

St. Jean Vianney Catholic School
Student and Parent Handbook
2009- 2010

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MISSION

- The mission of St. Jean Vianney Catholic School is to enhance and develop the God-given capabilities and talents of each student according to Catholic principles and sound educational theory.

PHILOSOPHY

- 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 fosters in each child a profound, filial relationship of love with God through prayer and worship.
- The school believes that the goal of education is the preparation of academically qualified citizens committed to the pursuit of learning and to the service of humankind.
- The success of its mission is enhanced and strengthened by the cooperation of students, parents, and staff through a clear understanding and acceptance of policies and procedures flowing from this philosophy.

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.

ENROLLMENT

- St. Jean Vianney School admits qualified students regardless of race, color, sex, or national origin. An application should be submitted to the school office. Applications will be reviewed and prioritized using the following criteria:
 1. Applicants (baptized Catholic) whose parents or legal guardians:
 - Are registered SJV parishioners
 - Are financially supportive of SJV parish by contributing a minimum of \$250 per year
 - Are actively involved in SJV parish ministries
 - Attend Mass regularly
 - A. Siblings of students presently enrolled
 - B. Siblings of alumni
 - C. Non-siblings
 2. Applicants (baptized Catholic) whose parents or legal guardians:
 - Are registered SJV parishioners
 - Are financially supportive of SJV parish, but contribute less than \$250 per year
 - Are actively involved in SJV parish ministries

- Attend Mass regularly
 - A. Siblings of students presently enrolled
 - B. Siblings of alumni
 - C. Non-siblings
3. Applicants (baptized Catholic) whose parents or legal guardians:
 - Are registered SJV parishioners
 - Are financially supportive of SJV parish by contributing a minimum of \$250 per year
 - Attend Mass regularly
 - A. Siblings of students presently enrolled
 - B. Siblings of alumni
 - C. Non-siblings
 4. Applicants (baptized Catholic) whose parents or legal guardians:
 - Are registered SJV parishioners
 - Are actively involved in the ministries of the parish
 - Attend Mass regularly
 - A. Siblings of students presently enrolled
 - B. Siblings of alumni
 - C. Non-siblings
 5. Applicants (baptized Catholic) whose parents or legal guardians:
 - Are registered SJV parishioners
 - Attend Mass regularly
 - A. Siblings of students presently enrolled
 - B. Siblings of alumni
 - C. Non-siblings
 6. Applicants (baptized Catholic) whose parents or legal guardians are registered SJV parishioners.
 - A. Siblings of students presently enrolled
 - B. Siblings of alumni
 - C. Non-siblings
 7. Applicants (baptized Catholic) whose parents or legal guardians are not registered SJV parishioners, but are verified parishioners of other Catholic churches.
 - A. Siblings of students presently enrolled
 - B. Siblings of alumni
 - C. Non-siblings
 8. Applicants (baptized Catholic) who have at least 1 parent or legal guardian who is Catholic, but who is not registered in a Catholic church parish.
 - A. Siblings of students presently enrolled
 - B. Siblings of alumni
 - C. Non-siblings
 9. Applicants (baptized Catholic) whose parents or legal guardians are not Catholic.

- A. Siblings of students presently enrolled
 - B. Siblings of alumni
 - C. Non-siblings
10. Applicants (not baptized Catholic) whose parents or legal guardians are Catholic.
 - A. Siblings of students presently enrolled
 - B. Siblings of alumni
 - C. Non-siblings
11. Applicants (not baptized Catholic) whose parents or legal guardians are non-Catholic.
 - A. Siblings of students presently enrolled
 - B. Siblings of alumni
 - C. Non-siblings

ADMISSIONS

Kindergarten

- A child entering kindergarten must be five years old on or before September 30. Kindergarten is a FULL day program. The following certificates must be presented at the time of application:

1. Birth certificate (official, not hospital record of birth)
2. Baptismal certificate
3. Immunization records (original)

Grade 1

A child entering first grade must be six years of age on or before September 30. The same certificates required for entry into kindergarten are required for entry into first grade. Because kindergarten is mandatory before entering first grade, the child's report card from kindergarten must also be presented.

Priority of entrance into first grade will be given to those students who have completed St. Jean Vianney kindergarten. If there is additional space, the previously mentioned priorities will apply.

Grades 2-8

- The following certificates must be presented at the time of application:
 1. Official birth certificate
 2. Baptismal certificate and other sacramental certificates (First Reconciliation, First Eucharist)
 3. Immunization records (original)
 4. Current report card (official transcript will be required from previous school)
 5. Standardized test scores

HEALTH RECORDS

- All students must have their immunization records up-to-date and on file in the school office.
- A nurse will check the students' files during the first weeks of school. Parents will be notified if we do not have the proper records for students.
- Failure to obtain health records will result in withdrawing your child's name from our school roster.
- School health records are state mandated, and we must take this requirement seriously.

MEDICATION

- **A parent must bring all medications to the office.**
- Students may not be in possession of medication at any time on campus. This includes on his/her person, in his/her book sack, locker, desk, etc.
- This rule applies to both prescription drugs and over the counter medications. The school nurse will dispense prescription drugs when verified by a doctor and the parent.
- Non-prescription medications will be dispensed by the school nurse **only** with completion of our medication form.

TRANSFERS

- When a child transfers to another school, parents should notify the Principal and the homeroom teacher at least a week in advance of the transfer.
- All textbooks, including library books, should be returned to the teacher.
- All outstanding tuition and lunch payments should be cleared with the school office.
- Upon request from the new school, the records are forwarded along with test scores provided the parent has signed a release form and all debts are clear with the school.

TUITION AND FEES

- Tuition rates and fees for St. Jean Vianney School are established annually by the administration in consultation with the Pastor, School Finance Committee and with the approval of the Board of Education.
- Parents have the option of paying the tuition in full by the date announced at registration (usually the beginning of May) or by obtaining a loan through First Bank and Trust.
- Loans must be secured and/or payment must be received by said date or a **late fee will be assessed**.
- The first loan payment is due on July 1st. It is crucial that families cooperate with the timely payment of tuition and fees to enable the school to meet its obligations.
- **Any loan that is past due on the first day of school will result in a forfeiture of enrollment.** All tuition loan payments of presently enrolled

students must be paid by April 30th. Any outstanding tuition payments will prohibit the student's future attendance at St. Jean Vianney School.

- The registration fee is due at the time of registration and confirms your child's place. Late registration will accrue a late fee. The registration fee is non-refundable. Registration for children who are currently attending St. Jean Vianney School is usually taken during early spring. It consists of completion and submission of a registration packet, which is sent home to parents.
- If it becomes necessary that a student withdraws, the reimbursement schedule is as follows:

○ Before July 31 st	100%
○ August 1 st -September 1 st	75%
○ September 1 st -December 31 st	50%
○ After January 1 st	0%
- Other fees include:
 - Mandatory membership in the Home & School Association. Home and School dues are a "family fee" and are included in the registration fee.
 - Families are to earn 15 hours through the St. Jean Vianney Parent Enrichment Program (PEP). These hours are to be completed by February 1st. A fee of \$10 per hour will be assessed for any outstanding hours.
 - An 8th grade closing ceremony fee is also assessed to our 8th grade families.
 - Athletic fees are assessed for participating students

TUITION LOAN POLICY

- St. Jean Vianney School, in partnership with First Bank and Trust, provides affordable tuition loans to qualifying families. It is not necessary that you borrow from First Bank and Trust. You may borrow from any available source.
- Notes are payable in ten (10) monthly installments beginning on July 1st and continuing through April. Monthly statements are sent.
- First Bank and Trust will inform the school of those who fall behind in loan payments. Failure to fulfill your loan payment commitment will immediately jeopardize your child's present enrollment in St. Jean Vianney School. **Please contact the Principal if circumstances prevent you from keeping the loan payments current.** It is best if we work together with First Bank and Trust before your loan becomes delinquent.
- St. Jean Vianney School considers any account thirty days or more past due delinquent. **Families with delinquent loans at the time of registration will not be allowed to register their student(s) for the coming school year.** Delinquent accounts will be refused future loans with First Bank and Trust.
- First Bank and Trust will not act as a collection agent on delinquent accounts. Loans delinquent for 60 days will be charged back to St. Jean Vianney School for collection, and a statement will be issued to the borrower with a zero balance. St. Jean Vianney School will collect

the balance of the loan by contacting the borrower to arrange payment. **At this time, an additional \$200 fee will be assessed.** All future tuition payments will be on a **cash basis only**; a First Bank and Trust loan will **not** be approved.

- **Delinquent accounts will be reviewed on a quarterly basis and referred to the Pastor and School Finance Committee.** St. Jean Vianney School reserves the right to assess late fees, require pre-paid tuition, or refuse attendance on delinquent and charged back accounts.

NSF CHECKS

- St. Jean Vianney School is charged a bank fee for checks returned to the school for insufficient funds. The amount of the bank fee and the face value of the check must be paid **in cash** 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 in cash for the remainder of the school year.

END OF YEAR BALANCES

- Any balances outstanding at the end of the year, including but not limited to athletic uniforms, lost/damaged book charges and delinquent lunch payments, will jeopardize future admittance and/or services to the student.
- Any eighth grade student with outstanding balances will not be allowed to participate in the closing ceremony.

ABSENCES

- Parents should call the school office if you see that your child is ill and will not attend school.
- Parents may call at any time and leave a message on the school's answering machine.
- **All original doctors' excuses must be presented on the day that the child returns to school.**
- If requested before 9:00 A.M., books and assignments for absent students can be picked up in the school office between 3:30 and 4:00 P.M.
- If any student is absent for an extended period of time (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. An absence will be considered excused if it is accompanied with a doctor's note.**

ELEMENTARY AND MIDDLE SCHOOL STUDENTS ARE ALLOWED ONLY 20 UNEXCUSED ABSENCES PER YEAR. (Louisiana R.S. 17:221)

- **A student missing more than twenty days is in danger of failing and a parent conference is mandatory.** If the student is to be absent

from school for an extended length of time, parents should contact the administration for assistance in obtaining assignments.

- **Parents are strongly discouraged from removing children from school for any reason (e.g. trips, appointments, etc.) other than out of necessity (illness or emergency).** Periods of absence from school will result in the student being required to make up the deficiency in his/her work. It is the obligation of the student to make arrangements with the teacher for make-up tests and missed work on his/her return to school.
- For each day of absence, the student will be given one day to make up work/tests.
- **If a student is absent the day of a test, but was present when all of the material was covered and reviewed, the student will take the test immediately upon his or her return.**
- A student who is absent from school may not participate in a school activity, athletic event or practice on the day of his/her absence. Exception would be only with the permission of the Principal.

TARDINESS

- Prompt arrival at school is expected of all students.
- School begins at 8:12 A.M. Any student who arrives at school after 8:15 A.M. is considered tardy.
- The student must go to the office to receive an admit slip.
- **A day of absence will be accrued on the student's record after every fourth tardy.**
- In order to receive an excused tardy, the student must present a doctor's excuse.
- Excuses for tardies will be handled in the same manner as excused absences. Both excused and unexcused tardies can accumulate to become an absence.
- Students arriving two hours or more late will be recorded as having missed a half-day of school.

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.
- **In the event that a request for early dismissal cannot be avoided, such request should not be made for a dismissal time of later than 3:00 P.M.**
- Early dismissals will be recorded and marked on the report card. **A day of absence will be accrued on the student's record after every fourth non-returning check out.**
- Students missing two or more hours of school, on any given day, will be recorded as having missed a half day of school.

MORNING ARRIVAL PROCEDURE

- School begins at 8:12 A. M.

- Morning drop off begins at 7:55 A.M. Faculty begins duty at this time, the carpool gate is opened and buses are able to unload.
- Students must be dropped off between 7:55 and 8:12 A.M. unless enrolled in extended care or scheduled for a school-sponsored activity
- In the morning, students come to school by bus or carpool.
- **Students may not be dropped off at any other location on campus.** Parents are asked not to park and walk their students to the parish hall in the morning.
- For safety purposes, in the carpool line, students are asked to exit their cars **on the driver's side** and walk to the parish hall.
- **There must be a faculty member on duty before a child is dropped off. Those students in extra-curricular activity such as band, choir, etc. must be escorted to the meeting area where a supervising adult is present to receive them.**

AFTERNOON DISMISSAL

Carpool:

- **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.
- Only school issued tags will be accepted.
- Persons not familiar to school personnel will be asked to show identification.
- If someone other than the usual driver is picking up, a note should be sent to the office in the morning.
- The school reserves the right to deny release of the child without clearance from a parent or legal guardian.
- Carpool parents must pick up students between the 3:30 P.M. dismissal time and the end of carpool.
- Carpool is usually finished before 4:00 P.M. Students remaining will be brought to the office.
- **After 4:00 P.M., parents will be required to register the student in the Extended Care Program.**

Walker:

- Sometime after the first week of classes, the school will begin using a walker dismissal.
- Parents may choose to pick-up their children by parking in the west lot and walking to the field next to Fr. Engels Hall.
- Parents will hold up their sign and their child's name will be called.
- When the student hears his/her name, he/she may leave the side walk area.
- Students will not be allowed to leave with adults who do not have their carpool identification tag.

Bus:

- East Baton Rouge Parish provides transportation to and from school.
- Students will load the buses in front of Fr. Engels Hall.

- **Before a student goes home with another student on the bus, a permission slip 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.**

USE OF SCHOOL GROUNDS

- **Students are never to be on school grounds unsupervised.**
- Supervision begins at 7:55 A.M. on school days.
- Parents needing to drop students off before 7:55 A.M. should register with the Extended Care Program.
- **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 activity, the parish office must be contacted to reserve a meeting space and obtain a key.**

VISITORS

- All parents and other visitors are required to report to the office upon arriving at school.
- Parents are not to visit teachers, classrooms, or cafeteria without reporting to the office first.
- Visitor passes must be worn while on campus.

EMERGENCY CLOSINGS

- St. Jean Vianney School will follow the same directive in regard to inclement weather as East Baton Rouge Public Schools. Therefore, adhere to announcements made via radio or TV.
- In case of early dismissal due to emergencies, parents or authorized persons are requested to come to the office. Students will be called to the office via the intercom.

APPOINTMENTS

- Parents are urged to contact their child's teacher whenever any serious concerns arise.
- Conferences should never be attempted during school hours or recreation periods. To assure sufficient time, please schedule appointments with the teacher.
- **You may e-mail your child's teacher by accessing our web-site at www.stjeanvianneyschool.org.**
- You may call the school office or submit a note stating the nature of your concern to make an appointment. The teacher will respond as soon as possible.
- Please do not call teachers at their homes.
- Appointments with the Principal may be made through the school office either by note or telephone.

MESSAGES

- Only messages of **vital importance** will be relayed to the students during class hours.
- Students will not be allowed to use the telephone during the school day except in an emergency.
- If, through urgent necessity, a parent comes personally to school to deliver a message, the parent is to deliver the message through the school office.
- **Students are not allowed to use the telephone for such things as forgotten books, homework, or other supplies left at home.**
- Students involved in after-school activities should make arrangements for pick up before arriving at school.

SCHOOL LUNCH PROGRAM

- Students are given the opportunity to participate in the school lunch program.
- Families are encouraged to apply for reduced lunch prices or free lunch if their income is such that they can qualify. Forms are sent home at the beginning of the school year. These applications are also available at the office anytime during the school year. Applications should be returned to the Assistant Principal. All applications are kept confidential.
- The Diocesan Food Service Office sets the lunch fee.
- The lunch fee is paid in advance either on-line www.schoolfiles.com or by check made payable to Most Blessed Sacrament School and is due on the **first of each month**.
- Children who have no money in their account cannot be served.
- Each child is allowed the choice of eating a hot lunch or bringing lunch from home.
- Fast food and take-out from restaurants are not allowed inside the cafeteria.
- Parents are invited to have lunch with their child(ren).
- Any parent who would like to order a school lunch should call the school office by 9:00 to put in their order.
- A parent may bring a lunch from home, but should refrain from bringing in restaurant food.

Bag Lunch

- Students choosing to bring their own lunch may purchase milk from the cafeteria.
- No canned, bottled, or carbonated drinks are allowed. Bottled water is allowed in bagged lunches.
- **Lunch must be sent with the student in the morning.**
- Students may not share items from their bag lunch.
- Students who forget their lunch will be given a school lunch and billed at the end of the month.
- Please do not bring forgotten lunches to school.
- **Restaurant or fast food lunches are not allowed.**

INSURANCE

- All students in Catholic schools in the Diocese of Baton Rouge are covered under a blanket diocesan accident policy. The school pays the premium.

ASBESTOS REPORT

- In compliance with the Asbestos Hazard Emergency Response Act of 1986, Operational Technologies of Baton Rouge re-inspects St. Jean Vianney School every three years. A copy of this report is located in the Principal's office and can be viewed upon request.

DRUGS

- Anyone on school premises, bus, or at school functions who appears to be under the influence of drugs or alcohol, or anyone having possession of drugs, alcohol, drug paraphernalia and/or tobacco products will be detained by proper authority to determine appropriate disciplinary action.
- A thorough investigation will take place, the results of which may require the student to enroll in a substance rehabilitation program, and/or be expelled.

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. A thorough investigation will take place, the results of which may require the student to be expelled.
- Possession and/or use of firecrackers and other fireworks will be dealt with similarly.

ITEMS FROM HOME

- Students are not to bring inappropriate items to school.
- The list includes, but is not limited to, the following: toys, cards, games, candy (which is not a part of their lunch), electronic devices, (such as cellular phones, beepers, radios, CD's, CD players, I Pods, etc.).
- **Items found will be confiscated.**
- **The first time an item is confiscated, a parent must come to the office to collect it. A disciplinary action will be taken.**
- **The second time an item is confiscated; the item will be kept until the end of the school year.**
- 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 presented off campus.**

SEARCH AND SEIZURE

- The school /parish are 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, shall be conducted by no less than two school officials (at least one the same gender as the student when possible).

VIOLENCE/THREATS OF VIOLENCE

- Any violence or threats of violence will be taken seriously, and will be handled with appropriate action.

PARENT/TEACHER COMMUNICATIONS

- Communication by e-mail is the most efficient way to contact faculty members.
- It is essential that parents read and promptly return all correspondence requested by school and/or teacher. All messages to faculty and staff members are to be sent to school in a sealed envelope.
- In grades kindergarten through five, graded work will be sent home on Tuesdays and must be signed by a parent and returned on Thursday.
- In grades six through eight, test papers can be sent home when requested by a parent.
- Please send a note to the teacher if you need more time to review the work with your student.

UNIFORM REGULATIONS

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

GIRLS

- **Jumper (grades K-2; grade 3 optional)**
 - Plaid jumper length is not to be more than **two** inches above the knee at any time during the school year.
 - 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 at any time during the school year.
 - Shorts (any color) should be worn under skirt
- **Skort**
 - Plaid skort length is not to be more than **two** inches above the knee at any time during the school year.
 - Shorts are to be worn under the jumper.
- **Shorts**
 - Plaid shorts length is not to be more than **two** inches above the knee at any time during the school year.
- **Pants**
 - Navy blue pants should be navy blue, pleated, and poly-cotton

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
- A white, banded shirt and oxford shirt are available to wear with shorts, skirt, pants or skort.
- If an undershirt is worn, it may not have a logo.

Tights

- Solid navy or white tights are permitted.
- White socks must be worn over the tights.

Bows and Headbands

- Navy blue, red, white or combinations of only these three colors are permitted.
- Scarf headbands (fabric headbands with material that ties in the back) are not permitted.

BOYS

Pants

- Navy blue pants should be navy blue, pleated, and poly-cotton
- Belts must be visible

Shorts

- Navy blue shorts should be pleated and poly-cotton

Shirts

- Light blue knit or button-down white oxford with school emblem
- Undershirts with no logo may be worn.
- **Shirts must be tucked in at all times.**

Hairstyles

- Boys' hair is to be worn in a traditional cut; above the collar, to the top of the eyebrows, and over the tops of the ears.

ALL STUDENTS

Socks

- Plain white crew or ankle socks.
- Tennis socks are not permitted.
- Anklebones must be covered.

Shoes

- Tennis shoes or leather shoes are permitted

- Shoes must be predominantly: navy blue, black, brown, white or gray in color
- Shoestrings are to match the predominate color of the shoe.
- Backless shoes may not be worn
- **Belt**
 - Navy blue or brown braided, leather or elastic with magnetic clasps are permitted.
- **Sweat shirts and sweat pants**
 - Must be the official school sweat shirts and sweat pants purchased through school uniform outfitters.
 - Official school warm-ups may be worn between November 1st and March 31st.
 - **Warm-ups 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

- On cool days, sweatshirts, navy blue nylon jackets, fleece pullover, or letterman jackets can be worn in the classroom. Heavy outer coats or jackets may be any color, but must be removed when indoors. A navy blue, ¾ zip fleece pullover is available for middle school students.
- The official school letterman jacket is navy blue with white ribbed cuffs.
- **All girls are permitted to wear small silver or gold post earrings.**
- **All students are permitted to wear a medal or cross and chain.**
- Watches may be worn.
- **Make-up is not allowed.** Only clear fingernail polish (and not French manicures) will be permitted.
- **Hair is not to be hi-lighted or dyed.**
- All books, lunch boxes, school bags, and clothing should be marked with the **child's name**, not initials.

PE UNIFORM

- 6th-8th graders will change into an uniform for PE
- Red mesh or jersey knit SJV shorts (logo optional) and a SJV PE shirt should be worn for each PE class.

DRESS UNIFORM

- Boys
 - Long uniform pants with knit shirt or oxford shirt
- Girls (grades K-2; grade 3 optional)
 - Jumper with or without Peter Pan collar blouse
- Girls (grades 4-8; grade 3 optional)
 - Skirt with knit shirt or oxford shirt

SPIRIT DAY DRESS

- St. Jean Vianney Spirit Shirt is worn instead of knit or oxford shirt. The remainder of the uniform is unchanged.

ALTERNATE DRESS

- Students may wear:
 - school shorts
 - jeans
 - khaki pants
 - Capri pants (girls).
 - alternative shirts or tee-shirts
- Students may not wear:
 - low-rise jeans
 - **shorts** (exceptions can be made; parents will be notified of any special days when shorts are permitted)
 - tank tops
 - halter-tops
 - short skirts
 - **baseball caps**
 - hats
 - backless shoes
 - torn clothing
 - bare midriff-style shirts
 - inappropriate wording or images
- **The school policy regarding jewelry and make-up still apply.**
- **Wearing of inappropriate clothing may result in disciplinary action.**
- The administration and faculty reserve the right to determine any inappropriate dress or hairstyle.

RELIGIOUS EDUCATION

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

FIELD TRIPS

- All teachers are encouraged to plan and supervise students on educational field trips.
- Field trips are considered privileges and students can be denied participation if they fail to meet academic or behavioral requirements.
- **Students who fail to submit a proper permission form 24 hours in advance will not be allowed to participate in the field trip.**
- Telephone calls will not be accepted in lieu of proper forms.

HOME ASSIGNMENTS

- Homework is a necessary part of your child's education. The amount depends upon the child's progress at school. Homework is assigned as purposeful learning, usually intensifying work already presented in school. It is important to keep in mind that written work is not the only kind of homework.

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.
- 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 grades six through eight, the final grade is determined by averaging the semester grades.

GRADE	PERCENT GRADING SCALE	QUALITY POINTS
A	94 - 100	4
B	86 - 93	3
C	78 - 85	2
D	70 - 77	1
F	69 and below	0

- At an interim of four-and-one-half weeks, a progress report will be sent home for those students with a C, D, or F average in subjects.

REPORT CARDS & CONFERENCES

- Report cards are issued following the completion of each nine-week grading period.
- The report card envelope should be signed by parent(s) and returned no later than two days after report is issued.
- Consequences will be given if it is not returned within this time frame.
- Parent-teacher conferences are scheduled following the completion of the first and second nine-week grading periods.
- 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.

ACCOMMODATIONS

- 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 formal diagnosis or educational evaluation on file with the guidance counselor from a qualified professional.**
- Major adjustments, including those that require additional costs, are considered beyond the school's ability and cannot be incorporated.

HONORS

- **Academic Awards**

- **Principal's List:** Each nine weeks the Principal's List is comprised of students in grades 3-8 who maintain straight As (all subjects and conduct).
- **Honor Roll:** Each nine weeks the Honor Roll is comprised of students in grades 3-8 who maintain As or As and Bs (all subjects and conduct).

- **Accelerated Reader Awards** are given to the students in each reading class who earn the most Accelerated Reader points for the year.
- **Woodman of the World Award** is presented at the end of the year to the seventh grader with the highest American History average.
- **Outstanding Student Awards** are presented at graduation to the eighth grade students who have earned the highest grade point average in each subject.
- **Danny Maranto Sportsmanship Award** is given to a graduating male and female athlete who consistently exhibit team leadership, a positive attitude, cooperation, and exceptional sportsmanship.
- **Holy Trinity Award** is a non-annual award is given to graduating eighth graders who have consistently exhibited excellence during the three years of middle school in the areas of Catholicity, academics, service to the school and community, love of God and their fellow man, generosity, dignity, and compassion.
- **Conduct Awards** are given by administrators and faculty to recognize students in grades kindergarten through eight who conduct themselves in an exemplary manner at all times. The Conduct Award will be given to students who earn an A in conduct from all teachers for the whole year.
- **St. Jean Vianney Award** is given each nine-week grading period to a maximum of two students from each grade level. This award will be presented to students who best exemplify the behavior for which a student from St. Jean Vianney School should strive to model (i.e., respectful, courteous, conscientious, responsible, and sensitive to the needs of others).

STANDARDIZED TESTING

- Each spring students in grades first through eighth participate in the diocesan standardized testing program.

PROMOTION AND RETENTION

Kindergarten

Each child's academic, physical, social and emotional development is assessed to determine promotion to first 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 principal. (Diocesan School Administrative Manual, 6.2.1.3)

Grades 1-3

- A student must have a final grade of 70% D in order to pass a subject.
- A student is promoted "conditionally" when one major subject is failed.
- Major subjects include: religion, reading, math, and language arts.
- A provision must be made by the parent to remove this condition through an approved summer school program or prescribed tutoring determined in conjunction with the school administration.
- Confirmation of these 40 hours of instruction must be given to the school administration by the first week in August in order for the student to be promoted to the next grade.
- A student failing in two major subjects will not be promoted.

Grades 4-8

- Major subjects include: religion, reading/literature, math, science, social studies and English.
- In addition to the requirements for younger grades, a 4th-8th grader must also meet all of the below requirements in order to pass a subject:
 - Obtain a 70% D or above final average for a given subject
 - Earn a minimum of **4** quality points in a subject with **at least 2 quality points being earned within the second semester.** Quality points are determined as: A= 4 points, B= 3 points, C= 2 points, D= 1 point, F= 0 points
 - In 6th-8th grade, a student is additionally required to earn a minimum of a 70% D in at least one of the following areas:
 - 4th nine week's grade or
 - Final exam

- A student failing one subject will be "conditionally" promoted; a student failing two subjects will not be promoted.

TEXTBOOKS

- Textbooks should be kept free of pencil or ink marks.
- **If a book is lost or damaged, the student will be expected to pay for the replacement which will be the full and current price of the book.**
- All books should be covered at all times. Failure to comply may result in a referral.
- The student's name should be written on the cover of all books.

LIBRARY POLICY

- Each class is scheduled to visit once a week but students are able to check out as many books as they need to get through the week.
- Books may be renewed during the library class period.
- The library is computerized with a networked catalog which the students can access from any computer in the school.
- A replacement fee will be charged for any lost book not returned by the end of the school year.
- The fee will be refunded if the book is found and returned to the library.
- If a book is damaged beyond repair, the replacement fee will be charged.
- If a student wants to check out a book that is in poor condition, he should show the book to the librarian so the book can be repaired if possible before being checked out.

COMPUTER AND INTERNET USE

- 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 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 policy is subject to disciplinary action, including expulsion, in situations in which laws have been violated, civil authorities may be notified.
- St. Jean Vianney School is equipped with a computer lab as well as computers in all classrooms, offices, and the library. Internet service is available throughout the school for the purpose of research, resource sharing, and communication. With access to computers and people all over the world comes the availability of materials that may not be

12. Use technology appropriately

- Students will be notified of additional rules as the need arises.
- Children identified with special needs will be required to follow the same rules of conduct as other students.
- As stated above, students are to respect others. They are expected to act in a courteous manner toward students and adults.
- Harassment of others, by verbal comments, gestures, written notes either hand written or computer generated, or physical contact, is unacceptable and will result in disciplinary consequences.
- **Harassment of any type including verbal, written, physical or technological should be reported.**
- A student must conduct himself/herself off campus at all times during the calendar year in a manner consistent with the philosophy, policies, and goals of St. Jean Vianney School as set forth in its Student and Parent Handbook. Consequences will be administered at the discretion of the school administration.
- The following grading scale will be used for conduct:
 - 94 - 100 A
 - 86 - 93 B
 - 78 - 85 C
 - 70 - 77 D
 - 69 and below F
- A conduct card system is used in grades 2-8 with daily conduct communication occurring in grades kindergarten-1.
- Good behavior results in the ability of students to participate fully in field trips, extra-curricular activities and other special events.

Positive Consequences

- **Gator Tickets (all grades)**
 - When a staff or faculty member spots a child performing a random act of kindness, the teacher is able to give the student a Gator Ticket.
 - Each month a drawing is held where a name is pulled from each homeroom fishbowl of Gator Tickets.
 - Those students are rewarded with a prize and their names are published in the weekly newsletter.
- **Conduct Ribbons (all grades)**
 - At each Awards Ceremony a ribbon will be given to each student who has earned an A in conduct.
- **Tee-Shirts and Other Recognition (all grades)**
 - Students who have received all As in conduct for the year may receive a tee-shirt or other recognition at the end of the year.

Negative Consequences

- **Conduct Referral (grades 3-8)**
 - Infractions of school-wide rules and/or classroom rules will result in a Conduct Referral issued by the teacher.
 - **The third Conduct Referral will result in a Detention Notice.**
 - The referral process starts over each nine-week period.
 - A student will receive five points off his/her final nine week's conduct grade for each referral issued.
 - Students in grades K-2 can receive a Behavior Report.
 - This necessitates a **mandatory** parent-teacher conference to determine appropriate behavior modifying consequences in lieu of attending after-school detention.
 - A Detention Notice is a serious matter and should be taken seriously by parents and students. It means that a child has disobeyed the regulations of the school or of teacher/school personnel.
 - Teachers or the Principal will issue a Behavior Report (K-2) or Detention Notice (3-8) for inappropriate behavior in the classroom, library, bathroom, lunchroom, in church, on the playground, at assembly, at school-sponsored activities on and off campus, in the bus or car-pool lines, and during Extended Care.
 - **Some major infractions of school rules that can result in a Behavior Report or Detention Notice include, but are not limited to:**
 - Disrespect to persons in authority
 - Willful disobedience
 - Harassing, demeaning or teasing other students
 - Inappropriate physical behavior, such as pushing, shoving, spitting on, or biting another student
 - Use of inappropriate language or gestures
 - Dishonesty, such as stealing, cheating, forgery, lying
 - Defacing school property
 - Inappropriate behavior in church, cafeteria, bathroom, bus, Extended Care
 - Inappropriate use of the Internet, e-mail or other messaging system
 - Three Conduct Referrals
 - Failure to complete referral consequences, including a parent's signature on referral forms.
 - On the day that a Behavior Report or Detention Notice is sent home, the teacher or administrator may assign age-appropriate, infraction-specific written work that should be completed and returned with the signed notice the next school day.
 - Students who receive one Detention Notice in a one week period will serve **30 minutes** in after-school detention and those receiving two

Detention Notices during a one week period will serve **60 minutes** in after-school detention.

- Any student that does not return his/her Detention Notice will double his/her detention time.
- After-school detention will begin at 3:40 P.M. Parents are responsible for arranging transportation promptly at the designated dismissal time.
- Parents who do not pick up their child on time will be required to register at Extended Care for the remainder of the year. For the safety of the student, parents are asked to pick up their child at the classroom where detention is being held.
- A **mandatory** conference will be held for **each** Detention Notice.
- **Three Detention Notices will result in a suspension of one to three days depending on the severity of the infraction.**
- Failure to report to the assigned detention without authorization from the administration will result in suspension.
- The detention process will start over each semester.
- If a student does something severe enough to warrant an instant detention, then the teacher will deduct ten points from the final nine weeks conduct grade.

Suspension

- Certain infractions can result in immediate suspension. These serious offenses include, but are not limited to:
 1. Blatant disrespect, disobedience, dishonesty
 2. Vulgar language or gestures
 3. Fighting
 4. Threats or harassment
 5. Vandalism
 6. Possession of tobacco
 7. Possession of objectionable books, magazines, tapes, pictures, videos, floppy disks, CD's
 8. Three Detentions
 9. Inappropriate use of the Internet, e-mail or other messaging system
- Serious offenses will result in suspension of one to three days. Before returning to class, a conference must be scheduled between the student, the parents and the Principal.
- An immediate suspension will result in twenty points being deducted from the student's final nine weeks conduct grade.
- If a suspension is accumulated by the student earning three detentions, then fifteen points will be deducted from the student's final nine weeks conduct grade.
- A suspended student is responsible for obtaining and completing any assignments missed during the suspension.
- Students who do not make up the work will receive a failing grade.
- If a test is scheduled on a day of suspension, the student accompanied by his or her parent should come to the office in full 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.**
- Suspensions are cumulative throughout the school year.
- After one suspension, an Individual Discipline Plan may be developed by the Principal to ensure that school personnel and parents are working with the student in a consistent way to modify inappropriate behaviors.
- Although an IDP may focus on specific behaviors, it does not exempt the student from following all school and classroom rules. A student who receives two suspensions will be placed on Disciplinary Probation.
- Three suspensions can result in expulsion.

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.
- Severe offenses including, but not limited to, possession of weapons, possession of drugs, police arrest or three suspensions will result in immediate expulsion.

PROCEDURE FOR A SCHOOL APPEAL

- Given the human condition, conflicts may arise which need to be dealt with in a Christian manner. Sometimes one or more parties in a conflict do not feel that the situation has been resolved satisfactorily.
- With this in mind, the St. Jean Vianney Board of Education has adopted a procedure for a school appeal. The plan is designed to give parents a vehicle to voice serious issues that have not been resolved on an administrative level.

Nature of the Committee

- The School Appeal Committee is a standing committee of the Board of Education. Its members are appointed by the President of the Board, with the stipulation that the majority of members of this committee be members of the board. The committee is composed of 3-5 members who serve one-year terms. The President of the Board will appoint an Executive Officer.
- The decision of the Committee may be appealed to the Pastor of St. Jean Vianney.

Types of Cases That the Committee Will Hear

- Alleged violations of policy
- Severe situations, such as a student's expulsion and/or lengthy suspension

Condition

- An attempt must have been made to solve the problem at the administrative level before requesting a hearing of the committee.

Request for a Hearing

- If the administrative review does not resolve the issue, a written request must be made to the Executive Officer of the Committee. This written request is to be made within ten days after the decision/notification of the administrative review.
- The written request for a hearing will be on a form supplied for this purpose by the Executive Officer. Any documentation in support of the appeal is to be included with this form.
- The Executive Officer will distribute the written request to committee members to determine if the request meets conditions necessary for review.

Hearing

- If a hearing is granted, both sides will be allowed to address the Committee. Both parties will have an opportunity for rebuttal and limited closing statements.
- Following the hearing the Committee will hold a private conference to make a decision. The Executive Officer will communicate the decision to all concerned parties.
- Any party wishing to appeal the decision of the Committee has ten (10) days from the time of decision notification in which to make a written appeal to the Pastor.

SCHOOL'S AND/OR 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.