



Student & Parent Handbook

2023-2024

Partnering with Parents to Educate the Whole Child in a
Caring, Catholic Community of Faith

ST JEAN VIANNEY CATHOLIC SCHOOL PARENT-STUDENT HANDBOOK

ST JEAN VIANNEY SCHOOL

St. Jean Vianney School is a pre-kindergarten through grade eight Catholic Elementary School.

The curriculum stresses academic achievement within a caring Catholic community. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At St. Jean Vianney School, we are attempting to “teach as Jesus did”.

The Diocesan Learning Standards, consistent with the State of Louisiana guidelines, are being followed for the teaching of all secular area subjects. The curriculum is marked by current content and fresh approaches to methodology.

SCHOOL HISTORY

The school opened in August 1985 with a small enrollment of 90 students in grades kindergarten to four. The school building, consisting of two floors with four classrooms on each floor, was dedicated by Bishop Stanley Ott and Father Eugene Engels, the pastor at St. Jean Vianney Church.

Between 1985 and 1991, the enrollment grew to approximately 300. In the 1991-1992 school year, the classes for each grade were split in two and a second wing containing four classrooms and a larger cafeteria was constructed and opened in the 1992-1993 school year. Also, during this year, a courtyard containing concrete paths, trees, and a flagpole was built between the two buildings.

In 1991, the school opened a computer lab and in 1995, the school's library was moved from a small classroom to a hall on the church grounds known as "Curé d'Ars Hall," which also served as the original school cafeteria until 1992. Between 1995-2000, the campus received four temporary buildings for use as alternate classrooms and for electives. In 1998, to accommodate an even larger student body, the cafeteria was converted into four classrooms. In 2015, a parish gymnasium was erected and new wing containing prekindergarten classrooms as well as an art room was completed in 2018. A second building containing two classrooms and a nurse's station were completed in 2023. A concession stand, press box, and outside bathrooms will also be constructed in the fall semester of 2023.

VISION STATEMENT

The vision statement of St. Jean Vianney Catholic School is *nurturing children to become all God created them to be.*

MISSION STATEMENT

The mission of St. Jean Vianney Catholic School is to *partner with parents to educate the whole child in a caring, Catholic community of faith.*

PHILOSOPHY

St. Jean Vianney School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Diocese of Baton Rouge Learning Standards.

St. Jean Vianney Catholic School, in union with the Catholic Church and parents, seeks to instill in its students' knowledge of their Catholic faith; a desire to serve others; and the recognition that they must be self-disciplined, life-long learners. In a caring Catholic environment, the St. Jean Vianney faculty strives to foster in each child a profound, filial relationship of love with God through prayer and worship.

PRINCIPAL'S RIGHT TO AMEND

St. Jean Vianney School and /or Principal have the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

PARENT COOPERATION CLAUSE

A strong, trusting partnership must exist between the school and parents for a student to thrive. When the school feels that it can no longer work with a family effectively and when it is in the best interest of the student and the school community, removal of the student can result. Tuition will be pro-rated at that time.

Social media content that is brought to the attention of the Pastor or School Administration and negatively affects the climate of the school will be addressed in the hopes that communication can bring about positive outcomes for the school community.

ACCREDITATION & ACCOUNTABILITY

St. Jean Vianney School is a prekindergarten through eighth grade school approved and accredited by the State of Louisiana and the [Southern Association of Colleges and Schools through Cognia](#). SJV School is also a member of the National Catholic Educational Association (NCEA).

ADMINISTRATION

Fr. Eric Gyan, Pastor	egyan@stjeanvianney.org
Wendy Ross, Principal	wross@stjeanvianneyschool.org
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ADMINISTRATIVE & SUPPORT STAFF

Amanda Martin, School Counselor	amartin@stjeanvianneyschool.org
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Kerri Woodward, Athletic & Media Director
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STATEMENT OF POLICY

St. Jean Vianney Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students. We do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

ADMISSIONS POLICIES

Applications will be reviewed and prioritized using the following criteria:

- Currently enrolled students
- Siblings of currently enrolled students
- Students of registered parishioners of St. Jean Vianney Church who are Identified Givers
- Students of registered parishioners of St. Patrick, St. Anthony, St. Agnes, and Immaculate Conception who are Identified Givers
- Students of registered parishioners of St. Jean Vianney Church
- Students of parishioners transferring from another Catholic school
- Students whose families are registered parishioners of another Catholic school (not transferring)
- Students of families of other faiths identified as members of their church.

The following documents are necessary for a student to be admitted:

- Application (either on-line or paper)
- Birth Certificate
- Baptismal Certificate
- Immunization Record
- Most Recent Report Card (grades 1-8)
- Most Recent Standardized Test Scores (grades 4-8)
- Custody Judgment (if student does not reside with both parents)
- Form I-9 (international students only)
- Evaluations of any kind (educational or socio-emotional)

At the time of registration, all new students seeking admission to St. Jean Vianney School are evaluated based on current standardized test scores and report cards. Testing in some academic areas may be held for incoming students.

All new students are admitted on a probationary period of one school year. A probationary first year acceptance notice signed by parents and students may be required. This notice may include modification behavior plans, therapies, and other supportive measures which the school feels will positively impact the student's well-being and allow him/her to be as successful as possible in a new setting. Grade level placement designation by the previous school is followed when placing students on our rolls.

Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

SJV School is not able to accommodate the unique needs of all children. A student should not present a consistent disruption to the classroom environment nor routinely require a disproportionate percentage of faculty or administrator time.

Children entering pre-kindergarten should be four years old by September 30th. PK and incoming Kindergarten students will be screened using a developmentally appropriate evaluation instrument. This screening tool has proven to be a reliable predictor of PK and kindergarten readiness. Based on results from screening, the school reserves the right to postpone entrance into the program until the following year.

2023-2024 Tuition and Fees Summary

Tuition rates and fees for St. Jean Vianney School are established annually by the administration in consultation with the Pastor and with the approval of the School Finance Advisory Committee.

- Registration: \$300 first student / \$200 siblings
- Technology Fee: \$75 per student
- Family Fee: \$200 per family
- Tuition: \$6,090 first student / \$6,040 siblings
- Discounted tuition for SJV Church identified givers: \$5,640 first student / \$5,590 siblings

Registration

The registration fee confirms a child's spot for the next school year for both new and returning families. **The registration fee is non-refundable and non-transferable.** Registration is paid as a step in setting up tuition payment plan in FACTS. Registrations paid late for returning students will accrue a late fee.

Technology Fee

Technology is a key component to education. The \$75 technology fee goes toward infrastructure, student devices, and classroom enhancements in grades Pre-K through 8th.

Family Fee

A family fee funds an on-campus security officer for the school year. With input from parents, community leaders, and an advisory board, the school partners with the East Baton Rouge Parish Sheriff's office to provide this additional layer of security to campus. A small group of officers rotate duty throughout the school year and are present on campus during the school day.

Tuition

Identified givers with St. Jean Vianney Parish pay a discounted tuition rate of \$5,640. An identified giver is one who is a registered, active, and contributing parishioner of St. Jean Vianney Catholic Church, and whose contributions totaled at least \$250 during the previous calendar year. The contributions must have been made by the student's parents or legal guardian to qualify for the discounted rate. SJV Church will notify the school of which families qualify for the discounted rate.

Identified givers of Catholic parishes without a Catholic school (St. Anthony, Immaculate Conception, St. Patrick, and St. Agnes) can also qualify for the discounted tuition rate. In this case, a copy of the parent's contribution letter showing at least \$250 in contributions must be submitted to the school office.

All siblings will get a \$50 discount on tuition. In addition, a family discount of \$1000 is given to families with four or more siblings.

Payment Options

All tuition and fee payments will be made online using FACTS. Parents can select from one of the following payment options:

- Pay in full: FACTS will draft the full amount in May, and parents will be charged a one-time \$25 FACTS fee.
- Pay in two installments: FACTS will draft one half in July and the other half in December. Parents will be charged a one-time \$25 FACTS fee.
- Pay in ten installments: FACTS will draft once per month between July and April. Parents will be charged a one-time \$55 FACTS fee.

Returned Payment Policy for Tuition and Fees

In the case of a returned charge, whether for insufficient funds or another reason, FACTS will assess a return fee of \$30 and re-attempt the draft up to two more times. Each attempt will be scheduled for 15 days apart.

If the returned payment and resulting fees are not repaid in full within the two FACTS attempts (or within 30 days), a student's enrollment will be jeopardized. The student will be asked to stay home until the delinquent balance is satisfied.

If a student has any outstanding returned balance, even if it is within the 30 days, and within the two re-attempts by FACTS, the student may be disqualified from certain school activities. Those activities include, but are not limited to, junior high exams, athletic events, and special school events.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the school.

- Registered students who withdraw before the first full day of school will be reimbursed 100% of tuition paid in advance.
- Registered students who withdraw during the school year will be reimbursed on a prorated basis.

- The school will not forward records for students who withdraw with an outstanding balance.

State or City Ordered School Closures & Tuition

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the business manager should be notified as soon as possible to create a payment plan.

2023-2024 Fees

Required Fees

The following is a list of required fees for the 2023-2024 school year.

For students in the Louisiana Student Scholarships for Educational Excellence Program, the scholarship includes and covers the cost of these required fees.

Fee and Purpose	Amount
Registration	\$300
Tech fee	\$75
Family Fee	\$200
PreK supply fee (for PreK students only)	\$150
Kinder supply fee (for kindergarten students only)	\$130
Kinder nap mat fee (for those not bringing an approved mat)	\$15
Spirit shirt	\$16
PE uniform short (For 5 th – 8 th , cost per pair of shorts purchased)	\$12
PE uniform shirt (For 5 th – 8 th , cost per shirt purchased)	\$10
8 th grade fee (for 8 th grade students only)	\$165
Fall field trip (cost differs per grade)	<i>Varies</i>
Spring field trip (cost differs per grade)	<i>Varies</i>
Off campus retreat (for 5 th and 7 th grade students only)	<i>Varies</i>

Optional Fees

The following is a list of optional fees for the 2023-24 school year. These fees are subject to change during the school year.

For students in the Louisiana Student Scholarships for Educational Excellence Program, the scholarship does not include or cover the cost of these optional fees.

Fee and Purpose	Amount
Football fee (required to participate in football)	TBD
Cross Country fee (required to participate in Cross Country)	TBD
Girls' basketball fee (required to participate in basketball)	TBD
Boys' basketball fee (required to participate in basketball)	TBD
Soccer fee (required to participate in soccer)	TBD
Track fee (required to participate in track)	TBD
Volleyball fee (required to participate in volleyball)	TBD
Cheer fee (required to participate in cheer)	TBD
Cheer uniform (required to participate in cheer)	<i>Varies</i>
Gator Girl fee (required to participate in Gator Girls)	TBD
Gator Girl gear (required to participate in Gator Girls)	TBD
Morning Care (required monthly to attend Morning Care)	\$75/mo.
After Care (required monthly to attend After Care)	\$135/mo.
Morning and After Care (required to attend both Morning and After Care)	\$165/mo.
Drop-in AM (\$15.00) Drop-in PM (\$20.00) Drop-in AM & PM same day (\$30.00)	\$15-\$20-\$30
PEP fee (required for PEP hours not worked)	\$20/hr.
Club fees (required to be in the club)	<i>Varies</i>
Late carpool pick-up fee (required if student is picked up late)	\$15 per each 15 minutes

Club and athletic fees are assessed for participating students and are non-refundable.

Economic Hardship Waiver Process

For the above listed fees that are not covered by the Louisiana Scholarship Program, eligible Scholarship 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 business manager for consideration. Students will be approved for a waiver of the fees(s) if they meet the following criteria:

- The student currently participates in the Louisiana Scholarship Program.
- Household income does not exceed 250% of the federal poverty guideline.
- Income eligibility documentation is on file with the school.

A written approval or denial of the waiver request will be provided within 5 school days of the date of receipt of the request.

Educational Records

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

TUITION & OTHER BALANCES

- Outstanding balances include, but are not limited to all delinquent tuition, owed lunch amounts, extended care, PEP, late carpool pick-up fees, library balances, lost/damaged textbook charges, athletic uniforms, athletic fees, and unpaid NSF checks.
- All tuition and fees must be current prior to students taking mid-term and final exams. Parent(s) will be notified if a student is to remain home on exam days if accounts are not current.
- Any eighth-grade student with outstanding balances will not be allowed to participate in closing ceremonies.
- Any student with outstanding balances may not be allowed to attend field trips or participate in field day in the Spring.
- Any balances at the end of each semester, will jeopardize future admittance and/or services to the student.
- Reimbursements for the previous school year, of any kind, will not be made.

NSF CHECKS

Each check returned by the bank (due to insufficient funds, closed account, or any other reason), will accrue a \$25 NSF fee. The amount of the NSF fee and the face value of the check must be paid by cash or money order at the school office within ten days. After two NSF checks have been issued within a school year, it will be required that all amounts be paid with cash or money order for the remainder of the school year.

PARENT ENRICHMENT PROGRAM (PEP)

The Parent Enrichment Program was created to promote parental involvement and unity at SJV School. Each family is required to perform a minimum of fifteen hours. Hours can be collected June 1st through the following May 1st. They collected by school year and not calendar year. Any family not completing their hours will pay \$20/hour for any hours not worked.

Volunteer log sheets and/or payment are due via online link by May 1st. Sheets and payments not turned in by the due date will incur a \$30 late fee. As with all outstanding balances, a student may not re-register, participate in field day, take exams, or participate in closing ceremonies until PEP obligations are met.

SCHOOL & PRESCHOOL ADVISORY BOARD

The mission of the advisory board is to serve in advisory capacity to the Pastor, Principal, and **Preschool Director** while supporting and enhancing the mission of our school **and preschool**. Membership consists of nine members, appointed by the Pastor, and **four** ex-officio members: the Pastor, the Principal, **the Preschool Director, and the Business Manager**. The Advisory Board constitution and by-laws may be found on **the school's website**.

HOME & SCHOOL ASSOCIATION

St. Jean Vianney Home & School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and community building are the goals of this organization. By-Laws for the Home & School are available on the school website.

MOTHER'S CLUB

Mother's Club assists with events and activities hosted by the SJV Home & School Association and is dedicated to enhancing the experience of our SJV School Community. Goals are accomplished through service, volunteering, and support under the umbrella of the SJV Home & School Association. All women within our community wanting to help be of service are welcome. **Annual dues are \$30 with a Mother's Club T-shirt.**

MEN'S CLUB

The SJV Men's Club offers social and service opportunities to all men in the SJV community. Efforts include fund-raising (Crawfish Cook-Off, fish fry, gun raffle,) volunteering (maintenance, cooking, faculty assistance,) and contributing financial support to the church and school. Annual dues are \$50.

FINANCIAL ASSISTANCE

SJV School considers financial assistance applications for students who complete an online application, found at <https://online.factsmgt.com/signin/442CV>, between January and May. Funds are awarded on a limited basis during the summer.

LOUISIANA SCHOLARSHIP PROGRAM

St. Jean Vianney School, encouraged by the Diocese of Baton Rouge, participates in this program. The program funds all mandatory fees for these students, but does not fund certain fees such as PEP, lunch fees, and fundraising donations. Beginning in third grade, students participating in this program will take the Louisiana Education Assessment Program (LEAP 2025) test each spring.

No new admissions or transfers from this program will be accepted during the 2023-24 school year.

ACE and ARETE SCHOLARSHIP PROGRAMS

Families new to SJV School needing financial assistance may apply for an ACE or an Arete scholarship. These are income-based scholarships offered through a third party. Only registered students will be considered. Beginning in third grade, students participating in this program will take a portion of the Louisiana Education Assessment Program (LEAP 2025) test each spring.

TRANSFERS

If a child transfers to another school, parents should notify the principal at least a week in advance of the transfer. All textbooks, including library books, should be returned. All tuition, lunch, and extended care payments should be cleared. Upon request from the new school, the records are forwarded provided the parent has signed a release form and all debts are clear with the school.

CHRISTIAN FORMATION

SJV School strives to share our Catholic faith and heritage while leading our student to a deepened knowledge and experience of our faith. Faith formation includes meaningful prayer opportunities, authentic Catholic worship experiences, retreats, sacramental celebrations, and hands –on participation in service opportunities.

All members of the SJV faculty and staff serve as teachers of the faith, catechists, who share God’s love for us, uphold Catholic doctrine, and ultimately assist in shaping the spiritual and moral development of our student’s lives.

Religion is a graded subject taught to all students. Developmentally appropriate Catholic Sexual Moral Education lessons are taught during religion class in grades four through eight. In addition, a special Saturday morning presentation is offered to our middle school students.

Faith formation is seen in communal prayer opportunities, Eucharistic worship, annual grade level retreats, sacramental reconciliation, recognition of the liturgical season and holy days, and sharing of religious doctrine.

The textbook series is *Our Sunday Visitor’s Alive in Christ*.

Students in all grades are given the opportunity to participate in social responsibility projects, some of which may take place off campus.

All students, regardless of religious affiliation, will receive Catholic religious education and be present at prayer and liturgical services.

The ACRE test is administered to all elementary students in 5th grade and in 8th grade in the Diocese of Baton Rouge. The test is published by the NCEA (National Catholic Educational Association), and it is an assessment designed to strengthen catechetical/education programs.

SACRAMENTAL PROGRAM

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Jean Vianney School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in grade two. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

CURRICULUM

The Diocesan Learning Standards, consistent with the State of Louisiana, are followed for the teaching of all secular subject areas. Diocesan Learning Standards can be found on the Diocesan website.

St. Jean Vianney School offers student opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation and Eucharist. Liturgical services are held on most Fridays for the entire school community. Students in grades five and eight annually take the ACRE (Assessment of Catechesis of Religious Education) Test during the spring semester.

Computer Literacy

Coding, word processing, and working with a variety of platforms including G Suite for Education.

Foreign Language

Students in middle school and junior high will use the *DuoLingo* software curriculum during their weekly technology enrichment class. Students will be enrolled specifically in the Spanish language unless the school is notified otherwise by a parent. Once enrolled, student will continue the study of their chosen language for the school year. Students who are native Spanish speakers will be enrolled in another language.

Coding

Eighth grade students use the *Tynker* software curriculum to work in coding during their weekly technology enrichment class.

Fine Arts

Music, Art, Choir, Band, and Drama (Sixth Grade Play)

Handwriting

Students will be taught the D'Nealian handwriting method in second grade.

Language Arts

Reading, English, Spelling, Vocabulary, Composition, and Application of Literature

Mathematics

Mathematics Skills & Pre-Algebra Some eighth graders have the opportunity to take algebra. Some local high schools offer a test each spring giving students the opportunity to test out of this high school level class.

Advanced Math Classes

Students in advanced classes are expected to meet or exceed high academic standards. Rigor is a critical component of academic excellence and is central to preparing students to succeed in advanced coursework.

Math Placement is determined by the following criteria:

1. Yearly subject average

2. Standardized test scores
3. Teacher recommendation based on grades, conduct, participation, work habits, and attendance
4. End of the year diagnostic test

Student acceptance in these classes is determined on a yearly basis. Therefore, a student is not guaranteed placement in advanced classes solely based on their placement the previous year. Any student receiving a C on a report card will be placed on probation. If the grade is not brought up to an A or B by the next report card, then the student may be placed in the on-level math class.

Some eighth-grade students are eligible to take algebra, a high school level class. Some local high schools offer a test each spring giving students the opportunity to test out of this class.

Physical Education

Physical fitness programs appropriate for each grade

Science

General science and laboratory experiences

Physical Science & English I Class

Eighth grade students take physical science and English I. Some local high schools offer a test each spring giving students the opportunity to test out of this high school level class.

Social Studies

History, Geography, Economics, State History, and Current Events

Socio-Emotional Lessons

Our school counselor regularly presents lessons in each grade which guide students in how to create and sustain healthy relationships, how to communicate well and participate in conflict resolution. In grades five and seven, a fifty-minute study skills class is taught during the first nine weeks.

GRADING SYSTEM

All grades for tests, assignments, classroom participation, projects, etc. during a grading period are to be averaged to arrive at the nine-week grades. If a major assignment/project is turned in late (after the specified date) in middle school and junior high, the student will lose one letter grade per day, up to four days. After four days, the assignment will not be accepted, and a failing grade will be recorded.

Nine-week grades will be posted on report cards with either a numeric or a letter grade. Final or yearly grades will be determined by averaging four numeric grades representing each nine-week period.

In junior high, the final grade is determined by averaging the semester grades.

GRADE	PERCENT GRADING SCALE
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A	93 - 100
B	85 - 92
C	75 - 84
D	67 - 74
F	66 and below

EXAMS

Junior high midterm and final exams play an important role in the calculation of a student's semester and yearly grade. Students who are ill and cannot take exams should contact an administrator to reschedule a make-up exam. The calculation below illustrates how a final grade is determined:

First nine weeks grade	20%
Second nine weeks grade	20%
Midterm Exam	<u>10%</u>
First Semester Grade	50%

Third nine weeks grade	20%
Fourth nine weeks grade	20%
Final Exam	<u>10%</u>
Second Semester Grade	50%

First semester grade + second semester grade / 2 = Final Grade

FINAL EXAM EXEMPTIONS

Any eighth grader who maintains an A in each 9 weeks for the entire year and earns 90% or above on the midterm of that subject will be exempt from that subject's final exam at the end of the year.

REPORT CARDS, CONFERENCES & SCHEDULE CHANGES

Parents are encouraged to check grades regularly on Plus Portals, but especially at progress report time and the end of each grading period. Paper report cards are issued for students in grades PK through fourth following the completion of each nine-week grading period. Report cards for students in grades five through eight can be printed by parent request. Parent-teacher conferences are scheduled in both the fall and spring semesters. A parent may request a conference with his/her child's teacher at any time during the year. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. A student's schedule may be changed at progress report or report card time.

HOMEROOM PLACEMENT

SJV School considers individual academic, social needs and the abilities of each student when making placement decisions. The school works diligently to balance each class based on appropriate boy/girl ratios and abilities. For that reason, parent requests for specific teachers are not accepted. If your child has a specific educational need, please contact the school counselor. **As a rule, multiples are placed in separate homerooms.**

Class rosters and grade placement remain fluid from the start of school through Labor Day.

STANDARDIZED TESTING

Each spring, students in grades third through eighth participate in a summative standardized test. Formative tests are given throughout the school year.

PROMOTION AND RETENTION

A student failing two major subjects is in serious jeopardy of maintaining his/her academic position and will be dealt with on a case-by-case basis. It would be rare, however, for a student in this position to be promoted. If a child receives the grades necessary for promotion, but the parent wishes to retain the student, the parent must provide a written rationale to the principal. We believe it is in the best interest of a student who is retained more than once in his/her academic career to seek another school that can offer a more appropriate educational setting.

PK, Kindergarten and First Grade

Each child's academic, physical, social, and emotional development is assessed to determine promotion to kindergarten, first grade, and second grade. Developmental concerns are communicated to parents in a scheduled parent teacher conference. The final decision regarding non-promotion is made by the teacher and school administrators.

Second Grade through Sixth Grade

A student must obtain a final grade of 67% D for the year to pass a subject. A student is promoted "conditionally" when one major subject is failed. A provision must be made by the parent to remove this condition through an approved summer school program or 30 hours of prescribed tutoring determined in conjunction with the school administration. Confirmation of these 30 hours of instruction must be given to the school administration at the start of school for the student to be promoted to the next grade.

Junior High

7th-8th graders must also meet all the below requirements to pass a subject:

Obtain a 67% D final grade for a given subject for the year.

Earn a minimum of a 67% D for their 4th nine weeks grade or on their final exam.

HONORS

Academic Awards

Principal's List: Each nine weeks the Principal's List is comprised of students in grades five through eight who maintain straight As (all subjects and conduct).

Honor Roll: Each nine weeks the Honor Roll is comprised of students in grades five through eight who maintain As and Bs (all subjects and conduct).

Claire Renee Goudeau Memorial Fund was established to promote the memory of Claire Goudeau. The primary intent is to provide scholarship opportunities to students at St. Jean Vianney Catholic School. The goal of the scholarship award is to celebrate students who exemplify love of their school, desire to do

their best in school, and demonstrate concern for others. Every year since its beginning, at least one scholarship has been presented annually to a fourth-grade student entering fifth grade.

Accelerated Reader Awards are given to the students in each reading class who earn the most Accelerated Reader points for the nine weeks and year.

Woodman of the World Award is presented to the seventh grader with the highest American History grade point average.

Outstanding Student Awards are presented at the closing ceremony breakfast to the eighth-grade students who have earned the highest-grade point average in each subject.

Danny Maranto Sportsmanship Award Danny Maranto was a quiet, compassionate St. Jean Vianney School student who loved athletics. Unfortunately, he succumbed to a brain tumor during his middle school years in the 1990s. After his passing, this award was created to honor a graduating male and female athlete who consistently exhibits team leadership, a positive attitude, cooperation, and exceptional sportsmanship.

Holy Trinity Award is a non-annual award given to a graduating eighth grader who has consistently exhibited excellence during the two years of junior high in the areas of Catholicity, academics, service to the school and community, love of God and their fellow man, generosity, dignity, and compassion.

Good Conduct Recognition will commence at a quarterly Award's Ceremony each nine weeks for students in grades five through eight who have received an A in conduct.

Disciple of Christ is an honor recognizing students who model gospel values through Christian discipleship. Characteristics of a Disciple of Christ include showing Christ-like compassion to others, persevering in the face of adversity, and emulating Jesus in word and deed. Twice a year one student from each homeroom is recognized at a weekly school Mass held at the end of each semester.

Student of the Year is designed to annually recognize an outstanding eighth grade student. This award recognizes a student who has demonstrated Christian character and service, excellent academic achievement, and leadership ability.

Academic Pins are presented to a middle school or junior high students who achieves the Honor Roll and/or the Principal's List for all four quarters of the school year.

THE DIOCESE OF BATON ROUGE ST. MARGARET OF CASTELLO REACH PROGRAM- LAB SERVICES

The REACH Program offers dyslexia and instructional support services for students who have been diagnosed with dyslexia or experience other reading difficulties. Students meet with the qualified lab teacher two to four times a week for a total of approximately 120 minutes. Enrollment in the lab is a collaborative effort which involves parents, teachers, and school administration. After students enroll in the lab, the lab teacher will communicate with the parents, teachers, and administration on the progress of each child and may recommend strategies that the teachers can use to help them in the classroom. The REACH Program is run through the Department of Special Education of the Diocese of Baton Rouge. All applications and fees are handled through the Special Education Office.

OUTSIDE THERAPISTS

SJV School allows outside therapists to work with students on campus for student-needed therapies such as speech, occupational, behavioral, etc. Therapists must first complete the Diocesan required child protection process, regardless of any other background checks the therapist has already completed. Therapists should contact the SJV School Child Protection Coordinator by calling the school office for directions on how to complete the child protection process. Once the therapist has completed the child protection process, the therapist must contact the school counselor to set up the therapy schedule for the student. Students should be pulled for therapy during enrichment times, not during core class periods. The school counselor will assist the therapists with scheduling and completing the necessary paperwork (waivers and review of school policies) prior to working with the students. Parents are responsible for compensating the therapists that work with their child at school.

SCHOOL COUNSELOR

The school counselor at St. Jean Vianney Catholic School aids in the social, emotional, spiritual, physical, and academic development of the students. Together with parents, teachers, and school administrators, she assists students with needs and issues that affect students at school and provides classroom guidance lessons, small group counseling, and individual counseling for daily school issues.

The school counselor is not available for continuous or long-term counseling for students but can provide referrals for outside counseling agencies. The school counselor may meet with students without parental notification or consent. If a serious issue arises at school, parents will be notified.

MANDATORY COUNSELING

If a student expresses thoughts or intent to harm self or others, parents will be contacted immediately, and a parent will be required to immediately come to school for an emergency conference with the school counselor and/or administrator. Any student that is found to be self-injuring or has thoughts or intent to self-harm will be required to receive consistent, ongoing psychological services outside of school. Parents will be responsible for obtaining these services.

In some situations, deemed very serious by the school administration, some students with self-injurious intent may not be allowed to return to school until they have been assessed by a qualified professional and that professional provides written documentation to SJV school that the student is deemed not a harm to self or others.

ACCOMMODATIONS

All schools in the Diocese of Baton Rouge follow the Guidelines for Catholic Schools in the State of Louisiana for Addressing Individual Student Needs. St. Jean Vianney School has established an Individual Needs Committee to assess and develop appropriate methods for helping students with special needs. **To be considered for special accommodations, a student must be experiencing a significant difficulty at school and have a current educational evaluation on file with the guidance counselor from a qualified professional.** Children identified with special needs will be required to follow the same rules of conduct as other students. Major adjustments, including those that require additional costs, are considered beyond the school's ability, and cannot be incorporated.

Educational evaluations are considered current for three years. Students must have a current educational evaluation to receive accommodations during standardized testing.

St. Jean Vianney School may accept diagnoses and recommended accommodations from a physician, pediatrician, or therapist that are not accompanied with an educational evaluation. The doctor/therapist must provide written documentation on letterhead of the student's diagnosis and the doctor/therapist must specify in writing the specific accommodations that are recommended for the student. A written request to the school asking to "provide accommodations" or "give 504 accommodations" will not be accepted. St. Jean Vianney School can only implement minor, limited accommodations when a doctor's/therapist's note is provided without a full educational evaluation. The administration and school counselor will determine what accommodations may be implemented based on the information provided and the needs of the other students in the class. Students with full educational evaluations will have preference to limited accommodations such as preferential seating.

St. Jean Vianney School may at times, when deemed appropriate by the school administration, implement the accommodation of a behavioral shadow to assist the student throughout the day. The school administration will assess the need of the student to determine if the accommodation is appropriate and needed. The parents of the student needing the shadow are solely responsible for finding and financially compensating an appropriate behavioral shadow.

EDUCATIONAL OR PSYCHOLOGICAL EVALUATIONS

When an evaluation is needed to assess special needs of a student, the school counselor manages communication and dissemination of student information between the school and doctor, mental health provider, and/or outside agency. Parents should forward all evaluation forms to be completed by the school to an administrator or school counselor who will distribute them to the teachers. After these forms have been completed, the forms will be forwarded directly to the outside agency. St. Jean Vianney School will not release teacher evaluation forms to the student, parents, or guardians. It is our expectation that a copy of an evaluation would be shared with school staff. Confidential records are kept in the office in a locked file cabinet. The confidential status of educational evaluations and records is understood and is shared with necessary faculty and staff only for educational purposes.

CONFIDENTIALITY

St. Jean Vianney School respects the confidentiality of the families and students it serves. We respect confidentiality unless it risks life, health, or safety of an individual. All school records are confidential and will be released only to authorized persons. **Information on any disciplinary action will only be shared with the family of the child.**

USE OF STUDENT INFORMATION & IMAGES

SJV School reserves the right to release **parent contact information** and student information for student recruitment and enrollment to Catholic high schools in the Diocese of Baton Rouge. Student pictures and information may be used for publicity for St. Jean Vianney School and Parish and/or the Diocese of Baton Rouge.

If a parent wishes that their contact information, student's information or picture not be used or shared, the principal must be contacted by Labor Day of every school year.

CUSTODY OF CHILDREN

The school presumes that both biological parents have access to their children unless a parent provides legal evidence of sole custody rights. It is the custodial parent's responsibility to provide the school with a court certified copy of a court order. Copies of legal documents (custody of the child, court approved guardianship or tutorship, or court approved visitation rights) must be on file in the office. Unless a court has ruled otherwise, non-custodial parents have the right to their children's academic records and to discuss the child's progress with school personnel. Both parents should agree to have others (stepparents, significant others, family members) attend meetings or conferences. Custody matters between parents or guardians are to be settled off campus. The parents of a child who is living in two different households may want to consider a joint email address that gives access to both parents.

If a teacher, staff member, or principal is subpoenaed to testify in a court case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.)

PARENTS AS PARTNERS

As partners in the educational process at St. Jean Vianney School, we ask parents:

- To set rules, times, and limits so that your child:
 - ✓ Gets to bed early on school nights
 - ✓ Arrives at school on time and is picked up on time at the end of the day
 - ✓ Is dressed appropriately for weather and according to the dress code.
 - ✓ Completes assignments on time
 - ✓ Has lunch money or brings a nutritional lunch from home
 - ✓ Takes prescribed medications

- To actively participate in school activities such as parent teacher conferences.
- To notify the school office of any changes of contact information
- To meet all financial obligations to the school
- To inform the school of any special situations regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat school personnel with respect and courtesy in discussing student problems
- To not post negative comments about students, teachers, or administration on any social media
- In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided parent/guardian with detailed information regarding the e-learning schedule.

SCHOOL HOURS

Regular school hours are from 7:45 am-2:45 pm each day. At St. Jean Vianney School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should

allow their child(ren) to enter the school building on their own each morning. Registered extended care students may enter the parish hall beginning at 6:30 AM. Students arriving at that time will go to the extended care until duty teachers arrive at 7:20 am. Morning Assembly begins at 7:45 am in the parish hall.

Prayer and afternoon announcements begin at 2:25 pm each day. Dismissal begins at 2:45 pm. The school office is open from 7:15 am-3:15 pm. Registered extended care students will be dismissed at 2:45 to our extended care program. Dismissal from extended care will begin at 3:00 PM.

Carpool is scheduled to end each day at 3:00 pm. Students who are not picked up at carpool will be escorted to and signed in at the school office. Parents will be required to pay a late pick-up fee to be calculated as; \$15 per 15-minute increment per family – time begins at 3:00 pm

ABSENCES

Parents should contact the school office by email at absent@stjeanvianneyschool.org or call the office before 9:00 am to verify the student's absence. **All original doctors' excuses must be presented on the day that the child returns to school.** If requested, books and assignments for absent students in younger grades can be picked up in the school office at 2:45 PM. Homework for all students will be posted on Plus Portals.

For each day of absence, the student will be given one day to make up assignments and tests. Students should do their best, wherever possible, to keep up with assignments when absent. Administrators may use discretion when addressing student absences (and assignments and tests) especially those caused by events other than illnesses or funerals.

If the student is to be absent from school for an extended length of time, parents should contact the school counselor for assistance in obtaining assignments. If any student is absent for an extended period (5 days), a doctor's excuse is required to return to school. Students missing two hours of school on any given day will be recorded as having missed a half-day of school.

Student assignments will not be given ahead of time since teachers cannot always predict student progress or know what will happen each day in class, lesson plans are often adjusted. Since students have the same number of days to complete work as they are absent, they will receive the work to make up when they return to school.

According to State Bulletin 741, Elementary and middle school students cannot be absent more than 15 days to receive credit for the year. The principal has discretion in the cases of extenuating circumstances regarding absences and awarding of credit. Principals must consult with the CSO Superintendent on any exceptional cases before granting credit to students who have missed an excessive number of school days.

SJV School will notify parents of excessive absences via letter at progress report and report card times.

Parents are strongly discouraged from removing children from school for any reason (e.g., trips, appointments, etc.) other than out of necessity. A student who is absent or checked out early from school

may not participate in a school activity, athletic event, or practice on the day of his/her absence. An exception would be only made with the permission of the principal.

The school calendar provides for extended weekends and holidays throughout the school year. Parents are encouraged to schedule trips during these times to eliminate the need to interrupt a child's learning process.

Absent students should not attend extended care.

TARDINESS

Prompt arrival at school is expected of all students. School begins at 7:45 A.M. A student who arrives after 9:45 A.M. will be considered absent for a half day. Students who are not in the gymnasium for morning assembly are considered tardy. At 7:45, the duty teacher will leave the duty post as carpool has ended. **At that time, parents should drive around to the office to check in their child(ren). Each nine weeks, students who have accrued two or fewer tardies will receive a positive consequence.**

EARLY DISMISSAL

Requests for the early dismissal of students result in the disruption of the class and loss of instructional time. Therefore, we strongly discourage early dismissals. An early dismissal is noted if the student is checked out after 12:45 P.M. **If a request for early dismissal cannot be avoided, such a request should not be made for a dismissal time of later than 2:15 P.M.** Early dismissals will be recorded and marked on the report card. Students missing two or more hours of school, on any given day, will be recorded as having missed a half day of school.

Attending an accelerated gymnastics program is an exciting opportunity. Our school policy is that participation will be allowed on a semester-by-semester basis. Students will be responsible for all assignments missed. If individual subject grades fall below a C average, the student will be asked to resume full days at school.

Students who check out early may not attend extended care.

ARRIVAL & DISMISSAL PROCEDURES

Carpool:

All students will arrive and gather in the SJV Gymnasium before school between 7:20am and 7:45am each school morning. Students arriving before 7:20 for an extra-curricular activity should be escorted by an adult to the designated meeting area. Students should not exit the vehicle until the duty teacher is in place at 7:20. Students who need to be dropped off before 7:20 should be enrolled in extended care.

Students in grades PK through grade two (and other students who carpool with them) will exit cars in front of the gym on the north side of campus. Students in grades three through eight only will exit cars on the east side of campus at the two-story building. **For safety reasons, carpool drivers should not be on cell phones when dropping off or picking up students.**

In the afternoon, carpool identification should be clearly displayed on the driver's side dashboard. This identification will be issued to all families at the start of school. Please notify the office if more than three carpool tags are needed. **If a carpool driver does not have a sign, then the student must be picked up at the school office so that driver identification can be verified.**

Carpool is scheduled to end each day at 3:00 pm. Students who are not picked up at carpool, will be escorted to and signed in at the school office. Parents will be required to pay a late pick-up fee to be calculated as; \$15 per 15-minute increment per family – time begins at 3:00 pm

A regular carpool route is run for early dismissal on junior high exam days.

On days when PK through second grade students are not in attendance, all students that are in attendance will be picked up on the east side of campus at the two story building. PK through second grade carpool will not run on those days.

Bus:

Students arriving by EBRPSS bus transportation or Best Child Care will be dropped off on the west side of campus, near the church. Bus students will walk from the bus drop off point to the gymnasium. In the morning, in the event of inclement weather, students will use the walk-way in front of the Parish Office to get to the hall. In the afternoon, students may wait in front of the parish office if it is raining. Students should not exit the bus until duty teacher is in place at 7:20.

Before a student goes home with another student on the bus, a permission note signed by both sets of parents and the bus driver must be presented to the office. Any permanent transportation changes need to be submitted in writing to the school secretary who will forward it to the transportation office.

Extended Care:

Morning extended care starts at 6:30 am in the parish hall.

Afternoon extended care starts: 2:40 pm - PreK to 2nd grade; 3:00 pm – 3rd grade to 8th grade

Check out for extended care begins at 3:00 pm in the parish hall.

COMMUNICATION

Parents with questions or concerns should first contact the teacher by e-mail or phone call. Faculty and staff will respond to parent and student e-mails with 24 hours during regular school hours. School employees are not expected to answer emails outside school hours or on weekends or holidays. Because faculty do not have immediate access to email, if a student or parent has an emergency situation, they must immediately report it to the appropriate civil authority. E-mail is not to be used in emergency situations. If parents need further assistance, they may then contact the School Counselor or an administrator. E-mail communication should not be used for lengthy messages. If parents need to discuss something in detail with a teacher, a phone call or appointment should be made.

Unscheduled conferences should never be attempted during school hours. To ensure sufficient time, please schedule appointments with the teacher. Contact your child's teacher by e-mail, note, or leave a message by calling the school office. Parents should not contact teachers at their homes, on their cell

phones, or through social media. Appointments with the Principal may be made through the school office either by e-mail, note, or telephone.

During the school day, if the need arises for school personnel to contact a parent concerning a student, only one parent will be contacted to relay the information. It is the responsibility of the parents, not the school, to communicate with one another regarding the status of their child once this information has been relayed.

School personnel may meet with students without parental notification or consent.

Student work is sent home regularly. Please send a note to the teacher if you need more time to review the work with your student.

A weekly e-newsletter, *Connections*, is emailed and posted to Plus Portals. The school also maintains Face Book and Instagram accounts.

MESSAGES

Disrupting our students and teachers leads to interrupting their learning and concentration and are kept to a minimum. Only messages of **vital importance** will be relayed to the students during class hours. Students are not allowed to use the telephone for such things as forgotten books, homework, or other supplies left at home.

CLASS INTERRUPTIONS

Items forgotten at home will be placed in the teachers' mailbox for pickup. The school secretary will alert the teacher that the item has been placed in her mailbox via email. Forgotten lunches will be accepted and delivered to the child before his/her lunch period.

FORGOTTEN ITEMS

For safety reasons and to promote responsibility, students are not permitted into classrooms or other buildings after dismissal to retrieve forgotten items. **Students who come to the office to call home for a forgotten item will lose responsibility point(s) on their conduct card. Students must have permission from a teacher to come to the office to call.**

VISITORS

All parents and other visitors are required to report to the office upon arriving at school to receive a visitor's pass which must be worn while on campus. Parents should please refrain from bringing siblings or friends to class parties.

STATE OR CITY ORDERED SCHOOL CLOSURES

St. Jean Vianney School may follow the same directive regarding inclement weather as East Baton Rouge Public Schools. The school will issue a text and email blast as soon as a decision is made. When school is closed on a particular day due to inclement weather, club meetings, practices of any kind, and games are also cancelled.

If school is closed due to weather for public health concern, parents/guardian will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

USE OF SCHOOL GROUNDS

Students are never to be on school grounds unsupervised. Students not enrolled at St. Jean Vianney School are not allowed to utilize its play equipment or other grounds. **Students who participate in before/after school activities must be dropped off at the assigned time.** Parents should be prompt in picking up at the specified time.

When planning an on-campus meeting or practice, the coach or moderator must be contacted to reserve a meeting space. They will coordinate with school and parish secretaries to secure the location.

Law enforcement will be contacted if an adult is suspected of being impaired while on campus or to address trespassing.

BIRTHDAY CELEBRATIONS & SPECIAL EVENTS

The school recognizes birthdays and student achievements throughout the school year. It is requested that additional forms of recognition in the form of balloons, flowers, and assorted gifts be exchanged off campus. Students may choose to bring a small birthday treat to share with his/her class. Items such as cookies, cupcakes, or brownies are acceptable and will be passed out during the student's lunch period. Parents who are planning to send a birthday treat should give the homeroom teacher a week's notice so that he/she may contact the parents of students with food allergies to ensure that an alternate treat can be provided. **Parents are asked to clearly label all treats with their child's name grade/teacher's name.** Party invitations can be given out at school when the entire class is invited or when all the boys or all the girls in a class are invited.

WATER BOTTLES

Students may bring a water bottle to school filled with non-flavored water **only** to drink throughout the day. **If it is determined that any other drink besides water is in the water bottle, it will be confiscated and a conduct mark will be issued.**

SCHOOL LUNCH PROGRAM

Students are given the opportunity to participate in the school lunch program provided by St. Thomas More School. Monthly menus are posted on Plus Portals and available for viewing under the "lunch tab". Parents **MUST** set up an account at myschoolbucks.com to make lunch payments. A student ID will be required and may be obtained by contacting Kimberly Bell at STM (225)275-4347.

Lunches can only be purchased if money is in a student's lunch account. Students who come to school with no lunch and no balance in their account will call a parent at the start of the school day to have a lunch brought or money added to their account. Please check your child's lunch account often or set up account notifications when your account falls below a set amount.

One lunch card is issued to each student per year at no cost to our parents. Every student must have a lunch card, to scan, for all cafeteria purchases. Students are NOT allowed to use another student's lunch card to purchase a cafeteria item. A \$10.00 replacement fee will be assessed to your FACTS account for any lost or damaged lunch card.

To request a new lunch card, please email Debra Sala at dsala@stjeanvianneyschool.org.

Due to federal guidelines, no outside restaurant food or carbonated drinks including energy drinks are allowed in the cafeteria.

Classroom parties that will include outside restaurant food cannot be held in the cafeteria during school hours.

At the end of the school year, parents may request a refund form (CNP form) by calling STM (225-275-4347) or Child Nutrition online at www.diobr.org to be reimbursed any extra money in a student account. Funds may be transferred between sibling accounts with written parent permission only. Parents may also leave meal money in their student's account to be rolled over to the next school year.

Please notify the school secretary, Cindy Hartman, and Debra Sala, Lunch Coordinator, if there are people who should not be admitted to eat lunch with a student.

EXTENDED CARE PROGRAM

A before school (6:30 am to 7:20 am) and after school (2:45 pm to 6:00 pm) extended care program is offered for SJV PK to eighth grade school students. A "drop in" option is available to those who do not need full time care. **You must contact Debra Sala by email on the day your student will be a drop in.** Students are signed out of extended care at the parish hall, unless notified otherwise.

Students attending extended care will be held to the same school rules, conduct, and discipline outlined in this handbook.

You may contact Debra Sala dsala@stjeanvianneyschool.org for any extended care questions.

Our extended care tuition is based off 10-month basis and is not pro-rated or reimbursed for:

- School closure due to inclement weather
- School holidays
- Resigning from extended care in the middle of the month
- At the end of the school year

INSURANCE

As a member of the Diocese of Baton Rouge, St. Jean Vianney School offers student accident insurance if a student becomes injured on campus or at a school sponsored function. **Student accident insurance is a supplemental insurance and pays after the student's primary health insurance.** If a family needs financial help with medical bills resulting from a school-related injury, please contact the Business Manager.

ASBESTOS REPORT

St. Jean Vianney School does not contain asbestos materials. A copy of the management plan is available in the school office for review.

WEAPONS AND FIREARMS

Proper authorities will detain anyone having possession of a weapon or firearm on school premises, bus, or at school functions to determine appropriate disciplinary action.

LAYERS OF CAMPUS SECURITY

Our campus has a multi-layered security plan in place to keep students, faculty and volunteers safe. Our security plan includes:

- Required Visitor Name Tags, Child Protection Regulations, Regularly Practiced Drills
- Locked School Perimeter Gates (2013)
- Locked Classroom Doors (2017)
- Faculty Walkie Talkies (2019)
- School Office Counter Added, Main Office Doors Locked & Doorbell Added (2019)
- Re-Keying of Campus Locks (2019)
- Security Cameras (2020)
- Campus Security Officer (2022)
- Updated Security System (2023)

CRISIS RESPONSE PLANS

Drills (fire, teaching lockdown, lockdown, tornado, pipeline leak, **bomb threat**, and hurricane) are practiced regularly with students and faculty throughout the year. A Crisis Management Plan is distributed to all faculty members and is available in the school office for review. If students need to be moved off campus, the school will communicate with parents via Plus Portals.

We are always in direct communication with our campus officer on security responses that could impact our school. If any of the crisis response plans are enacted during a school day (at the recommendation of our campus security officer and/or local law enforcement), parents will be notified via Plus Portals.

Parents can participate in the school safety plan by doing the following:

- Always check in and get a visitor's pass when visiting campus (except when attending Mass).
- Make sure the school has accurate cell phone numbers and email addresses for parents. Emergency group communications are sent via emails and phone messages.
- Follow directions as given by school. In an emergency, please DO NOT report to campus unless summoned.
- If on campus during an emergency, follow directions of school personnel concerning sheltering or evacuating.
- **If you see a suspicious person or a potentially dangerous situation on or near campus, call 911 and then report it to the school office immediately.**

SURVEILLANCE CAMERAS

St. Jean Vianney School recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is best 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 on school and parish property. **Camera footage will only be given to civil authorities upon request.** Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

CAMPUS SECURITY OFFICER

Another layer of campus security includes a small group of officers that rotate duty on campus. The officer's unit will also be parked in a prominent place on campus. **While our plan is to secure an officer each school day for the entire shift, outside scheduling conflicts may occasionally arise which make this not possible.**

CHILD AND YOUTH PROTECTION & VOLUNTEERING

The Safe Environment Program implemented by the Roman Catholic Diocese of Baton Rouge requires us to evaluate the background of all paid personnel and volunteers whose duties include ongoing, unsupervised contact with minors. For more information on how to become a volunteer for our school, please contact Debra Sala at dsala@stjeanvianneyschool.org

All personnel in every Diocesan institution whose duties involved contact with minor and vulnerable adults must comply. The following are deemed to have duties involving contact with minors and vulnerable adults:

- Clergy, religious, seminarians, candidates, and aspirants for the permanent diaconate employees.
- Independent contractors/contracted individuals performing scheduled duties on school premises while children are on campus.
- Volunteers 18 and over whose duties involve contact with children.

Note:

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

Any parent/adult (18 and older **and a high school graduate**) who would like to volunteer with children on the St. Jean Vianney school campus must fill out the following requirements as mandated by the United States Conference of Catholic Bishops and the Diocese of Baton Rouge. A volunteer who desires to be a

head coach must be 21 years of age. A volunteer who desires to be an assistant coach can be 18 years of age and a high school graduate but must always be accompanied by an adult (at least 21 years old) who is an approved volunteer for SJV School.

ALL requirements must be met, and an approved status maintained in the database to volunteer in any manner.

- ❖ Complete an EAPPS application and return to school (c/o Debra Sala)
- ❖ Submit to a criminal background check at State Police Headquarters on Independence Boulevard with the following paperwork - LSP Volunteer Form and LSP Volunteer Criminal History Form. Payment must be in the form of money order, cashier check or credit/debit card. The LSP does not accept cash or personal checks. The LSP will email SJV the results.
- ❖ Complete tutorial: New Training: Serving Vulnerable Population under First Time Training at the Safe & Sacred Online Training.

The cost of the Background Check will be the responsibility of the person completing the child protection application.

Please submit all questions to our Child Protection Coordinator, Debra Sala at: dsala@sjeanvianneyschool.org.

Current volunteers: All volunteers must complete the New Training: Serving Vulnerable Populations and the new Code of Ethics at the Safe & Sacred website www.diobr.org mandated by the Diocese of Baton Rouge. Log into the Safe and Sacred website and complete the New Training: Serving Vulnerable Populations.

CHILD ABUSE LAWS

St. Jean Vianney School abides by the child abuse laws of the State of Louisiana. **These laws state that school employees are mandated reporters and must report all cases of suspected abuse and/or neglect to the Louisiana Department of Children and Family Services.**

VOLUNTEER PROCEDURES & POLICIES

School visitors must come to the main office. For safety and security reasons, each person is required to sign in at the office. All visitors and volunteers should wear a designated badge that may be obtained in the office.

The school relies on your support. We ask that you follow through on tasks by attending to scheduled time and please give notice of absence whenever possible.

A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress, or problems at school are not for sharing in the

community. Conversations between parents, teachers, and students in the school are confidential. Volunteers should not discuss these conversations outside of school.

Although volunteers do not have a dress code requirement, it is expected that volunteers wear modest clothing while working in the school or during school activities.

Parents who chaperone on a field trip may not bring pre-school or school aged siblings on the field trip. All chaperones must be 25 years of age or older. Chaperones should not use tobacco products while on field trips. Chaperones should at no time administer any medication to a student. Chaperones will be required to wear a name badge, provided by the school, while on field trips.

UNIFORM REGULATIONS

Uniforms can be purchased at Young Fashions, School Time, or Inka's School wear.

GIRLS

Dress (PK only)

Plaid dress (with Peter Pan collar) with bloomers or under-dress shorts worn underneath. Dress is not to be more than two inches above the knee.

Jumper (grades K-2; grade 3 optional)

Plaid jumper length is not to be more than two inches above the knee. Shorts (any color) should be worn under jumper. This jumper may be worn with or without a blouse.

Skirt (grades 4-8; grade 3 optional)

Plaid skirt length is not to be more than two inches above the knee. Shorts (any color) should be worn under skirt.

Skort (grades K-8)

Plaid skort length is not to be more than **two** inches above the knee at any time during the school year.

Shorts (grades PK-8)

Plaid shorts length is not to be more than **two** inches above the knee at any time during the school year. Plaid shorts for PK are also available to be worn on Spirit Shirt Days.

Navy Blue Pants

Blouse

White, short sleeve, navy-blue piped or plain Peter Pan collar blouse can be worn with jumper. This blouse may also be worn with the skort, shorts or pants. White, grey, or navy banded shirts (jersey, pique, or **Dri Fit**) are available to wear with shorts, skirt, pants, or skort. If an undershirt is worn, it must be short sleeve, white and free of logos.

Red Sweater

A round neck cardigan with the logo on the back is available for PK-2nd grade (optional 3rd) girls when wearing the Peter Pan collared shirt. The V-neck cardigan with the logo on the left pocket is available for K-8th grade girls wearing the polo shirt. If your daughter has both types of shirts and you would like to

purchase only one style of sweater, purchase the V-neck as it is allowed to be worn with both styles of shirt.

Footed Tights

Solid navy, black, or white tights are permitted. White socks **may** be worn over the tights but are not mandatory. Leggings are not permitted.

Bows and Headbands

Navy blue, red, white, black, grey or combinations of these colors are permitted. Holiday bows may be worn in the appropriate season. SJV spirit bows may also be worn. Only traditional head bands are permitted.

BOYS

Navy Blue Pants or Shorts (Grades K-8) May be dry-fit material.

Elastic Navy-Blue Waist Pull Pants or Shorts (PK)

No belt loops, buttons, or draw strings

Shirts

Light blue, grey, or white knit (jersey, pique, or **Dri Fit**) shirts. If an undershirt is worn, it must be short sleeve, white and free of logos. **Shirts must be always tucked in.**

Belt

Navy blue, black, or brown

ALL STUDENTS

Socks

Plain white crew or ankle socks. Low cut or no-show socks are not permitted. Anklebones must be covered. Girls may wear white knee socks. Socks sold in Gator Swag Shop are also permitted.

Shoes

Tennis shoes or leather shoes are permitted. Shoe color must be predominantly: royal or navy blue, black, brown, white, or gray in color. Backless, blinking, and high-top shoes are not allowed. Students whose families purchased a pass to wear shoes of any color at our annual Gala may do so. Students may also purchase a "shoe color of their choice" coupon with their Gator tickets at the Gator Store.

Outerwear

SJV sweatshirts (including sweatshirts purchased in the Gator Swag Shop), red sweaters, navy blue nylon jackets, letterman jackets, or $\frac{3}{4}$ zip navy blue fleece (middle school & junior high) are the only items permitted to be worn indoors.

These SJV outerwear pieces should be worn first before other jackets or coats are used.

Students wearing out of uniform outer wear during the school day will be loaned a school sweatshirt for the day.

Sweatshirts and sweatpants

Must be the official school sweatshirts and sweatpants purchased through school uniform outfitters. Official school warm-ups may be worn between November 1st and March 31st. **Warmups may never be worn on Mass days.** If the weather is inclement on dates other than those noted, the administration will inform students what uniforms they may wear.

MISCELLANEOUS UNIFORM REGULATIONS

These uniform pieces may be monogrammed but must have the SJV logo. **Heavy outer coats, scarves, and stocking caps may be any color, but can only be worn outdoors. Track jackets and hoodies are only permitted on alternate dress days.**

Permitted jewelry includes: one pair of small post earrings for girls, a medal or cross on a necklace or bracelet, and watches. Ribbon bracelets purchased from Gator Swag Shop are permitted.

Make-up is not allowed. Only clear fingernail polish (not French manicures or artificial nails) will be permitted. Students who families purchased a nail polish pass at our annual Gala may wear polish of any color (this does not include artificial nails). Students may also purchase a “nail polish” coupon with their Gator tickets at the Gator Store.

No visible tattoos of any kind. No hologram contact lenses. No artificial eyelashes.

Hair for all students must be a natural color. Hair is not to be hi-lighted, dyed, or contain wraps or any style trend that may be disruptive to the learning environment.

Boys’ hair should be clean, neatly combed and cut short in a uniform, blended style. It must be worn in a traditional cut, above the collar, above the eyebrows, and over the tops of the ears. No haircuts or fades with designs are permitted. Afros or high-top fades should be no longer 2 inches in height and/or length and should be maintained properly. **Extreme styles, as determined by administration, such as mohawks, shaven heads, twisted and fade styles are not permitted.** Coloring or highlights are not allowed as hair must be student’s natural color.

Facial hair is not permitted.

All books, lunch boxes, school bags, and clothing should be marked with the **student’s name**.

PE UNIFORM

Fifth through eighth graders will change into a uniform for PE. SJV PE shirts and shorts should be worn for each PE class and can be purchased through the school.

DRESS UNIFORM

BOYS

Long uniform pants with knit shirt; uniform shorts are permitted until Labor Day

GIRLS

Dress- PK

Jumper with or without Peter Pan collar blouse- grades K-2; grade 3 optional

Skirt with knit shirt - grades 4-8; grade 3 optional

SPIRIT DAY DRESS

St. Jean Vianney Spirit Shirt is worn instead of uniform shirt. The remainder of the uniform is unchanged except for PK girls who may wear plaid uniform shorts, leggings, or pants.

GATOR GARB DAY

A SJV t-shirt or jersey is worn with jeans, PE shorts, or school shorts. These days are an optional \$5 fundraiser and are scheduled throughout the year.

ALTERNATE DRESS

Students **may** wear:

School shorts
PE shorts (middle school and junior high)
Shorts/skirts that are at the student's finger tips (grades PK -fourth grade)
Leggings (grades PK- fourth grade)
Jeans or capri pants (**without holes**)
Alternative shirts or tee-shirts
Dresses and skirts (PK-second grade)

Students may **not** wear:

Tank tops
Cold shoulder shirts
Halter-tops
Short skirts or skorts
Baseball caps
Hats
Bare midriff-style shirts
Inappropriate wording or images

The school policy regarding jewelry and make-up still applies. Wearing inappropriate clothing may result in disciplinary action. The administration and faculty reserve the right to determine any dress or hairstyle inappropriate. **Alternate dress should not be worn on Mass days.**

JERSEY DAY

Once a week (usually on Wednesdays), a student may wear his/her current SJV School athletic jersey, club, or ministry t-shirt. **SJV Youth Group saint socks and SJV Choir socks may also be worn on this day.**

ADHERENCE TO CENTER FOR DISEASE CONTROL & LOUISIANA DEPARTMENT OF HEALTH

SJV School will follow the ongoing guidance of the US Center for Disease Control & Prevention (CDC) and the Louisiana Department of Health (LDH) regarding health care issues generally, and particularly with respect to the Covid-19 virus and schools. All members of the school community (including, without limitation faculty, school staff, cafeteria staff, students, parents of students, volunteers, and visitors) must follow all applicable CDC and LDH guidelines, policies, and procedures at all times when they are physically present on the school's campus or participating in a school-related activity.

SCHOOL NURSE

Service Available:

- Maintaining health, medication, and emergency records
- Contacting parents in case of student illness
- Treating ordinary bumps, scrapes, and illnesses
- Administering prescription medications for a serious chronic illness diagnosed by a physician. (If a student takes any medication on a regular basis at home, parents should notify the school nurse.)
- Conducting annual screenings:
 - Hearing- grades two, four, and six
 - Speech & Hearing- PK & kindergarten
 - Vision- grades one, three, five, and seven

If parents do not wish for their child(ren) to be screened, they should notify the school nurse prior to the screening date.

Services Not Available:

- Diagnosing or performing invasive procedures.
- Caring for children who become ill at school. Parents should pick-up these students within an hour of being contacted by the nurse.
- Medications cannot be administered on an "as needed" basis.

MEDICATION

Proper procedure for medication will be followed or medication will not be administered. No exceptions will be made. Students are not allowed to have any medication, prescription or non-prescription, in their possession at any time on school grounds. Teachers and school administrators have the right to take any medication from the student and contact the parents for appropriate action. Medication is to be brought to school and picked up by a parent or guardian.

A St. Jean Vianney Catholic School Parental Consent Form for Medication Administration (available at the school office or on Plus Portals) must be completed and signed by the parent and the physician for each medication. The physician's portion of the form must include the child's name, diagnosis, and name of the medication, time/frequency to be administered at school, dosage, and length of time to be administered. This form must accompany the medication. A new physician's order is needed at the beginning of each school year. No medication will be accepted without having a doctor's medication order on file indicating that the medication should be administered at school. Verbal phone orders from

physicians or parents cannot be accepted. Prescribed medication must be in an updated container that meets acceptable pharmaceutical standard, and a label that includes the name of student to be administered medication, name of medication, strength, and amount and time it is to be administered.

Prescribed over-the-counter medications must be brought to the Nurse's Station in the original container. Students will report to the Nurse's Station at the prescribed time to receive medication from the school nurse or approved office personnel. The medication chart will be checked to ensure proper medical administration. Only a one-month supply of medication will be accepted at one time. The following medications will not be given in the Nurse's Station: antibiotics, barbiturates, narcotics, or non-prescription medications. If necessary, a parent may administer medication to their child in the nurse's office.

All teachers will receive information on students in their classes with medical problems and explanations regarding these problems (i.e., symptoms, immediate emergency response, etc.) Teachers may not keep medication for a student in the classroom, nor can a teacher administer medication to a student except on field trips.

It is the parents' responsibility to provide emergency medications to the school for their child (medication including, but not limited to the following- albuterol, epi pen, Benadryl). These medications must be provided to the school by an adult in its original container with the student's name along with a medication order completed by the prescribing physician. Please check the expiration date on all medications, as school personnel are not allowed to administer expired medications.

If the appropriate medication and order forms are not provided to the school the parent/guardian releases the school of any responsibility of harm that may occur to the student if emergency medications are needed, but not provided by the parent to the school.

Parents are deemed by enrolling their children in the school to agree that they and their children will abide by all health and safety guidelines issued by applicable civil authorities, as well as those issued by the school. The school will comply with all health information reporting mandated by the civil authorities.

STUDENT WELLNESS AFTER ILLNESS

Children should be free of fever (100 degrees or above), nausea, vomiting, and diarrhea for 24 hours (without the use of medication, e.g., Tylenol, Advil, Motrin, or an anti-diarrheal medication, that would mask these symptoms), before returning to school.

If seen by a physician for a contagious illness, the student must have a note from the physician stating when the student may return. If a child is sent home from school due to suspicion of a contagious illness, a physician's note clearing them for return to school will be required in addition to being symptom free for a minimum of 24 hours.

If protective masks are recommended by the state or local officials, students will be expected to wear a mask while at school. Masks must not contain any offensive messages, fabrics, or be distracting to the learning environment.

HEAD LICE

Head lice are a common occurrence among school-age children. It is spread through direct contact and the sharing of personal items. Parents must notify the school nurse if their child has lice, and the student must be checked by the school nurse and found to be nit-free before returning to class.

PHYSICAL ACCOMODATIONS

Rolling book sacks are an accommodation that can be offered after a doctor's note has been provided to the school. This note will grant the accommodation for the duration of the student's time at SJV School.

Students well enough to attend school with an illness or injury that inhibits full participation in any physical activity or limits mobility should present an excuse written by their parent. While dressing out (for older students- PE) and appropriate participation are still expected, students providing this excuse will be excused for one week. Students experiencing an extended illness and/or injury greater than a week must provide a physical excuse from a physician that includes a start and end date of the excuse with listed activity restrictions (PE, stairs, recess, etc...). Dressing out (for older students- PE) and appropriate participation is expected. Students sent to school with an orthopedic appliance such as a cast, sling, brace, splint, crutches, etc. must bring a note from a physician regarding diagnosis and activity restriction. If a student is sent to school with an appliance before seeing the doctor, please send a note stating an appointment has been made. Once an orthopedic appliance is removed, please send a note from the doctor concerning restrictions and when normal physical activity can be resumed. These are precautionary measures for the safety and well-being of your child and the other students.

If a student's restrictions prevent them from going up and down stairs, then a parent is required to help the student navigate the stairs in both the morning and afternoon. Students will stay upstairs during enrichment, recess, and lunch. They will read or do homework in another classroom while their class is out of the room. If the temporary physical limitations affect regular participation in school activities, other options may be discussed.

All students are expected to be potty trained. In the case of the occasional bathroom accident, students will be escorted to the bathroom where they will be expected to clean themselves. If the student is unable to clean himself or requires extra clothes, the parent will be called to school to either assist in cleaning the child or take the child home for a bath.

ALLERGIES AND DIETARY RESTRICTIONS

The parent of a student with allergies is responsible for the following:

- Contact the school cafeteria to inquire about ingredients of school lunches before deciding whether to purchase a meal plan. Since peanuts or other allergens may come into contact with food products during the production or manufacturing process, St. Jean Vianney School cannot guarantee that food products on the school menu do not contain trace amounts of peanuts or other allergens.
- Provide a completed diet prescription form to the school with food allergies.
- Note the allergies on the student's medical history form.
- Contact the school nurse to inform her of the allergy.
- Provide allergy medications with orders completed by the prescribing physician to be stored in the nurse's office. No expired medication can be given by school personnel.

- Provide alternative food items to the homeroom teacher; these will be served when outside treats are served to the class.
- Annually inform all the student's teachers of the allergy.
- Educate the child in self-management of their food allergy including (a) safe and unsafe foods; (b) strategies for avoiding exposure to unsafe foods (not sharing food with others); (c) symptoms of allergic reactions; and (d) how and when to tell an adult they may be having an allergy- related problem.

Students with allergies:

- Are prohibited from swapping or sharing lunches, snacks, drinks, or any food items with other students.
- Should not eat anything known to contain any allergen or with unknown ingredients.
- Should notify an adult immediately if they have any symptoms or eat something they believe may contain food to which they are allergic.

IMMUNIZATION

All students upon admission shall present records attesting to their immunization in compliance with state health requirements. The school may waive a required immunization if a parent submits a written statement from a physician attesting that the immunization is contraindicated for medical reasons or a written statement refusing immunization for the student.

In the event of an outbreak of a vaccine-preventable disease, a school may exclude any un-immunized student from attendance until the appropriate disease incubation period has expired or until the parent presents records attesting to immunization of student. A statement from the student's doctor clearing the un-immunized student for re-entry back into the school population is necessary upon his/her return.

While we affirm the value of the vaccination for COVID-19 and acknowledge and encourage all students to be vaccinated for the virus, no child will be refused admission to a Catholic school in the Diocese of Baton Rouge based on their vaccination status for the COVID-19 virus.

FIELD TRIPS & OTHER SCHOOL EVENTS

Students who fail to submit a proper permission form will not be allowed to participate in field trips. School rules and policies apply to students while on field trips. Telephone calls will not be accepted in lieu of proper forms. Students who do not have access to adequate funds to attend field trips should contact the Business Manager. Students who do not attend field trips may attend school and complete assignments in another classroom. **Any student with outstanding balances may not be allowed to participate in field trips.**

Only authorized chaperones (through Diocesan Child Protection process) may attend SJV School field trips. Unauthorized chaperones are prohibited from meeting the school group at the venue. Parental attendance on field trips is required when a student has medical needs that require intervention or supervision. Chaperones should never ingest alcoholic beverages while on a school sponsored trip. Parents who chaperone a field trip may not bring pre-school or school-age siblings on a field trip. Chaperones will be required to wear a name badge, provided by the school, while on field trips.

The number of chaperones required for each field trip is dependent on the age of the student and the venue visited.

Field Trip Eligibility:

Grades PK-2: Students must have an A or B conduct grade during the last four weeks prior to field trip to attend.

Grades 3-4: Students must have an A or B conduct grade during the last six weeks prior to field trip to attend.

Grades 5-8: Students must have at least a cumulative B average conduct grade to attend field trips. Eligibility is determined by the grades taken from conduct cards starting at the beginning of the year through the last **completed** conduct card.

If a student becomes ineligible for a field trip, a student's entrance fee will be returned in certain cases. The transportation fee is non-refundable. If a student receives a suspension, he/she may not attend a field trip during the nine weeks in which the suspension has been issued.

Retreats, Youth Legislature, Law Day, and social justice projects held off campus are not considered field trips and all students may participate.

HOMWORK

Each teacher has a designated area for posting assignments in the classroom. **Students may choose to supply their own assignment pad in which to write their assignments.** Homework assignments are also posted to Google Classroom.

PLUS PORTALS & GOOGLE CLASSROOM

SJV School uses two technology platforms- Plus Portals and Google Classroom.

Plus Portals is primarily used for communication between our school and parents where student grades, a school wide calendar, school announcements & resources, a student directory, and schedules can be viewed. E-mail communication between parents and school faculty may also occur through Plus Portals. We strongly encourage all parents to use Plus Portals on a regular basis to monitor their children's grades. Grades are updated weekly. Progress report grades are posted on this website midway through each marking period. **At progress report time, parents of students with Ds or Fs will receive a notification email.** Should you have difficulty with your Plus Portals account, please contact the Technology Coordinator, Eliska Dumas (edumas@stjeanvianneyschool.org).

The student directory on Plus Portals should be used to acquaint parents with the name of their child's classmates and parents. This directory should not be used for political or sales purposes.

Google Classroom is primarily used for communication between our faculty and students. It can be utilized to see grades posted in Google Classroom, individual student calendars (with assignment due dates), class announcements & resources. E-mail communication between students and school faculty may also occur through Google Classroom.

TEXTBOOKS & LIBRARY BOOKS

Books should be kept free of pencil or ink marks. A \$20 fee will be assessed for damaged books. **If a book is lost or damaged and can no longer be used, the student will be expected to pay for the replacement which will be the full and current price of the book.**

TECHNOLOGY & MEDIA USE

The use of electronic book readers is allowed in fourth through eighth grades. All titles contained in the reader must be appropriate in nature and books must be purchased and downloaded at home. Use of these devices is for reading only. Web surfing, picture/video taking, and game playing is prohibited. The school reserves the right to review the contents of the reader and is not responsible for loss, theft, or damage. Any violation of this policy may result in loss of privileges and disciplinary action may be taken.

Chrome Books are used daily by students in middle school and junior high.

Smart watches are prohibited. Fit Bits may be worn if they are not a distraction to the student or others.

Movies shown to students may have a G or PG rating.

The principal has the discretion to permit classroom instruction to be streamed live online, recorded, or both, to provide remote learning for the benefit of students.

DIOCESAN TECHNOLOGY ACCEPTABLE USE POLICY

All electronic communication must be within the spirit and guidelines of the Diocese of Baton Rouge and the Office of Child Protection. The Diocese of Baton Rouge advocates the use of innovative technology resources in its students' academic pursuits. However, because the Internet is a public forum with unrestricted access, all schools contained within the Diocese of Baton Rouge reserve the right to

discipline any student for the posting of information on the Internet by that student regardless of the origin of the post.

Disciplinary action can be taken as a result of any information or photographs related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any e-mail or social media platform that is deemed threatening, harassing, or that spreads false, defamatory, or morally inappropriate material. Any student who fails to adhere to this policy is subject to disciplinary action, including expulsion, in situations in which laws have been violated, civil authorities may be notified.

The administration of St. Jean Vianney School reserves the right to amend any item in the Acceptable Use Policy or any technology policy during the year. Parents and students will be notified of changes. (Diocesan Policy 4.9.1.3) Educational programs governed by the Catholic Schools Office require the ethical use of the Internet and related technologies by all employees, volunteers, and students, as set forth in the Acceptable Use Policy for the use of the Internet and related technologies. Access privileges may be revoked, school/parish disciplinary action may be taken and/or appropriate legal action taken for any violation that is unethical, and/or may constitute a criminal offense. The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of the diocesan school district. This policy must be included in the school handbook of policies and must be adhered to. By signing the Contract/Guidelines Regarding the Use of the Internet, students and parents agree to abide by all rules included.

St. Jean Vianney School reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, posted from, and/or stored on the school issued device. Throughout the school day, faculty and staff monitor students' technology use through monitoring software. DyKnow is used to supervise Chromebook screens and web navigation in class, and BARK is used as a broader filter to monitor all documents, drives, and internet traffic. This software is not monitored outside school hours. Student email addresses and drives are frozen during summer vacation.

The primary purpose of the school's Internet connection is educational and as such, educational purposes shall take precedence over all others. Students agree not to use the Internet connection unless given permission by a teacher or under acceptable supervision. Students agree not to participate in the transfer of inappropriate or illegal materials through the school's Internet connection. Students agree not to use the Internet for making threats of violence, slanderous or derogatory remarks against any members of their school community. Students and their parents/guardians accept that inappropriate behaviors may lead to penalties including loss of privileges, disciplinary action, and/or legal action. Students and their parents/guardians release the school and all other organizations related to the school's Internet connection from any liability or damages that may result from the use of the Internet. In addition, students and their parents/guardians accept full responsibility and liability for the results of the student's actions concerning the use of the Internet.

St. Jean Vianney School uses monitoring software DyKnow to closely supervise students' technology use at school. Parents are expected to closely monitor their child's internet and technology use while students are off campus; however, the school administration may address and discipline off campus technology/social media issues that are brought to the school's attention. SJV students are expected to conduct themselves in a manner that aligns with the values of our Catholic teachings. Students and parents should assume all information shared online and on social networks is public information, regardless of one's privacy settings. Parents are expected to teach their children about safe, courteous, respectful, and responsible internet use at home. Parents should communicate with each other when

issues arise between students off campus (this includes social media and texting issues). SJV School may be limited in the ability to investigate technology issues that do not occur on our campus and on our school server. Parents have the right and responsibility to contact law enforcement when civil and criminal laws are violated off campus, such as cyberbullying.

Internet/E-mail Procedures

- Students in grades 5th - 8th will be given school email addresses. These email addresses will allow students to access the St. Jean Vianney Catholic School Google Classroom platform to complete assignments and access resources.
- Students will not provide any of their passwords or share another student's password with any other student or non-student.
- All communication sent or received serves as a representation of St. Jean Vianney School. Communication exchanged via the internet or email must not damage the school's reputation.
- Students may not change their given email username.
- All email communication between faculty, staff, coaches, and students must be exchanged in an appropriate manner through the school-hosted email account.
- Student email addresses and drives are frozen during summer vacation.
- St. Jean Vianney reserves the right to access student email accounts for routine maintenance and to retrieve school records. Access also includes, but is not limited to, carrying out internal investigations, accessing internet history, the disclosure of messages, social networking data, or files to law enforcement.
- The level of access to the Internet will vary according to the educational purpose set by the teacher and the age of the child. Each student will have access to Internet resources throughout his/her classroom, library, or school computer lab. More information regarding Google's G-Suite for Education Core and Additional Services can be found at <https://support.google.com/a/answer/6356509>.

Students may not use a personal email account; however, he/she may be involved in classroom e-mail projects under the direct supervision of the classroom teacher. The student has the responsibility to learn and follow the guidelines that are deemed appropriate in using our educational network. All access to the Internet will be teacher directed and will conform to the following rules. The administration retains the right to amend these rules at any time. The student will be notified of any changes.

Students should not use their school e-mail for emergency purposes. If an emergency arises at school, student should immediately and directly speak to a faculty or staff member. At home, students need to report emergencies to their parents/guardians or call 911.

Rules for Classroom Use of the Internet:

- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and consequences at the discretion of administration.
- The student shall use Internet tools only under direction and supervision of teachers.
- The student shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- The student shall not post any e-mail or other messages or materials that are derogatory, obscene, profane, threatening, or disrespectful. They shall not use any language online that is not permitted in the classroom.
- The student shall not post personal information about himself/herself (last name, addresses, or

telephone number) or about any other person. They will not forward personal mail without permission.

- The student shall not agree to meet with someone he/she has met online.
- The student shall not plagiarize works that are found on the Internet. Plagiarism is taking ideas or writings of others and presenting them as one's own. They shall respect the rights of copyright owners. They shall properly cite the source of information accessed over the Internet.
- The student shall not make any purchase on the Internet while using school equipment or Internet service.
- The student shall immediately tell the teacher if he/she accesses inappropriate information to protect him/her against a claim that he/she has intentionally violated this policy.
- The student may not download, add, or install new programs, software, or hardware onto school-owned computers without permission from legitimate authority. The intentional destruction, deletion, or disablement of St. Jean Vianney School installed software on any computer is prohibited.

St. Jean Vianney Catholic School maintains a strong Internet filtering program; however, it is possible that your child will find material on the Internet that you would consider objectionable. Although your child's use of the Internet will be supervised, we cannot guarantee that your child will not gain access to inappropriate material. There may be material on the Internet that is not in accord with your family's values. You are encouraged to use this as an opportunity to discuss with your child your expectations and how these values should guide your child's activities while he/she is on the Internet.

Accounts and Access Deletion

Upon graduation or other termination of your official status as a student at St. Jean Vianney Catholic School, you will no longer have access to the school network, files stored on the school network, or your school-provided email account. Prior to graduation, we recommend saving all personal data stored on school technology to a removable hard drive and setting up an alternative email account.

Social Networks

Any student found posting inappropriate content to sites, such as *Facebook*, *Instagram*, *Snap Chat*, etc. will be subject to disciplinary action. One must assume all information shared online and on social networks is public information, regardless of one's privacy settings. Students may not take pictures or videos of themselves or anyone else on the school Chromebook or any other device while at school without teacher consent. The Diocese of Baton Rouge advocates the use in innovative technology resources in its students' academic pursuits. However, because the Internet is a public forum with unrestricted access, all schools contained within the Diocese of Baton Rouge reserve the right to discipline any student for the posting of inappropriate information on the Internet by that student regardless of the origin of the post. Disciplinary action can be taken as a result of any inappropriate information or photographs in any format related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any website, chat room, e-mail or other messaging system that is deemed threatening, harassing, or spreading false, defamatory, or morally inappropriate material. Any student who fails to adhere to this regulation is subject to disciplinary action, including expulsion. In situations in which laws may have been violated, civil authorities may be notified.

Parents are asked to set a good example for students when accessing and using social media and may not use the *St. Jean Vianney* name in any form within the title of their social network page or website, unless approved by St. Jean Vianney Catholic School. This is reserved for official school sites only. It is expected that any social media sites that are related to SJV be inclusive of all SJV community members and used to

share useful information rather than information that demoralizes members of the SJV community. Sharing disgruntled thoughts via social media does not solve concerns but rather often insights unrest.

Parents may not discuss SJV faculty or defame their name or character via social media. To do so could result in a family being asked to leave SJV School.

Technology and Harassment

The technology abuse policy exists to curtail any use of technology as a form of harassment, invasion of privacy, or to view and/or distribute any material, including digital images or printed materials.

Digital images and video may easily reach the Internet with video devices and make their way to personal web pages or social networking websites. Therefore, the use of technology, which includes cellular phone digital photography, digital motion video, school assigned Chromebook, personal computer, or other digital video or photography equipment, to access, photograph, video, or redistribute any inappropriate or illicit material is prohibited.

No inappropriate digital images or video of any member of the St. Jean Vianney Community, including St. Jean Vianney Catholic School faculty, staff, students, or their families may be used with or without their consent. **In addition, even appropriate digital images, or video of any member of the St. Jean Vianney Catholic School faculty and staff cannot be used without their specific consent.** Any of these actions may be considered a violation of one's privacy and a possible endangerment to one's safety.

EXTRA-CURRICULAR ACTIVITIES

St. Jean Vianney School expects its students and parents to behave in a manner that upholds the Christian values of its school. Attendance for extra-curricular activities is a privilege and can be revoked at any time deemed necessary by the administration.

Athletics

A separate Athletic Handbook is available online for those who wish to participate.

School Clubs and Organizations

Art (grades 5-8)
Band (grades 4-8)
Chess (grades 5-8)
Choir (grades 5-8)
Engineering (grades 5-6)
Junior Beta Club (eligible students in grades 6-8)
Mary's Club (grades 2-8)
Math Club (grades 4-8)
Quiz Bowl (grades 5-8)
Student Council (grades 5-8)
Yearbook (grades 7-8)

Students not picked up at the stated time set by the moderator of after school activities or meetings will be assessed a late pick-up fee to be calculated as: \$15.00 per 15-minute increment beginning at the time stated and set by the moderator.

ITEMS FROM HOME

Students are not to bring inappropriate items to school. The list includes, but is not limited to, the following: large amounts of cash, toys, cards, games, gum, candy (which is not a part of their lunch), laser lights, Sharpie markers, or anything that will detract from a learning situation. Items found will be confiscated.

STUDENT MOBILE PHONES

Personal cell phones are collected by the students' homeroom teacher each morning and are returned each afternoon. If a student fails to turn in a cell phone, a conduct referral will be issued. Students will use the school office phone during school hours and when attending extended care. Using cell phones while on campus (including arrival, dismissal times, extended care) will result in a detention.

STUDENT SEARCHES

The school reserves the right to search anything brought on school property. **This includes cell phones, Chrome Books, and other electronic devices.** The school is a co-tenant of lockers, desks, and book sacks and reserve the right to search them at any time without notice for the safety of our students. The search of a student(s), his/her belongings, including technology, shall be conducted by no less than two school officials with one being an administrator.

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, technology device, equipment, building or anyone's personal property will be obligated to pay the full cost of repairs and labor or replacement. Student textbooks must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost textbooks before any final reports, transcripts, or diplomas are presented.

DISCIPLINARY CODE

St. Jean Vianney School exists as a ministry of the parish of St. Jean Vianney Catholic Church. Therefore, its existence and purpose are rooted in the teachings of Jesus Christ as expressed in the Scriptures and in the teachings and traditions of the Catholic Church. In cooperation with parents, who are the primary educators of their children, we seek to form children in the image of Jesus Christ. Respectful cooperation between parents, parish priest, administration, and faculty is essential in teaching children the Catholic values of our school. Respecting oneself, authority, and others requires self-control. This enables our children to develop into respectful future citizens. To develop a responsible student, he or she must fully understand the consequences of the choices made.

Our objective is to develop a responsible and respectful student prepared for future challenges. Freedom implies responsibility. We are free to choose, but we are also responsible for the choices and must accept the consequences whether they are reward or correction.

Students must participate respectfully in the events of the school (Holy Mass, daily prayer, Pledge of Allegiance, and National Anthem).

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Harassment and Bullying Behavior

To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge do not condone harassment, hazing, or bullying of any kind. All school community members are to treat everyone with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic School students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication whether by means currently in use or by any new electronic devices that may be developed in the future.

Harassment is unwelcome, offensive, on-going conduct, whether physical, sexual, 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. Offensive conduct may include, but is not limited to offensive jokes, slurs, objects, or pictures that substantially interfere with school performance whether the interference is direct or indirect, unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference.

Sexual harassment involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any of the above stated forms of harassment that are of a sexual nature are considered sexual harassment when they are unwelcome and create an environment or causes an atmosphere that affects a student's school performance in any way or affects a student's ability to take advantage of the school's programs.

Hazing is a form of harassment that involves intentional, knowing, or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain, or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team, or other group. Culpability includes hazing practices mandated or voluntarily entered by any party.

Bullying behavior is the repeated harassment and targeting of another person or group of persons with the intent to cause emotional, physical, sexual, or psychological harm.

Reporting of either of these behaviors can be made by the student verbally to a teacher or administrator. Students can also report this behavior to administrators and the school counselor by completing a counseling form located in each classroom in grades three through eight.

Disciplinary procedures in this handbook will be followed in dealing with these incidents. Lessons concerning bullying are regularly taught in guidance and religion classes. Hazing, in any form, is strictly prohibited.

St. Jean Vianney School will take any threats made by students seriously. School administration will address the student who made the threat and notify the parents. If a threat is made against another student(s), the school may also speak to the threatened student(s) and their parents. Age-appropriate disciplinary action will be taken against the student who made the threat. If the school administration deems it necessary, law enforcement may be contacted.

Conduct Cards & Grading

A conduct system is used daily in PK & kindergarten, weekly in grades one and two, every other week in grades three and four, every three weeks for the first semester then at the midpoint and conclusion of the nine weeks for grade five, and at the midpoint and conclusion of the nine weeks for grades six, seven and eight.

In middle school and junior high grades, any student who loses his conduct card and fails to turn it in on the day it is due will ultimately receive a 66 F for that conduct grading period. An 84 C will be given if a student loses his conduct and needs it replaced during the conduct grading period unless the teacher notes that the student's grade was below an 84 C at the time that the card was lost.

When a student is asked for their conduct card and they cannot find it, they will be issued a red card. They have 24 hours to find their old card. If they find it, they are to return the red card to the teacher that issued it to them.

In middle school and junior high grades, when a student's conduct grade drops from a B to a C or a C to a D or a D to a F that student will sit separately for a lunch period giving them time to reflect on what caused them to drop a letter grade and what they can do to improve their conduct.

If a student's semester average in conduct is a D or F, a parent teacher conference will be called to determine if our school is the best setting for the student. If the student continues, he/she may be placed on disciplinary probation for the upcoming nine weeks where a C or better must be maintained for the student to remain enrolled at SJV School.

SJV School is not able to accommodate the unique needs of all children. A student should not present a consistent disruption to the classroom environment nor routinely require a disproportionate percentage of faculty or administrator time.

Positive Consequences

Gator Tickets & Gator Store (First-Eighth Grades)

A faculty or staff member can give the student a Gator Ticket to reinforce positive behavior. Students collect tickets individually or as a class and redeem them for rewards in the classroom or at the Gator Store each marking period.

Random Checks for Good Conduct (PK-Eighth Grades)

Random checks are made each nine weeks for As on conduct grades or charts and rewards are issued.

Bonus Point Coupons (Middle School & Junior High)

A faculty member can give the student a Bonus Point Coupon to reinforce positive behavior. One coupon may be used per subject per nine weeks. The coupon should be turned with the test or assignment to which the student would like the points added. Bonus points may not be used on exams.

Negative Consequences

Conduct Referral (Second-Eighth Grades) Some infractions for a referral can include, but are not limited to:

- Not following directions
- Disobedience
- Disturbing others; not working quietly
- Disrespecting others; not being kind with your words & actions
- Disrespecting school and personal property
- Not working & playing safely
- Chewing gum or eating when it is not permitted
- Inappropriate behavior in church, cafeteria, bathroom, bus, or extended care
- Inappropriate use of technology

A student will receive ten points off his/her most recent conduct card grade for each referral issued.

Detention (Third-Eighth Grades) Some major infractions of school rules that can result in a detention include, but are not limited to:

- Disrespect
- Disobedience
- Harassing or demeaning other students
- Inappropriate physical behavior, such as pushing, shoving, or biting another student
- Use of inappropriate language or gestures
- Dishonesty such as stealing, forgery, lying, or cheating (giving or receiving information)
- Defacing school property
- Inappropriate behavior in church, cafeteria, bathroom, bus, or extended care
- Disruptive behavior for a substitute teacher
- Inappropriate use of technology

Three detentions may result in a suspension. No additional points will be deducted if suspension is due to three detentions.

A student will receive 20 points off his/her most recent conduct card for each detention issued.

Detentions will be held during lunch or after school.

Suspension (grades 3-8) These serious offenses include, but are not limited to:

- Blatant disrespect, disobedience, dishonesty
- Vulgar language or gestures

Fighting

Vandalism

Possession of tobacco (including vaping paraphernalia, e-cigarettes, & smokeless tobacco), drugs, fireworks, firearms

Possession of objectionable books, magazines, pictures, or videos

Possession of drugs or alcohol

Inappropriate use of technology

Serious offenses will result in suspension of one to three days. Suspensions may be served in school or off campus at the principal's discretion. Before returning to class, a conference must be scheduled between the student, the parents, and the principal. A suspended student is responsible for obtaining and completing any assignments missed during the suspension. If a test is scheduled on a day of suspension, the student accompanied by his or her parent should come to the office in uniform and the test will be administered. Failure to appear for the test will result in a failing grade. The student may not participate in or attend extra-curricular activities on the day(s) of suspension. If a student receives a suspension, he/she may not attend a field trip during the nine weeks in which the suspension has been issued. Three suspensions can result in expulsion. Certain infractions can result in immediate suspension.

A suspension results in twenty points being deducted from the student's nine weeks final conduct grade.

Expulsion

When the school feels that it can no longer work with a student effectively and when it is in the best interest of the student and the school community, removal of the student will result.

SCHOOL APPEALS

The school handbook is the contract between the school and the parent. The following procedure addresses instances in which the school handbook may not have been followed. If a parent believes that policy in the school handbook has not been followed, they may appeal to the Local Appeals Committee (LAC). The school's disciplinary action (academic issues, detention, suspension, expulsion, etc.) will be enforced, even if an appeal is filed. If the school's disciplinary action is reversed or lessened as a result of the appeal process, the student's record will be changed accordingly.

The ascending order of authority of communication is:

- Teacher or school staff member
- Administrator/Principal
- Local Appeals Committee of the School Advisory Board
- Diocesan Appeals Committee of the Diocesan Advisory Board

The pastor will be notified of any appeals brought to the local school appeals committee and may sit in on the appeals process, if desired.

Local Appeals Committee

The Local Appeals Committee is a standing committee of the School Advisory Board. Its members are appointed by the President of the Advisory Board and are comprised of 3-5 current School Advisory Members. The President of the Board will appoint an Executive Officer.

Appeals Procedure

If the parent believes that the school handbook policy was not followed regarding an incident involving his/her child, the parent may submit a Local Appeals Form to the principal. The parents have 30 days following the incident to submit the Local Appeals Form.

The principal will use the Local Appeals Form to write a response within 10 working days about the matter and submit the completed form to the President of the School Advisory Board. She/He will create a Local Appeals Committee and appoint an Executive Officer. All members of the LAC must complete a confidentiality agreement.

The LAC will meet to review the appeal request, hear from all parties involved in the situation, and make a written recommendation to the principal about whether the school handbook policies were followed. The principal will review the LAC recommendation with the pastor. Then, the principal will send a written communication regarding the decision to the parents within 10 working days.

The parent has the option of then sending an appeal to the Diocesan Appeals Committee (DAC) after the local appeals process has been completed. The DAC has the authority to hear cases involving students, but is not obligated to hear cases, unless the school handbook has been violated.

Review of Process for Student Appeals:

1. Parent meets with faculty or staff member.
2. Parent meets with administrator.
3. Parent files appeal with principal.
4. Principal responds in writing to appeal.
5. Principal sends completed form to School Advisory Board President who will send it to Executive Officer of Local Appeal Committee
6. Committee meets (pastor may sit in) and sends recommendation to principal.
7. Principal responds in writing to parent. If parent chooses to file an appeal at the diocesan level, then he/she completes the diocesan appeals form with the Catholic Schools Office (CSO).
8. CSO notifies the principal and gathers paperwork from the local appeals process.
9. The Diocesan Appeals Committee reviews the case and makes a recommendation to the superintendent.
10. Superintendent sends decision to both parties.