mental health provider, the counselor may request parent/guardian consent to communicate with that provider in order to support the student's overall well-being. In such cases, the counselor will also collaborate with parents/guardians to determine what information can be appropriately shared with teachers to enhance the student's academic and social-emotional growth.

In addition, the counselor assists in developing classroom accommodations and supporting intervention strategies. When an external evaluation is being conducted for a student's special needs, the school counselor helps coordinate communication between the school and outside professionals. If outside agencies require teacher input via forms, the counselor will distribute these directly to staff and return them as needed. Final evaluation reports should be submitted to the school counselor, where they are maintained as confidential records. Families may also choose to share this information directly with teachers.

Individual Academic 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/Dyslexia Lab

St. Alphonsus School has an established reading lab program for students who have dyslexia or other reading difficulties. 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 and Basic Language Skills.

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 ACCESS AND CIRCULATION POLICY

All SAS students have access to the school library. Students in PK3 through 5th grade participate in a fixed library schedule, while students in 6th through 8th grade utilize a flexible library schedule. Also, our 7th and 8th grade students can choose the library as an enhancement of their choice and they will participate in a traditional library class once per week.

Library Schedule and Objectives

PK3–PK4

- Students attend a scheduled library enhancement class once per week.
- The librarian provides an engaging and interactive storytime experience designed to foster a love of reading, strengthen listening and comprehension skills, encourage thoughtful discussion, and develop students' ability to think critically and predict story outcomes.
- The librarian will also teach the students library book care to ensure materials stay in great condition for all readers.

Kindergarten

- Students attend a scheduled library enhancement class once per week.
- The librarian provides an engaging and interactive storytime experience designed to foster a love of reading, strengthen listening and comprehension skills, encourage thoughtful discussion, and develop students' ability to think critically and predict story outcomes.
- The librarian will also teach the students library book care to ensure materials stay in great condition for all readers.
- Before Christmas break, Kindergarten students may begin checking out library books.
- Kindergarten students may have one book checked out at a time and must return the current book before checking out another.

Grades 1–5

- Students attend a scheduled library enhancement class once per week.
- During library visits, students may participate in activities that promote literacy, critical thinking, and a love of reading, including literacy skills instruction, independent reading, librarian-led read-alouds, book discussions, and the selection and checkout of library books.
- Students in Grades 3–5 may check out up to two books during their scheduled library visit.
 - One book must be selected within the student's assessed reading level, as determined by the STAR assessment administered each nine-week grading period.
 - The second book may be selected according to the student's interests and is not required to be within their assessed reading range, encouraging both academic growth and independent reading.

Grades 6–8

- Students in middle school participate in a flexible library program designed to foster information literacy, research skills, digital citizenship, and a lifelong appreciation for reading.

- Students in Grades 7–8 who select the Library as their enhancement engage in a variety of learning experiences that support curriculum objectives while developing critical thinking, research, and media literacy skills.
- Enhancement students participate in engaging, hands-on activities such as library scavenger hunts, Dewey Decimal System challenges, digital escape rooms, book trailer creation projects, research activities, and collaborative book discussions.
- In addition to scheduled enhancement classes, the library is available to all middle school students during unscheduled periods, designated break times, and instructional periods coordinated between classroom teachers and the librarian. Students are encouraged to utilize the library for independent reading, research, and academic support.
- Middle school students may check out up to two library books per visit.

Library Fees and Responsibilities

At this time, the library does not charge overdue fines. However, students are expected to return borrowed books promptly. Overdue notices and current checkout summaries will be sent home monthly. As the end of the school year approaches, notices may be distributed more frequently.

Students will not be permitted to check out library books beginning two weeks prior to their last full day of school. During this period, students are encouraged to utilize resources available through the public library, local booksellers, or classroom libraries.

Lost or Damaged Books

If a library book is lost or damaged, a replacement fee will be charged to the parent's FACTS account. In lieu of paying the fee, parents may provide a new hardcover copy of the title specified in the notification. Refunds will not be issued for fees assessed on lost books. If a previously lost book is later found, the student may keep the recovered copy, as the library will have already purchased a replacement. Fees for lost or damaged books will include the current retail or replacement cost of the item, plus a processing fee. The processing fee helps offset the costs associated with cataloging and preparing library materials, including labels, printer ink, protective covers, and other necessary supplies.

Beginning in May, parents will receive email notifications regarding overdue library books. The replacement cost of any overdue item will be charged to the FACTS account, with payment due by the student's last full day of school.

Please note that final report cards may be withheld and school transcripts may not be released to a student's transferring schools until all outstanding school fees and fines have been satisfied.

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 3rd-8th 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.

At the end of the school year, any unpaid cafeteria balances will be charged to the student's FACTS account. Report cards and end-of-the-year paperwork will not be issued until all balances are cleared.

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.

PARENT SERVICE HOURS

St. Alphonsus School invites parents to partner with the school through volunteerism. We rely heavily on the support of our parents to provide students with the best experience possible. Each school family is required to work four hours of service with two being at the St. Alphonsus Parish Festival. The festival is an extremely important event in building community and generating resources for our church and school. The other two hours may be completed at sporting events, Grandparent's Days, and other events as requested by Home and School or our Dads' Club.

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 are invited to class parties unless otherwise noted. No siblings may attend.

Parents of students with birthdays may provide an individual treat for the class. Cakes and/or cookie cakes must be precut. 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. Parents may email the teacher or call the school to leave a message. Teachers are expected to return phone calls or emails within 24 hours during the school week. Weekends and holidays may require a longer response time. All meetings must be by appointment. 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. They will be sent

directly to the school. Discipline records will not be provided with the school records.

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 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. Throughout the year, students are engaged in service projects throughout the community.

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.

Theology of the Body

Upon recommendation of the Office of Religious Education of the Diocese of Baton Rouge, instruction in Theology of the Body is included in the Middle School religion curriculum.

Theology of the Body helps students develop a deeper understanding of their God-given dignity, identity, and purpose. Rooted in the teachings of the Catholic Church, this curriculum encourages students to recognize that they are created in the image and likeness of God and are called to live lives of holiness, love, and virtue. Age-appropriate lessons emphasize respect for self and others, healthy relationships, the sacredness of human life, and God's plan for the human person, while reinforcing the values taught at home and within our Catholic faith.

Service Hours

As a Catholic school, we believe that serving others is an essential part of living our faith. Service hours provide students with opportunities to put the Gospel into action by sharing their time, talents and compassion with others. Through service, students grow in responsibility and empathy while making a positive impact on their school, parish, and community.

Beginning this school year, all middle school students are required to complete annual service hours as follows:

- **6th Grade:** 4 service hours
- **7th Grade:** 6 service hours
- **8th Grade:** 8 service hours

Additional guidelines regarding approved service activities, documentation, grading and submission deadlines will be provided by the middle school religion teacher.

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.

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. **No energy drinks or energy packets may be added to water bottles.**

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.

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.

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 the Acceptable Use Policy.

Violation of Policy

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.



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

A key purpose of this document is to serve as the basis for the inclusion of a Technology Acceptable Use Policy in the parent/student handbook of each of the Catholic schools (each a “School” and collectively, the “Schools”) within the Diocese of Baton Rouge (the “Diocese”).

Statement on Technology

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

This Technology Acceptable Use Policy (“AUP”) contains terms, conditions and standards (“Standards”) that foster our mission and goals. By using any technology, equipment, or resources of a School or the Diocese as contemplated herein, the individual user is deemed to agree to be bound by this AUP and to strictly comply with all Standards contained herein. This AUP is reviewed annually to reflect any new technology and to address issues identified in the previous year. Each academic year, all students and parents at a School within the Diocese must read and contractually agree to abide by these Standards. Any student who violates this AUP or any applicable local, state, or federal law, is subject to disciplinary actions, including but not limited to a loss of technology privileges, potential legal liability to the School and/or Diocese, and potential legal prosecution at the discretion of local law enforcement.

As technologies continue to evolve, so will this document. The Diocese and administration of each School reserve the right to amend any item in the AUP or any technology policy during the year. Schools will notify parents and students in writing should any changes in this AUP occur during the school year.

Scope of Use

We recognize that the digital world allows anytime, anywhere access. School hardware, software, and technology services are provided for faith and academic purposes. All students using said technology shall be accountable for its use. Students are expected to use all technology resources in a considerate, ethical, moral, and legal manner, ensuring their actions are consistent with the School’s Code of Conduct, which guides student behavior both on and off campus. Any potential or actual threat to the School, or the individuals

contained within it, shall be viewed as a violation of this AUP and those individuals may be subject to the disciplinary measures found herein.

The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites or applications (“**apps**”), collaborative tools, cell phone calls, voicemails, voice memos, digital cameras, text messaging, email, Voice over IP, chat rooms, message board posting, blog or article comments, and instant messaging.

Device Usage

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

Privacy

All electronic resources owned or issued (“**owned/issued**”) by a School remain the property of the School unless otherwise agreed to in writing. The individual has no reasonable expectation of privacy. The School retains the right to monitor any and all electronic resources, including personal devices as part of a “Bring Your Own Device Program” (BYOD).

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

General Computer and Internet Usage

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

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

- Students shall not download or install software or third-party applications on any School-owned/issued device which may interfere with the educational process (e.g., games) or which change a device’s system configuration without specific instruction from their teacher.
- Students shall not attempt to gain unauthorized access to or compromise any computer or network security or engage in any illegal activities on the internet, including but not limited to, willfully introducing a computer virus, worm, or other harmful program.
- Use of a School’s network and internet usage must be consistent with the mission of the Diocese and the School and of the educational goals of each. Misuse includes, but is not limited to, any of the following: (i) any internet conduct on or off School campus which reflects negatively on the Diocese and/or School or the educational goals of each, including but not limited to sending or posting photos, images, videos, messages, or other

communications that contain or suggest harassment, racism, sexism or inappropriate language and/or symbols; and, (ii) sending, transmitting or displaying any unchristian, immoral, offensive, violent, pornographic, obscene or sexually-suggestive or explicit photos, images, videos, messages, or other communication in any form. Any such misuse, as determined by the School and/or Diocese in its/their sole discretion, is strictly prohibited.

- Any student who receives a message suggesting harassment, racism, sexism or the contents of which include inappropriate language, images, and/or symbols must immediately report it to a teacher, counselor, or administrator.
- Any failure by a student to immediately make known to a teacher or an administrator at the School that the student received a message which suggests harassment, racism, sexism or contains inappropriate language, images, and/or symbols will constitute misusing technology.
- If a student has access to network resources or internet access, the student will not disrupt network users, services, equipment, or data of the Diocese, any School, or another student, whether on or off campus.
- Students will not attempt unauthorized entry to any device accessible via the School network or remote network. If a student notices what is or may be a security concern, the student must notify administration immediately.
- The internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use network resources or internet access to knowingly visit sites that contain such material nor import, transmit and/or transfer any such material to other computers.
- Students shall not capture or transmit any image, video, or audio of School employees. Photographing and/or recording (by audio and/or video) a teacher, staff member, student, or any other individual without permission of the subject is prohibited.
- Students will not provide their password(s) or access code(s) to, or share another student's password(s) or access code(s) with, any other student or nonstudent. Students shall not use another individual's device/account or log onto the internet or network as anyone other than themselves.
- Students are responsible for all digital data, activity, and products on their School-owned/issued devices/accounts.
- Students shall observe all intellectual property laws and fair use guidelines (e.g., copyright, trademark, licensing and similar laws, rules and regulations). Copying, modifying, distributing, displaying, or transmitting the work of another without written permission or proper citation is prohibited.
- Students will not communicate the address, phone number, or other personal information of themselves or any other individual to any person or legal entity on the internet or through email without specific instructions from their teacher or administrator.
- While using any technology device at School, students are required to access the internet using the School's Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices, such as a cell phone and/or other external devices. The Children's Internet Protection Act (CIPA) laws require the Schools to filter internet access to students and block inappropriate content from being accessed. This prohibition includes internet tethering and mobile hotspots that enable cellular data access on the School-owned/issued laptops.
- Content filtering alerts received by School personnel outside of normal school hours will be addressed the following school day.
- Student use of a Virtual Private Network (VPN) is prohibited at any time.
- The intentional destruction, deletion, or disabling of School-installed software on any device is prohibited. Unauthorized copying/installation of software programs belonging

or licensed to a School is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.

- Deleting, examining, copying, or modifying files and/or data belonging or licensed to a School is prohibited, unless specific instruction is given by a teacher for changes related to non-sensitive files/data.
- Purposeful or careless damage to School-owned/issued devices is prohibited. Each individual user will be responsible for any repair or replacement costs (at then-current rates, including associated taxes and third-party charges) and commercially reasonable administrative or replacement fees as set by the School. The School has the discretion to suspend each user's technology privileges and/or take disciplinary action.
- Students shall not dispose of any School-owned/issued device without the prior approval of the School. Any such disposal of a School-owned/issued device shall be conducted by the School or, if directed by the School, by the student in accordance with the School's directive. Prior to leaving School enrollment, if directed by the School, students must return all School-owned/issued devices.
- In the case of theft of a School-owned/issued device, parents are required to notify the School and file a police report within 24 hours of becoming aware of it. Misplaced/lost devices must be reported to School personnel immediately. If the device is not recovered, the student's parent/guardian is responsible for the replacement cost of the device.

Email and Communication Use

Some Schools within the Diocese will issue to students password-protected logins for the network, School email, and other electronic communication resources. Not all Schools will provide this access. For Schools which do have email accounts and other means of electronic communication for their students:

- Written parental permission is required for a student to have the use of a School-issued email account.
- Instant messaging, chat rooms, social networking, gaming, email, and other electronic communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation and are within the scope authorized by School faculty.
- Students shall not change their given email usernames.
- All communications sent or received may reflect on the Diocese, School, and the applicable church parish; thus, communication exchanged via the internet or email must not damage the reputation of the Diocese or School as determined by it/them in its/their sole discretion. No such communications shall be made for personal gain, to solicit others for activities unrelated to School-approved purposes, or in connection with political campaigns.
- All email communication between faculty, staff, coaches, and one or more students must be exchanged through the School-issued email account. Others, such as volunteer coaches, who are not School employees or administrators but who otherwise participate in School academic, athletic or other extra-curricular activities, may be granted access to a School-hosted email account at the School's discretion, in which event the School-hosted email account shall be used only for School purposes and shall be subject in all cases to the terms, conditions and standards of this AUP and such users, upon request, shall contractually agree to abide by Standards set forth herein. If a School-hosted email account is not granted, all such individuals will nonetheless send email communication only to School-hosted email accounts when intended for School faculty, staff, coaches and students.

- Students are responsible for reporting and rejecting any inappropriate materials and information received through electronic communication.
- Students are prohibited from attempting to access or using another student's email account.
- Students will not use network resources or internet access to broadcast messages via the School's network or email system, or to transmit threatening, obscene or harassing materials, including but not limited to chain-letters, solicitations, inappropriate images, and videos.
- The Diocese and School each reserves the right to access student email accounts at any time. This reservation includes, but is not limited to, access of the student's email account for routine maintenance and to retrieve School records. Such access also includes, but is not limited to, carrying out internal investigations, accessing internet history, and the disclosure of messages, social networking data or files.
- School employees may share any information obtained in a search of a student's email account with law enforcement as deemed necessary by the School administration at their discretion.
- Instant messaging, chat rooms, social networking, gaming, and email communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation.
- Prior to leaving School enrollment, students shall return all School-issued e-mail and user accounts. The School reserves the right to deactivate any such accounts at any time following de-enrollment.

Cellular Devices

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

- Communication devices are to be used in accordance with School policy and must not disrupt the educational environment.
- Students may use communication devices while on School campus and during School activities only with the permission of the supervising adult, such as the teacher, bus driver, athletic coach or sponsor, and only within the scope of such permission.
- The use of communication devices in an unacceptable manner in the School setting is prohibited. Examples of unacceptable usage include, but are not limited to, the following: use of a device for any purpose inside a restroom or locker room, use of a device on the School campus for cheating, cyber bullying, sexting, and taking inappropriate photos or videos.
- Violations of this AUP may result in disciplinary measures as well as the confiscation of the communication device.

Personal Devices

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

Artificial Intelligence

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

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

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

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

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

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

Conflicts

Individuals subject to this AUP may also be subject to other School or Diocesan policies with respect to communications, the use of technology, or other matters covered by this AUP (each an “**Other School Policy**”). This AUP is not intended to modify any Other School Policy, nor should any Other School Policy be construed to modify any term, condition or provision of this AUP. In the event of a conflict between any term, condition or provision of this AUP and any term, condition or provision of any Other School Policy, the more restrictive user term, condition or provision shall apply.