ST. ALOYSIUS CATHOLIC SCHOOL

Parent/Student Handbook

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St. Aloysius Catholic School is an Equal Opportunity Employer.

St. Aloysius 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 at its school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

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PARENT COOPERATION STATEMENT

The administration, faculty, and staff of St. Aloysius Catholic School (SAS) recognize and respect the uniqueness of each child and family who attend SAS. **The key to a successful educational experience for all stakeholders is grounded in and built on a healthy partnership between a student's home and school.**

Recognizing that our parents/guardians "are the natural and irreplaceable agents of education in their children" (*The Religious Dimension of Education in a Catholic School, Vatican Document*), each member of SAS' administration, faculty, and staff extends respect to and deserves respect from the students and families who make up our SAS community. **In rare cases when this partnership is irretrievably broken and after careful review by both the Pastor and the Principal, SAS reserves the right to require the parent/guardian to withdraw their child from SAS. This drastic action is undertaken only after other attempts at conflict resolution are unsuccessful.** Examples warranting such extreme action include, but are not limited to:

- Any demand for a different teacher, the termination of a teacher, or any attempt to organize parents to demand an administrator, faculty, and/or staff be removed.
- With the support of the Pastor, the Principal's decision about a child's academic placement is the standing policy of SAS. If a parent continues to contest the original decision in an aggressive or threatening manner, the partnership is considered broken.
- The refusal to produce test results or to accept SAS' decisions concerning whether SAS can meet the needs of a child with learning differences.
- Refusal to follow an SAS policy, which the parent agreed to follow through the signing of the Parent/Student Handbook Agreement Form.

MISSION AND PHILOSOPHY

MISSION

SAS' mission is to educate the whole child in the Catholic tradition for a life of meaning and purpose.

PHILOSOPHY

SAS' primary purpose is to help each child achieve his/her maximum potential in spiritual, intellectual, social, artistic, and physical development. SAS focuses on providing a Catholic Christian community atmosphere of faith and love. Students are afforded opportunities to experience the presence of God in their lives, to strengthen their personal faith through worship experiences, and to develop moral and social conscience through service to others while growing in a sense of tolerance and understanding. To attain these goals, SAS places major emphasis on the fact that each child is an individual with specific needs, interests, and abilities. In recognition of these individual differences, SAS provides a wide range of learning experiences to develop the positive aspects of each child's character.

ENROLLMENT AT SAS

ADMISSION/ENROLLMENT

Established in 1956, SAS offers classes for K-8th grade. SAS is staffed by dedicated lay persons, in the tradition of the Daughters of Jesus who served this Parish from 1957-2002.

SAS, a ministry of St. Aloysius Parish, shares in the educational mission of our Parish. SAS seeks to assist families in their role of passing on the faith by providing religious education, spiritual formation, and a Christian learning environment for the children of our Parish.
St. Aloysius Parish families who are identifiably participating and active in the practice of their faith in all phases of Parish stewardship: Prayer, Offering, and Ministry receive first priority for admission to SAS and

qualify for the in-parish tuition rate established by SAS. Stewardship of Prayer includes regularly participating in the faith community of St. Aloysius Parish through prayer and worship, including Sunday and Holy Day Masses. Stewardship of Offering includes regularly, consistently, and identifiably contributing to the Parish using the stewardship envelopes, automatic bank draft, or bank-by-email, according to financial ability. Stewardship of Ministry includes active and identifiable involvement and participation in ministry through works of service in the Parish, home, and community.

All new students will be given a probationary trial period of up to one year in which to prove himself/herself both socially and academically. If during this trial period SAS feels that it is not a good fit, SAS may ask the student to withdraw. SAS' recommendations and decisions are final.

SAS is limited in its human capital resources and makes reasonable accommodations for learning differences when possible. SAS cannot accommodate students who have extraordinary learning differences. If after admission, a student's educational and/or behavioral needs exceed what would be considered reasonable, the student may be asked to withdraw so that the student's educational and/or behavioral needs may be fully met in another educational setting. If the decision is made for the student to withdraw, tuition will be reimbursed as outlined in the withdrawal policy.

Non-Catholic students whose parents accept the philosophy of SAS will be accepted on a space available basis. Non- Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition. Non-Catholic students are assessed the out-of-parish tuition rate established by SAS.

For students with disabilities or those who elect to register in a Catholic school for any reason (such as having been enrolled in an under-performing public school or having a change in residence) and for students who have an IEP or 504 plan from a public, private, or parochial school, parents must acknowledge that the IEP or other services the student received in public, private, or parochial schools do not transfer automatically with the student. Because the student is a parentally placed student, FAPE (free, appropriate public education) no longer applies. The student may receive some IDEA services as determined in the IDEA consultation process, but that is not guaranteed.

KINDERGARTEN ENTRANCE REQUIREMENTS

K: A child must be five years old on or before September 30 of the year entering K. SAS reserves the right to contact and obtain a recommendation from the child's previous caregiver/childcare center. Possible screening will take place based on recommendations from previous childcare and/or based on child's age to ensure proper placement and to reduce the possibility of retention. All students entering K must be potty-trained (the child must be able to ask when he/she needs to use the restroom, must be able to undress, clean themselves, and dress again without assistance). A child needing pull-ups is not completely trained and, therefore, is not ready for K at SAS.

CRITERIA FOR ACCEPTANCE

Students are accepted to SAS based on space availability and the following prioritized criteria for K-8:

1. Children (baptized Catholics) whose parents are registered active parishioners* of St. Aloysius Catholic Church, living within the territorial boundaries of St. Aloysius Parish, with children presently enrolled. Children of employees of St. Aloysius Parish, SAS, or St. Aloysius Early Learning Center (ELC).
2. Children (baptized Catholics) whose parents are registered active parishioners* of St. Aloysius Catholic Church, living outside the territorial boundaries of St. Aloysius Parish, with children presently enrolled.

3. Children (baptized Catholics) whose parents are registered active parishioners* of St. Aloysius Catholic Church, living within the territorial boundaries of St. Aloysius Parish, with no children presently enrolled.
4. Children (baptized Catholics) whose parents are registered active parishioners* of St. Aloysius Catholic Church, living outside the territorial boundaries of St. Aloysius Parish, with no children presently enrolled.
5. Children (baptized Catholics) whose parents are registered but are not active parishioners* of St. Aloysius Catholic Church. (Follows the order above 1-4.)
6. Children (baptized Catholics) from out-of-parish Catholic families with siblings presently enrolled in SAS.
7. Children (baptized Catholics) from out-of-parish Catholic families with no siblings presently enrolled in SAS.
8. Children of non-Catholic families, who allow their children to participate in SAS' religion program.

*If all criteria are met equally and there is limited space, the child applying from the St. Aloysius ELC will be given priority.

REENROLLMENT FOR CURRENT STUDENTS

Reenrollment information for current students is sent out each year in January. The non-refundable registration fee to reenroll a student is due each year and must be paid by the established deadline to hold the student's spot for the following school year.

TUITION AND FEES/LATE PAYMENT POLICY

All fees and tuition rates are set yearly by SAS with the approval of the Pastor, SAS Advisory Committee, and the St. Aloysius Parish Finance Committee. Tuition rate information is available on SAS' website. Tuition is to be paid in full to SAS by the designated date or by participating in the designated tuition loan program. Parents of registered students attending SAS who do not prepay tuition by the stated deadline date or have not made arrangements to finance through the FACTS payment plan for the upcoming school year will forfeit the non-refundable registration fee and the child(ren) will be removed from SAS' roster.

LATE PAYMENTS

If tuition is paid by the deadline, FACTS Family Portal access will be suspended until the account is current. Once the account is current, portal access will be reinstated. SAS reserves the right to refuse service and/or reenrollment to the child(ren) until such a delinquency is paid.

WITHDRAWAL POLICY

If a student withdraws during the school year, the parents must complete and sign a withdrawal form. SAS may take up to three business days to complete the withdrawal process. Student academic records will not be released until after the parent completes the withdrawal process and pays any outstanding fees. Student academic records include end of year grades, standardized test scores, attendance records, and demographic information.

All fees are non-refundable. If a student withdraws, tuition will be refunded as outlined below:

- Withdrawal after tuition is paid through the 1st quarter: 75% of tuition is refunded.
- Withdrawal during the 2nd quarter: 50% of tuition is refunded.
- Withdrawal during the 3rd quarter: 25% of tuition is refunded.
- Withdrawal during the 4th quarter: 0% of tuition is refunded.

SAS will not complete recommendation forms for other schools. Administration will complete recommendation forms for 8th grade students as part of the high school application process **ONLY**.

FAITH FORMATION

The primary objective is to provide an atmosphere in which students can encounter a life of faith fully integrated into the education setting. As part of the broader faith community of St. Aloysius Parish, students participate in liturgy and the sacraments and experience the development of personal sanctity and the building of community. Non-Catholic children are expected to participate in all classes and liturgies, but it is understood that their outlook on these matters will differ from that of Catholics. Non-Catholic children, although they will attend Mass, will not participate in the sacraments.

The ultimate goal of religious education is to instill in students a desire to become full members of this faith community. Students develop a commitment to live as Jesus did, to study His message, to celebrate His way of life, and to respond to His call for service to others. Major elements of faith formation include instruction, service, community, and liturgy and worship.

Out-of-Parish Catholic Families: According to the *Sacramental Guidelines for the Diocese of Baton Rouge*: All families from other parish churches should contact their parish for information and guidance concerning sacramental preparation. Although SAS will provide religious education in the classroom, the other aspects of sacramental preparation and celebration of First Reconciliation, First Communion, and Confirmation will be provided by your parish.

ACADEMIC FORMATION

The academic curriculum supports the school's mission by offering a rigorous curriculum with a focus on developing the whole child. Curriculum content is based on Louisiana State and diocesan requirements and standards as well as content from the Core Knowledge Curriculum (www.coreknowledge.org) that is consistent with our Catholic teachings and values. To support the curriculum, teachers use a variety of innovative teaching strategies to promote student engagement, problem solving, critical thinking, collaboration, and effective communication.

The regular course of studies for every student in grades 1-8 includes the following: religion, language arts, mathematics, science, and social studies. An accelerated math course is offered beginning in 6th grade for those students who need an accelerated pace and increased rigor. All 8th grade students receive high school credit for Algebra I and Physical Science.

A sampling of enrichment classes is taught each year in all grades, including art, music, physical education, Spanish, and computer. Band is offered as an elective to students in grades 5-8.

BOOKS/SUPPLIES

The school furnishes all textbooks and workbooks. The school provides most student supplies and delivers these supplies to student classrooms before the start of school. An additional list of supplies that parents must provide is posted on the website and included in the summer letter. Parents may need to purchase novels to be read in reading class during the school year. Students are required to bring a book sack labeled with their full name. Textbooks and materials issued to a student are the student's responsibility. A fee will be assessed for damaged or lost books based on the replacement value of the item. If fees are not remitted by the last day of school, FACTS Family Portal access will be suspended. If a student is transferring to another school, records will be held until fees are remitted.

GRADING SYSTEM

Students in grades 1-8 receive grades for classwork, assessments, and homework. Grades are updated within ten days of the assigned submission on the FACTS Family Portal for grades 1-8 throughout the school year. Larger assignments such as research papers, projects, writing assessments etc. may take longer to grade.

Numerical Grading Scale

Percent	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F
Incomplete	I

Letter Grading Scale
This scale is used for some courses such as middle school enrichment, lower grades religion, handwriting, etc.

	Grade
Above Average	S+
Average	S
Needs Improvement	N
Unsatisfactory	U

HOMEWORK
Academic practice of concepts and preparing for tests are forms of homework that may be assigned by a teacher. If a student is continually struggling to complete the homework independently or in a reasonable amount of time, the parent should reach out to the teacher for a conference.

REPORT CARDS (GRADES K-8)
Report Cards are issued quarterly for students in grades K-8. Quarter grades are based on assessments (i.e., tests, projects, papers, etc.) classwork, and homework. Report cards show the rounded average of the student's grades for the nine weeks. Report cards are emailed and posted in the FACTS Family Portal. At the end of each quarter, any request for consideration of a grade change for that quarter must be made within five days after the report cards are published to the FACTS Family Portal.

FINAL AVERAGES
SAS does not compute semester averages. Final averages are based on the average of the UNROUNDED numerical quarter grades for students in grades 1-6. In grades 7-8, exams count for 20% of the final average.

Calculation of Final Average for Grades 7 and 8						
Semester 1			Semester 2			
1st Quarter	2nd Quarter	Exam	3rd Quarter	4th Quarter	Exam	= Final Average
20%	20%	10%	20%	20%	10%	

ACADEMIC RECOGNITION
Honor Roll: Students in grades 5-8 who attain an 89.5% or higher average in their six major subjects for a nine-week period are recognized for their achievement by acquiring Honor Roll status.

Eighth Grade Honor Graduates: Students in 8th grade with an overall final average of 94.5% or higher will graduate with the distinction of High Honor Graduate. Students in 8th grade with an overall final average of 89.5-94.4% will graduate with the distinction of Honor Graduate. These students are recognized at the 8th

grade breakfast and receive an honor medal to wear at the closing ceremony. These students are acknowledged in the program and during the ceremony.

WORK POLICY

Graded Work Policy: Grades 1-8: Each classroom teacher will establish a policy on when and how the work should be returned to school. Questions about a test or grade should be addressed with the teacher within five calendar days of it being returned or posted, and the original test or work should be provided to the teacher. Tests and quizzes will be sent home at the discretion of the teacher. Questions about a test or grade should be addressed with the teachers within five calendar days of it being posted.

Late or Missing Work

Grades 2-4: Students in grades 2-4 who do not complete homework or fail to return other assigned work will be issued a work deficiency. The work deficiency will be sent to parents and must be returned the following day with parent signature or acknowledgement. Failure to sign or acknowledge receipt of the first work deficiency or completed work/signed communication will result in a second work deficiency. Failure to sign or acknowledge the second deficiency with required work or papers will result in a minor referral. An accumulation of 5 work deficiencies will result in a minor referral.

Grades 5-8: The following applies to students in grades 5-8 who do not complete homework or fail to return other assigned work:

- Assignments of 10 points or less – No make-up work if late
- Assignments of 11 points or more (including essays and large projects) – Late Credit:
    - One day late = 20% reduction in grade
    - Two days late = 50% reduction in grade
    - More than two days late = zero points

RETENTION POLICY/FAILING GRADES

SAS has established minimum standards of performance which the child must meet if he/she is to be promoted to the next grade level. Retention is based on the following factors, as well as the recommendations of the teacher and the Principal. Parents will not have the option to decide whether to promote or retain their child.

Kindergarten: Promotion/retention in Kindergarten will be determined by the sole discretion of the teacher and school administration.

Grades 1-8: If a student receives a failing grade in two or more core subjects, he/she will be retained in the same grade level if he/she wishes to remain at SAS. Summer school is not an option to remediate failing grades.

Core Subjects for Grades 1 & 2: English, reading, math
Core Subjects for Grades 3 & 4: English, reading, math, social studies/science
Core Subjects for Grades 5-8: English, reading, math, social studies, science, religion

Eighth graders who fail for the year in two or more major subjects will not be reenrolled in SAS.

Single Course Failure: Students in grades 1-7 who fail a core subject for the year will be required to complete summer remediation with a program selected by SAS. If a student fails two or more years in the same subject, he/she may be asked to withdraw from SAS to find a school more suitable for their academic needs.

ACADEMIC SUPPORT

The reading resource lab allows students in grades K-3 to receive additional help with phonemic awareness, reading fluency, and comprehension. A reading specialist meets regularly with students in small groups to

meet their individual needs. Data from formative and summative assessments including DRA and STAR testing as well as teacher observation are used to assess student progress and the need for intervention. No more than two years of service will be rendered without a current psychoeducational evaluation provided to the school. This service is free of charge to the parents and typically takes place during enrichment.

STUDENT ACCOMMODATIONS

Accommodations are offered to qualifying students experiencing significant difficulties at school. To receive accommodations, students must have a current (less than three years old) comprehensive educational or psychoeducational evaluation conducted by a clinical psychologist or psychiatrist on file with SAS. The effectiveness of these accommodations will be reviewed annually. Copies of the evaluation are confidential and are filed in the designated school counselor's office.

With the written permission of the Principal, educational shadows are allowed on campus to provide temporary student support services at the discretion of SAS administration. The use of student educational shadows will be re-evaluated at the conclusion of each school year. Educational shadows are not allowed after 4th grade.

SAS will attempt to meet the needs of students by making minor accommodations and interventions; however, by law, SAS is not required to implement accommodations. Major adjustments to scheduling, course work, and grading or those that require additional costs or are beyond SAS' ability will not be implemented.

On-Campus Therapists

To qualify for speech therapy services on campus, students must apply through the East Baton Rouge (EBR) Parish School System. If the assigned EBR speech therapist is unable to meet the needs of all qualifying students, then private speech therapists may be permitted to provide services on campus.

SAS has limited space for outside therapists to service students. Due to the success of early intervention, therapists providing services Kindergarten students may be accommodated as space permits. Private therapy space will be limited and may need to take place after school due to space constraints and to preserve classroom instruction. Before any therapy can take place by a private therapist, the educational evaluation must be submitted to the school. Students in Kindergarten may receive NO MORE than two 30-minute therapy sessions per week on campus. In addition, qualifying students will be limited to only two therapy and/or academic support services on campus (Reading Center, Dyslexia Lab, Speech and Language Therapy, Occupational Therapy, etc.)

Therapists serving students in grades 1-8 must provide those services off campus.

Policy on Student Checkout for Non-School Sponsored Tutoring

To maintain the integrity of instructional time and ensure equitable access to classroom learning, SAS prohibits checkouts during the school day for non-school-sponsored tutoring.

1. **Preservation of Instructional Time:** Classroom time is critical for student success. Disruptions caused by checkouts for outside tutoring undermine both the student's learning and the classroom environment.
2. **Scheduling Expectation:** Families are expected to schedule private tutoring outside of school hours (before or after school, weekends, or school breaks). This ensures that students receive academic support without missing valuable in-class instruction.
3. **Academic Impact:** Any class time missed due to checkout for private tutoring will be treated as an unexcused absence. Students will not be permitted to make up graded assignments, quizzes, or classwork missed during that time. This may result in a reduced or failing grade for those assignments.
4. **Enforcement:** Repeated violations of this policy may lead to further disciplinary or administrative action, including formal documentation of attendance infractions and parent conferences.

PARENT/TEACHER CONFERENCES

Parent/Teacher conference days are scheduled after the first nine weeks grading period for grades K-8 and during the third nine weeks grading period for grades K-2. Conferences may be scheduled at any time at the request of a parent, teacher, counselor, or administrator. Conferences, even brief ones, should never be attempted without a scheduled time.

STANDARDIZED ACHIEVEMENT TESTING

As part of the Diocese of Baton Rouge, students in grades 3-8 take the Terra Nova test each spring. Scores from the testing are received at the end of the summer and are distributed to parents at the beginning of the following school year.

CHARACTER FORMATION

SAS fulfills its mission of educating the whole child and preparing the students for a life of meaning and purpose by teaching students to be responsible, caring, faithful, and generous. Student character formation occurs daily by reinforcing Catholic virtues, providing clear expectations, teaching good decision-making skills, supporting positive relationships, and promoting positive socio-emotional development. The school-wide discipline system supports the character development of all students. All SAS faculty and staff members are seen as religion teachers and have the authority to reward or correct behavior. SAS administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just causes.

POSITIVE REINFORCEMENT

Principal's Award: Each homeroom teacher in grades 1-8 selects two students from the class who display an overall Christian attitude and exhibit exceptional behavior. These students are recognized on a nine-weeks basis and are awarded certificates during morning assembly.
Lion Tickets: Teachers of grades K-4 recognize good behavior in their students by awarding these students with Lion Tickets. A ticket drawing is held on a weekly basis. Winners receive certificates from area merchants.
Positive Reward Tickets: Teachers of grades 5-8 recognize good behavior by awarding these students with Positive Reward Tickets. A ticket drawing is held on a weekly basis. Winners receive a reward.
Lion Letters: Lion Letters are used at the discretion of faculty and staff to recognize students for displaying Christian virtues, working hard, or making noticeable improvements in the areas of academics and/or behavior.

BEHAVIORAL EXPECTATIONS

General Student Expectations:

- Always be courteous and respectful to others.
- Be respectful of school property and the property of others.
- Follow directions.
- Stay in assigned areas.
- Walk inside buildings and on walkways.
- Use inside voices in buildings.
- Keep hands, feet, and objects to yourself.
- Adhere to dress code.
- Exhibit proper table manners.

***Items Prohibited on Campus:**

- Smart Watches, Fit Bits, or video games
- Audio or video recording devices

- Weapons, ammunition, illegal objects, or items resembling weapons or illegal objects
- Drawings depicting weapons or violent acts
- Tobacco, alcohol, vaping devices
- Illicit drugs, prescription medication, over-the-counter medication, or herbal supplements
- Cigarette lighters, matches, or pepper spray
- Immoral literature or drawings
- Excess cash
- Gum
- Laser devices
- Hand warmers
- E-readers
- Any item of a political nature
- Keychains on backpacks
- Any baseball bat
- Any beverage other than water in a water bottle

* The selling of any items to other students is strictly prohibited.
* The use of cell phones on campus is prohibited unless permission is given by a supervising adult. Cell phones brought to campus must be turned off and stowed in backpacks while on campus.
* This list is not intended to be exhaustive; good judgment should always be used.

ACADEMIC HONESTY

All students will be held to the highest expectation regarding academic honesty. Students are expected to complete their own work. If a student is found giving answers, receiving answers, plagiarizing, or any other form of academic dishonesty, including using Artificial Intelligence without explicit teacher authorization or outside of prescribed guidelines, he/she will receive a maximum grade of 70% and will receive a minor referral. The second offense of academic dishonesty will result in a major referral. The third offense of academic dishonesty will result in a suspension. Any offenses after that may result in expulsion.

CLASSROOM MANAGEMENT

Teachers establish classroom management to help develop the relationship between teacher and student. These policies are shared with parents at the start of the school year. If there is a question concerning disciplinary action, the parent must contact the teacher first. If a concern still exists, the parent may contact an SAS administrator for review.

SCHOOL-WIDE BEHAVIOR MANAGEMENT

The school-wide behavior management system establishes a social culture, and behavior supports needed for positive social, emotional, behavioral, and academic outcomes for all students. All SAS personnel are part of the school community and may issue positive reinforcements or behavioral consequences.

Kindergarten teachers work with students throughout the year to help them acclimate to normal school day behavioral expectations and procedures. While most behavioral issues will require an in-school consequence, isolated incidents that adversely affect the learning or safety of other students may require a student to be dismissed from school early on that school day.

Work and Correspondence Deficiencies (Grades 2-8): Please refer to the late or missing work section of the handbook for specifics on Work Deficiencies. Electronic or paper correspondence deficiencies will be issued to students in grades K-8 for failure to acknowledge correspondence required by the school. A referral may be issued if the Correspondence Deficiency is not acknowledged in the required time.

Warning Slips (Grades 2-8): Warning slips are issued for lack of materials or uniform violations, serve as a notification for the student, and are not sent home. Instances that require immediate action may involve other consequences. Students in grades 4-8 who receive four or more warning slips in a week (Monday-Friday) or eight in a month will be issued a minor referral.

Minor Referrals: Minor behavioral referrals are a notification to parents and students that the student's behavior needs reflection and correction. The referral will be sent electronically and must be acknowledged by a parent before the start of school the following day or a second referral will be issued. If there is a question regarding the referral, the parent must contact the staff member who issued the referral after acknowledging receipt. If a concern remains, the parent may contact an administrator for review. Students in K-2 will not serve morning detention. Consequences will be administered at the discretion of the Administration. Students in grades 3-8 who receive a minor referral are required to attend a Tuesday morning detention. Students should report to detention in Room E-9 in the Cafeteria Building by 7:00 a.m. If a student receives more than one referral in one week, the student will serve a detention for each referral received.

Minor referrals may be issued for the following behaviors:
- Failure to observe school rules
- Destruction to school property
- Forging signatures
- Misbehavior in church
- Excessive talking/loudness
- Academic dishonesty
- Action endangering the safety of others
- Rude/discourteous
- Improper language
- Accumulation of warning slips (grades 4-8)/work deficiency slips (grades 2-4)
- Inappropriate use of technology
- Writing, marking, or carving on body, clothing, or school property
- Other unacceptable behavior

Major Referrals: Major referrals are issued in cases of severe misconduct. A student receiving a major referral will serve multiple Tuesday morning detentions. When totaling referrals toward suspension, a major referral equals three minor referrals. Major referrals can only be issued by a school administrator. Students may be removed from sports teams, extracurricular activities, or clubs based on the severity of the infraction.

Major referrals may be issued for the following behaviors:
- Inappropriate use of social media/online behavior
- Stealing
- Academic dishonesty
- Fighting
- Missing class
- Damage or defacement of school property
- Leaving school grounds
- Use or possession of prohibited items
- Other unacceptable behavior

Suspension/Expulsion: Any isolated incident of a serious nature may result in immediate suspension, even if the student has had no prior referrals. If a student receives five minor referrals (or one major and two

minors) within a semester, the student may be suspended. Students who are suspended will be given two assignments to complete at home and are responsible for all classwork missed. If a test is scheduled during a suspension, the student will be expected to report to school at a designated time to take the test in the office and remain at home for the remainder of the suspension. The student will make up all other school work when the student returns to school. An accumulation of suspensions will result in possible expulsion. Students may be removed from sports teams, extracurricular activities, or clubs based on the severity of the infraction.

Disciplinary Records: Major referrals and suspensions will remain on student records for each year the student remains a SAS student. All other discipline records will reset at the beginning of each school year.

Appeals Process: If an issue is not resolved to a parent's satisfaction, the parent has five days to put the complaint in writing and submit it to the Principal. It will then be reviewed by the Pastor. The Pastor and Principal will meet with a committee to finalize a decision.

The decision will be sent to the parent in writing. If the decision is not acceptable to the parent, the parent may contact the Diocesan School Office within five days of receiving the school's decision.

Off-Campus Behavior: As members of the SAS community, students must conduct themselves both on and off campus in a manner consistent with the values and beliefs of our Catholic faith and with the mission, philosophy, policies, goals, and commitments of SAS as set forth in the Parent/Student Handbook. SAS reserves the right to discipline students for conduct, whether inside or outside school, both online or in person, that is detrimental to the reputation of the school and/or inconsistent with the values and beliefs of SAS.

Violations of civil or criminal law or other conduct that causes discredit to SAS or that demonstrates a disregard for the beliefs of our Roman Catholic Church and the policies of SAS are considered serious infractions and make a student subject to corrective action, including suspension or expulsion.

Prohibited activities include, but are not limited to, the following:

- Attending, sponsoring, or participating in activities where alcoholic beverages or narcotics are sold, purchased, possessed, or consumed by minors.
- Committing or attempting to commit acts of vandalism that affect a person's life, health, or property.
- Inappropriate electronic communication.
- Cyber-bullying.

In all cases, communication among parent, student, and members of SAS administration will be required to determine a course of action. Decisions concerning consequences for this type of misconduct will be made by SAS administration in consultation with the Pastor.

Louisiana Revised Statute 14:40.07: Cyber-bullying is the transmission of any electronic textual, visual, written, or oral communication with the malicious and willful intent to coerce, abuse, torment, or intimidate a person under the age of 18. Whoever commits the crime of cyber-bullying shall be fined not more than five hundred dollars, imprisoned for not more than six months, or both.

Louisiana Civil Code Article 2318: The father and mother are responsible for the damage occasioned by the minor child, who resides with them or who has been placed by them under the care of other persons, reserving to them recourse against those persons.

DIOCESAN POLICY REGARDING THREATS

SAS administrators respond to any and all incidents of a threatening nature. Even though statements are made in anger or in a joking manner, and usually prove to be frivolous, we take aggressive action to protect all individuals involved. Safety to our school population is of utmost importance and our top priority.

Parents are urged to caution their children about making statements of a threatening nature. Any student making a threatening statement may be removed from the school, until such time as a professional evaluation determines that the student is not a threat to himself/herself or to others.
SAS is extremely sensitive to any threats to our students, teachers, or parents, and we take aggressive action to protect all individuals involved. We take threats of physical violence seriously and immediately contact proper authorities when necessary. We take whatever action is deemed necessary to ensure safety of all involved. As a matter of privacy, we are not at liberty to share or discuss internal matters.

COUNSELING/SOCIO-EMOTIONAL DEVELOPMENT

The Counseling Department's mission is to provide a supportive environment in which each child can develop emotionally, socially, spiritually, and physically. The Counseling Department provides the following services: classroom guidance, limited small group and individual counseling, academic counseling, parent training and support, overseeing student accommodations, and referral to outside agencies.

SAS Counselors may see a student without parental notification and consent. If a serious concern exists, parents will be promptly notified. Counselors will keep confidential information entrusted to them unless there is a danger to self or others. When deemed necessary, outside professional counseling may be required as a follow up.

When deemed necessary by an administrator or counselor, an evaluation will be requested/required. A full and current psychoeducational evaluation must be administered by a clinical psychologist or psychiatrist for a child to receive academic accommodations. All evaluation forms need to be sent directly to the designated grade level counselor to be distributed accordingly. After these forms have been completed, the forms will be forwarded to the outside agency. A copy of the final evaluation must be sent to the designated grade level counselor. The evaluation will be reviewed and the appropriate and applicable accommodations will be discussed.

COMMUNICATION

CONTACTING SCHOOL PERSONNEL

Email is the most effective way to contact a teacher, counselor, or administrator. Note that teachers are teaching during the day and may not be able to respond to an email. If there is an emergency, the parent should contact the front desk. Parents should not contact school personnel on their personal cell phones or through social media.

SAS staff will respond to calls and emails within 24 hours during the school week. SAS administration will respond to calls and emails within 48 hours. We respect family time and do not expect school employees to check school email or answer school phone calls on the weekends and holidays. If you have an emergency on a weekend or holiday, please email an administrator.

COMMUNICATION TO PARENTS

The Lion's Roar is the primary source of current school news, information, and events. It is posted every Monday on the FACTS Family Portal.

ACADEMIC INFORMATION

Student schedules, updated grades, and the parent directory can be viewed on the FACTS Family Portal.

SPECIFIC ISSUES
It is important that parents notify teachers and counselors of any pertinent information or concerns. If you have a concern with your child in a particular class, the teacher should be your first contact. If necessary, the assigned grade level administrator can be contacted after the issue has been addressed with the teacher. School counselors should not be contacted regarding academic or disciplinary issues or concerns.

CONFIDENTIALITY
SAS faculty, staff, and administration may not discuss academic, behavior, or discipline records with anyone other than the child's parents or legal guardians.

SAS respects the confidentiality of the families it serves. SAS employees will keep information confidential as long as no one's life, health, or safety are at stake. Parents will be notified promptly of concerns relating to students' life, health, or safety. All SAS employees are mandated reporters as required by state law.

ATTENDANCE

Regular school attendance is very important to ensuring a child's academic progress. Students should attend school unless they need to be absent from a personal illness or if a serious reason arises. Teacher instruction and learning activities in the classroom cannot be replicated through make- up work. Every effort should be made to have your child in school and on time each day.

Students must be present for at least 158 of the 176 school days to receive credit for the courses taken. Exceptions can only be made in the event of an extended personal illness as verified by a physician and/or other extenuating circumstances approved by the Principal.

EXTENDED OR FREQUENT OUT-OF-TOWN TRIPS OR EVENTS OF A NON-EDUCATIONAL NATURE ARE NOT ACCEPTABLE REASONS FOR ABSENCE.

SCHOOL SCHEDULE
7:45 a.m. – 2:50 p.m.
First Bell 7:40 a.m.
Tardy Bell 7:45 a.m.
Dismissal 2:50 p.m.

ABSOLUTELY NO STUDENT IS TO LEAVE THE SCHOOL GROUNDS DURING SCHOOL HOURS WITHOUT PERMISSION AND CHECKING OUT IN THE OFFICE.

ABSENCES
If your child will be tardy or absent from school, you must call or email the school office at (225) 383-3871 or frontdesk@aloysius.org before 8:30 a.m. If an absence is anticipated, an email including the date of absence must be sent to the homeroom teacher and front desk in advance of the absence. For administrative purposes, students missing three or more hours will be considered for a full day's absence. No student may participate in or attend a school-sponsored practice or event (including sporting events) on the same day that a student is absent, checked out due to illness, or is suspended from school.

SENDING WORK HOME
Grades 1-4: When a student is absent an entire day, a request for the child's class work/homework assignment(s) may be made by the parent on the day of the absence. To receive necessary books, materials,

and assignments on the day of the absence, a parent must email the teacher before 11:00 a.m. All necessary items may be picked up at the school between 2:40 p.m. and 3:20 p.m. in the school office. An email request after 11:00 a.m. the day of absence will result in the necessary items being sent to the office the following day if the student is still absent.

Grade 5–8: It is the obligation of 5-8 grade students to communicate with a reliable friend or "homework buddy" to get assignments, books, and all other materials needed to complete work due to an absence. It is suggested that before school opens, a morning phone call to the friend be made for all material to be gathered and brought home to the absent student. Parents may not pick up the work in the classrooms and no materials or assignments will be sent to the office for absent students in 5-8 grade.

MISSED WORK

After returning from an absence, the student is required to make up the work that was missed during the absence. Students are not excused from tests or assignments scheduled during their absences. Work will not be issued prior to the absence. It is the obligation of the student and/or parent to make arrangements with the teacher for make-up work or tests upon his/her return to school.

In the event of a one or two-day absence, make-up work or tests must be completed in the number of days equal to the number of days absent. For an absence of three or more days, the work must be completed within three teaching days of the student's return.

CHECKING IN AND OUT

Parents must report to SAS office to check a student out early. Parents of students in grades K-1 may be required to obtain a pass from the office and walk to the classroom to retrieve their child. Students in grades 2-8 will be called to the school office. Parents must check students in and out in the SAS office. Students may not be called to the office to check out prior to the parent arriving on campus.

STUDENTS ARE NOT ALLOWED TO CHECK OUT AFTER 2:15 p.m. DUE TO BUS ARRIVAL IN THE SCHOOL OFFICE PARKING LOT.

TARDINESS

School begins PROMPTLY at 7:45 a.m. Students reporting after 7:45 a.m. are tardy and must check in at the SAS office. Students in grades K-5 must have a parent or guardian present to check-in.

Note that seven tardies and/or seven days of checking out early will be counted as one day absent and will be used in determining the total number of absences for the school year.

DRESS CODE/UNIFORMS

The school uniform should be worn with pride and respect. A tidy and well-groomed appearance is expected of every St. Aloysius student. *Shirts must remain tucked in at all times*. Wearing the full uniform refers not only to the required clothing items, but also to the way in which they are worn—with care and attention to presentation.

All uniform clothing must be clean and in good condition. Monograms and/or names may not be added to the school uniform, except for the label/tag inside.

Uniforms must be purchased at **School Time.**

DRESS UNIFORM (required every Thursday and other designated days)	
K-4 Girls	• Uniform jumper with uniform blouse underneath. • Blouses must button down the front and can be either white pointed collar, white oxford, or Peter Pan with navy piping (2nd grade and younger).
5-8 Girls	• Uniform skirt/skort with uniform shirt. • Skorts will be allowed for the 2026-2027 school year. • Beginning 2027-2028, skorts will no longer be allowed.
K-8 Boys	Uniform pants, belt (grades K-1: if elastic waist, no belt is required), and a uniform shirt

GIRLS' UNIFORM	
K-4	• Uniform jumper no shorter than 2 inches above the knee. Shorts must be worn under the jumper. • Plaid uniform walking shorts no shorter than 2 inches above the knee. (*K-4 girls are highly encouraged to purchase walking shorts for spirit/holiday dress days.)* • Solid white turtlenecks/long sleeved shirts may be worn under the jumper in the winter. • May wear solid navy, black, or white tights or leggings under the jumper or skirt in winter.
K	Optional uniform smocked dress (this may not be worn on mass days).
5-8	• Uniform skirts/skorts no shorter than 2 inches above the knee with a uniform shirt. • Solid white undershirts may not be visible. • May wear solid navy, black, or white tights or leggings under the skirt/skort in winter.
Make Up/Hair	7th and 8th grade girls may wear light base only. No other makeup is allowed. Fingernail polish is not acceptable. Students must have hair that is their natural color.
Bows/Hair Accessories	Hair accessories may be any color. Headbands must lay flat on the head. Costume style headbands are not allowed. Girls may wear one ponytail holder on their wrist. Scrunchie style hair ties may not be worn on wrists. Hair accessories or styles cannot distract from the learning environment.
Jewelry	Girls may wear a watch (no fitness bands or wifi enabled smart watches are allowed), one religious medal or cross (on a gold/silver chain), and one piercing in each ear with simple post earrings. No hoops or dangling earrings. No bracelets are allowed.

BOYS' UNIFORM	
K-8	• White uniform shirt with school logo- must be tucked in. Solid white undershirts may not be visible.

	• Navy blue uniform shorts should be of appropriate length (no shorter than 2 inches above the knee) and fit. Only School Time brand is allowed. • Navy uniform pants (with or without pleats). Dockers, Polo, etc. are not acceptable.
K-1	Encouraged to wear elastic waist uniform shorts and pants. If shorts and/or pants have belt loops, a belt must be worn.
2-8	A solid navy blue, black, or brown belt must be worn daily.
Grooming	Hair must be of conservative length and thickness in front, back, top, and sides. Hair must be off the collar, above the ear, and above the eyebrows. It must be clean and neat. Shaven heads, weighted lines, or carvings into the natural hairline, dyed, bleached, permed, or tinted hair, and the like are not acceptable. Any transition from shorter to longer hair must be gradual. Hair should always have a dry appearance. The face must be clean shaven. No hair accessories. When a student is issued a warning slip for a haircut, it must be cut by the following Monday or additional consequences will be issued.
Jewelry	Boys may wear a watch (no fitness bands or wifi-enabled smart watches are allowed) and one religious medal or cross (on a gold/silver chain). No bracelets are allowed.

OUTERWEAR AND OTHER REGULATIONS FOR ALL STUDENTS	
Sweaters/sweatshirts	Navy cardigans may be worn. Non-uniform sweaters/sweatshirts are not allowed.
Coats/Jackets	Only blue uniform logo jackets or quarter zip logo pullovers may be worn in the building. Students may wear any coat/jacket outside.
Sweatshirts/sweatpants	Only navy blue crew neck St. Aloysius logo sweatshirts may be worn. All other color, team, or hooded sweatshirts have been phased out. SAS logo sweatpants may be worn (not under jumpers or skirts) during the designated wintertime frame.
Socks	Solid black or white crew or ankle socks. Socks must be visible-no shows are not allowed. No logos are allowed on socks.
Shoes	Traditional athletic tennis shoes must be primarily white, navy, gray, or black. Shoes may **not** have rollers, blink, or have sequins. Velcro shoes are encouraged for grades K-1. Other shoes must have tie laces. Laces must match predominant color of the shoe. No slip-ons, high tops, or mid tops tennis shoes. Navy, black, or brown hard-soled shoes may be worn.
P.E. Uniforms	Will not be worn during the 2026-2027 school year.

* Repeated dress code violations or purposeful modification of uniforms (rolling skirts, refusal to tuck in shirts, adding jewelry during the school day, etc.) will result in further consequences beyond a uniform infraction or warning slip.
All uniform items that require a logo must have the current logo. Outdated logos are not permitted.

SAS RESERVES THE RIGHT TO DETERMINE WHAT IS APPROPRIATE DRESS AND/OR HAIRSTYLE. FAILURE TO FOLLOW UNIFORM POLICY WILL RESULT IN A WARNING SLIP. A NOTE FROM HOME IS NOT A SUBSTITUTE FOR A PROPER UNIFORM OR HAIRCUT.

ALTERNATE DRESS DAYS

Spirit Shirt Days: Throughout the year, days are designated as Spirit Shirt Days. Students may wear spirit shirts with uniform pants, skirt, or shorts or may be worn over the school jumper.

Alternate Dress Days: Periodically throughout the year, days are designated as Alternate Dress Days. Alternate Dress Days may involve dressing thematically or wearing a certain color. Rules for Alternate Dress Days are:

- Students must wear jeans, long pants, or uniform shorts (no stretch pants or leggings).
- Girls in K-2 may wear dresses or skirts.
- Halter tops or tops with spaghetti straps are not allowed.
- T-shirts may not display inappropriate language, ads about cigarettes, liquor, etc.
- Fingernail polish is not allowed.
- Hair coloring and hair spiking is not allowed.
- Shoes must be closed toed.
- The wearing or displaying of clothing, stickers, pins, accessories, etc. with political slogans, images, promotions and/or any content deemed inappropriate is prohibited. Accessories of any kind should be of a positive nature and align with the teachings of the Catholic Church.

Accessory Days: Accessory Days allow students to wear socks, t-shirts, and other accessories that go with the theme. Students should wear uniform bottoms. All other school uniform rules apply.

CAFETERIA

SAS participates in the Diocese of Baton Rouge Child Nutrition Program. Child nutrition accounts should always be current. A link to information about the Diocese of Baton Rouge Child Nutrition Program and the Cafeteria menu can be found on SAS' website. Loose nuts are NEVER allowed in the Cafeteria. SAS Cafeteria will not serve items with peanuts or peanut products.

Lunch Bringers: Students who do not wish to participate in the Diocese of Baton Rouge program may bring a lunch from home. Food brought into the Cafeteria may not be in fast food wrappers. Students may not bring carbonated beverages/soda. If food is purchased from an outside restaurant, it must be in a plain wrapper or container. All food brought into the Cafeteria must be able to be eaten without warming, as there are no microwaves available in the Cafeteria. Food items containing nuts, nut particles, and/or peanut butter may be eaten in the Cafeteria ONLY. A student's lunch may not be dropped off in the office. If a student forgets his/her lunch at home, he/she will need to purchase lunch in the Cafeteria.

Cafeteria Protocol for Students with Allergies: Students with allergies will sit with students who buy Cafeteria lunch. Tables are wiped clean after each class leaves and at the end of every lunch shift. If a child cannot serve as a table cleaner, the parent must notify the teacher. Students in grades 5-8 may sit anywhere if a consent waiver is completed by the parent. Contact the school nurse to obtain waiver.

Snack: Students in may bring a healthy snack for recess. Food items may NOT contain any nuts, nut particles, peanut butter, etc., including Nutella, granola bars with nuts, peanut butter crackers, etc. Loose nuts are NEVER allowed on campus, including the Cafeteria. Students are prohibited from swapping or sharing lunches, snacks, drinks, or any food items with other students.

TRANSPORTATION

BICYCLE RIDERS/WALKERS

Students who walk or bicycle to school must live within one mile of SAS and must have their transportation approved through SAS administration. For the safety of students, walkers and bike riders may not cross major streets (i.e., Lee Dr., Perkins Rd., Stanford Ave., etc.). Walkers and bike riders should arrive on campus between 7:15-7:40 a.m.

Bike Riders: Due to heavy traffic in the area, parents must stress bicycle safety and caution to their children. Parents assume all risks if they allow their child to ride a bike to and from school. Bike riders should park and lock their bikes on the paved area to the rear of the Cafeteria. Bikes must be walked while on SAS property.

Walkers: A walker form must be completed for students to walk or ride a bike to school. Students who walk to school must use designated crosswalks. A crossing guard is available at the entrance to the school parking lot on Mimosa St. Students in grades K-3 must walk to and from school with an older sibling or a parent. Students who are walked to school by their parents must be dropped off to a duty teacher (at bus or carpool) when they arrive on campus. For afternoon pickup, parents will meet students in the same spot as morning drop-off.

CARPOOL

Students must be dropped off and picked up at their designated carpool location based on age. No students are to be dropped off or picked up near the St. Aloysius ELC or by the Administration building (except 8th grade carpool students). City police insists that Stuart Ave. remains clear; therefore, we ask that vehicles do not block the entrances to our lots. The police officer on duty will assist SAS in enforcing common courtesy and safety habits during carpool. Please exhibit Christian behavior at all times.

- **Carpool A:** K-2 (and older students riding with K-2 grade students): Use Carpool A (lot closest to the football field)
- **Carpool B:** 3-5 grade (and older students riding with 3-5 grade students): Use Carpool B (Crepe Myrtle Alley)
- **Carpool C:** 6-7 grade and students from the ELC in the three and/or four-year old program who have siblings in grades 3-8: Use Carpool C (entrance closest to the church office)
- **Carpool D:** grade 8 students who are oldest & only: Use Bus Carpool

Students may ONLY be dropped off and picked up by automobiles with proper child restraints. Any off-road vehicles, such as golf carts or ATVs, may not be used for carpool. No golf carts, ATVs, or scooters are allowed on campus during the school day. The Baton Rouge Police Department may have these vehicles towed if they are used for carpool. Limousines, taxis, etc., may not come on campus for drop off or pick up.

Morning Drop-Off

Morning carpool takes place between 7:20-7:40 a.m. No student should be dropped off prior to a teacher being on duty. No cars should enter carpool after 7:40 a.m. If you arrive at school after 7:40 a.m., please do not move any cones. Instead, please wait until buses have finished drop off and park in the Administration Building parking lot to check the student in as tardy. Students in K-5 grades must have a parent check them in if they are tardy. Students in 6-8 grade may check themselves in as tardy by using the computers in the SAS office.

Afternoon Pick-Up

Afternoon carpoolers should be picked up between 2:50-3:10 p.m. in the same areas as morning carpool. Students must remain seated with their belongings in their school bag during afternoon carpool. Students will be given specific instructions on where to sit, and they must remain in this area for carpool to remain safe and efficient. Anyone picking up a child should display the carpool number BOLDLY and CLEARLY on the passenger side dashboard. Each family will be given a carpool tag and may purchase additional tags during designated purchase period dates. If your child is late arriving to afternoon carpool, please circle around. Vehicles in the carpool line should never be left unattended. Promptly at 3:10 p.m., remaining students will be sent to the Aftercare Program in the Library. If your child is not picked up in carpool by 3:10 p.m., you may not retrieve your child from Aftercare until 3:30 p.m. In any circumstance when a parent or carpooling adult is trying to locate a student, he/she should check in the office or with the Aftercare Program in the Library. The following late pickup fees will be charged per child:

- 3:10-3:30 p.m. - $6.00
- 3:30-4:00 p.m. - $10.00
- 4:00-5:00 p.m. - $13.00
- 5:00-5:30 p.m. - $16.00

BUSES

Bus service is provided by the East Baton Rouge Public School System for those students who live within the geographical church parish boundaries and register with East Baton Rouge for transportation. The assignment of buses, bus stops, and bus routes is completely at the discretion of East Baton Rouge Transportation. Buses will drop off and pick up students in the SAS Administration Building parking lot. Therefore, carpoolers or other visitors to the school are not to use the SAS Administration Building parking lot for any reason between 7:15-7:45 a.m. and 2:30-3:15 p.m. On designated days when East Baton Rouge does not provide bus service for SAS, students who normally ride the bus should be dropped off and picked up in the bus area outside of the front office. Students may not ride on any other bus other than their assigned bus. They may only board and exit the bus at their assigned stop.

SAS makes every effort to gather information from East Baton Rouge each day regarding bus location. A text will be sent to parents to arrange transportation as soon as possible if SAS is informed that a bus will not run in the afternoons. Communication will be sent to parents if a bus has not arrived to school by 3:15 p.m. and East Baton Rouge has not provided any information on if/when the bus will arrive. In this case, parents will be asked to arrange transportation, and students will wait for their rides outside of the Administration Building until 3:30 p.m. At that time, all remaining students will be escorted to the school Library, and parents will not be charged.

SAS Bus Regulations

Students may not enter or exit the bus until the bus driver gives permission. Any student who disobeys a bus rule may be issued a referral by the school or an East Baton Rouge bus referral by the driver. An East Baton Rouge bus referral must be signed by a parent and returned to the driver before the student may ride the bus again. If a student receives two referrals in a school year for bus behavior, he/she will be sent to the office. A phone call will be made to the parents and the student may be suspended from bus service for a minimum of one week. Any additional referral will result in a further suspension or possible expulsion from the bus.

Should an incident occur in which the school feels immediate action should be taken, the school may simply suspend or expel the student from bus service.

TRANSPORTATION CHANGE REQUESTS
To ensure that all children are safely transported home with no confusion, transportation arrangements be made prior to coming to school. Only emergency situations or unforeseen circumstances should warrant a call. This call should be made before 12:00 p.m. Please note that teachers often do not have time to check email before dismissal, so messages about a transportation change should be called in to the office.

SAFETY

SAFETY PROGRAM
SAS implemented a comprehensive safety program, based on best practices recommended by FEMA and Homeland Security, as well as national first responder organizations. This plan includes the daily presence of armed police officers and video surveillance. A copy of the school safety plan is available for parents in the SAS office. Students and faculty participate in drills and reviews of the program. Parents can participate in the school safety plan by doing the following:

- Always check in and get a visitor's pass when visiting campus.
- 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 SAS. In an emergency situation, please DO NOT report to campus unless summoned. If on campus during an emergency situation, follow directions of school personnel concerning sheltering or evacuating.
- If you see a potentially dangerous situation on campus, please report it to the SAS front desk immediately. If you see a suspicious person who you think is dangerous, call 911, then inform SAS office personnel.

ASBESTOS
The Asbestos Plan Binder is in the SAS office.

STUDENT HEALTH

STUDENT ILLNESS/FIRST AID/MEDICATION POLICIES
Student Illness: Students with fever of 100.4 degrees or above may not attend school until they are fever free for 24 hours without Motrin or Tylenol. Students with vomiting/diarrhea may not attend school until they have not vomited or had diarrhea for 24 hours. Students being treated with antibiotics for a contagious illness must have 24 hours of antibiotics before attending school. Infectious skin lesions must be covered with a bandage to attend school.

First Aid Room: SAS maintains a First Aid Room staffed by a certified nurse practitioner during school hours. We ask that parents pick up students who become ill within an hour after being contacted by the school to ensure the health and safety of the SAS school community.

Medication: This policy follows the East Baton Rouge Parish Medication Policy and complies with Louisiana law (La. R.S. 17:436.1 and La. Admin. Code, Title 28, Part CLVII). Students are **not allowed** to have any medication in their possession on school grounds. Any medication found may be confiscated, and parents will be notified. Medications should never be sent to school with a student, including during transitions between households. A parent or guardian may come to school to administer medication if needed during the school day. Medication will only be administered at school when medically necessary during

school hours and no reasonable alternative exists. Narcotic medications **cannot** be given at school. See full SAS Medication Policy under Important Links on our website. If your child requires medication, daily or as needed, during the school day, please contact the school nurse at nurse@aloysius.org.

Bathroom accidents: All students entering K must be fully potty-trained. This means the student can independently recognize when they need to use the restroom, communicate the need, undress, clean themselves, and dress again without assistance. If a child is unable to clean themselves appropriately, a parent/guardian will be contacted to pick up the child for sanitary reasons. Children who require pull-ups are not considered fully potty-trained and are therefore not eligible for K at SAS.

Students in K must have a change of uniform clothes in their backpack. Parents will be called if a student (K-8) does not have clothes and needs to change during the school day.

Field Trip Medication Policy: Most medications administered at school may be administered by a teacher on a field trip. Teachers may NOT administer certain medications, including insulin or Diastat. A parent/guardian may be asked to attend a field trip if the school nurse deems that it is in the best interest of the student.

OTC Policy (Grades 6-8 Only): All medications including over the counter medication will require the Official Louisiana Medication Form (two pages) as required by the Louisiana state guidelines with your student's doctor's signature. A NEW form is required every year. All forms can be found under "Important Links" in the parent section of the SAS website.

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. Students must be checked by the school nurse and found to be lice and nit-free before returning to class. If a teacher suspects lice, the student is brought to the First Aid Office. If lice are seen, that student is required to go home for treatment. The student is allowed to return to school after receiving the treatment recommended by the child's health professional and inspected by the nurse. Please visit www.headlice.org for more information.

Head Injury/Concussion Protocol: If a student sustains a head injury at school, the nurse will apply an ice pack, perform a neurological assessment, and observe the student for at least 15 minutes. A head injury letter will be sent home with the student and at least one parent/guardian will be called. If the nurse is unable to reach a parent, a voicemail will be left with specific details. If a student is symptomatic of a concussion, an evaluation by a physician may be required before the student may return to school. If a student is diagnosed by a physician with a concussion, the following policies will apply:

- A physician's note that includes restrictions for classwork, PE, and sports is required.
- A physician's note when the student is released to participate in PE or contact sports.

Orthopedic Appliances: Students sent to school with an orthopedic appliance such as a cast, sling, brace, splint, crutches, etc. must bring a note from the 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. Doctor's orders must be received by the school within two days, or the appliance will not be allowed at school.

Food Allergy: SAS is concerned with the safety and well-being of all its students. Parents of students with severe allergies should contact the school nurses to discuss school policies and procedures regarding food allergies.

IMMUNIZATIONS
All students entering any school of the Diocese of Baton Rouge shall present records attesting to their immunization in compliance with state health requirements at the time of registration. All students enrolled at SAS must be immunized according to the state health requirements. Documentation of immunization must be provided to the school.

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

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

TECHNOLOGY

USE OF ARTIFICIAL INTELLIGENCE (AI)
AI should never be considered a replacement for learning and/or proper research. To ensure data privacy and security, students should never input personal or confidential information into an AI system or tool. This includes contact information or demographics, such as age or location. AI should never be used to create or generate false information pertaining to others. This includes creating AI generated photos and/or videos to impersonate the likeness of others. Students may not use AI to complete homework, class assignments, or use for research without teacher consent. When AI use is allowed, students should always cite AI tools appropriately in their schoolwork.

CELL PHONES/WIRELESS DEVICES
All personal devices with wireless capabilities must be turned off and stowed away throughout the academic day and during school activities. Cell phones may not be carried on the student in pockets, purses, sweatshirts, etc. Cell phones must be in the locker/book sack at all times and turned off.

STUDENT EMAIL ACCOUNTS
All students will be issued a school email for school purposes only. It should not be used as a personal email, and parents should not contact students during the day on their school email. The school email account and google classroom are monitored.

STUDENT DEVICES
Students using laptop computers or Chromebooks will be held accountable for the proper use and care of the device. Students who do not treat the device with care will be subject to both disciplinary and monetary consequences. Damage caused by students will result in a fee for the replacement cost of the item damaged as detailed below.

Students are not allowed to change profile pictures in google or backgrounds on devices.

Replacement Cost of Damaged Items:

- Chromebooks:
  - Keyboard $40
  - Screen $75

    - Chromebook replacement $425
- Computers:
    - Keyboard $60
    - Screen $150
    - Laptop Replacement $700
    - AC Adapter/Battery $35
- iPad Replacement $150

The faculty and administration expect that students at SAS will adhere to the above policies. Furthermore, the faculty and administration claim no responsibility or liability for the content of public online resources and assume no responsibility or liability for student violation of this acceptable use policy.

TECHNOLOGY USAGE POLICY
See the "Diocesan Policies" section of the handbook on page 30 for the Technology Acceptable Use Policy.

ATHLETICS

The purpose of athletics is not only to build strong bodies, but also to develop strong Christian character. Students who represent SAS should show good sportsmanship at all times and in all places. Students participating in SAS athletics are expected to be in good standing both academically and behaviorally. Please refer to the Athletic Handbook for specific policies regarding athletics.
CSAA and school sanctioned sports: football, basketball, volleyball, cross country, and track
Non-school sanctioned sports: Parents often organize sports teams that include SAS students but are not official school sports. These may include swimming, soccer, and tennis.

No student or younger child should be at an athletic event as a spectator without a parent or responsible adult present. SAS teams will not participate in any athletic events after April 30 of the current school year.

DIOCESAN PHILOSOPHY OF SCHOOL-SPONSORED ATHLETICS
The greatest strength of the elementary and middle level Catholic schools of the Diocese of Baton Rouge is the opportunity and responsibility of the administration of each school to consider and use the uniqueness of its circumstances to provide the best Catholic education possible for its students. Within this basic tenet, the first priority of such schools is the overall development and growth of each of our students – spiritually, socially, mentally, emotionally, and physically. School-sponsored intramural and interscholastic athletic programs provide a medium by which students can develop an awareness of their abilities, learn of and improve on athletic skills, acquire the true meaning of and practice sportsmanship, be a part of team effort, and have experiences which form foundations for life, particularly in the student's self-esteem and feeling of belonging. Such programs should emphasize the positive accomplishments of the individual through recognition and praise, development of skills and understanding of the game through instruction and positive constructive criticism, and increased understanding of group effort and interaction toward a common goal. Athletics should be a component of and interact with the spiritual, social, and academic components of the overall school program. Administration, faculty, staff, coaches, parents, and fans are necessary components in nurturing a positive Catholic athletic experience. Schools with interscholastic programs should participate in leagues or programs consistent with this philosophy and that of the individual school.
The administration reserves the right to remove any student from sports eligibility should a serious incident occur during the school day or at a sports or school-related activity.

GENERAL SCHOOL POLICIES AND PROCEDURES

BEFORECARE & AFTERCARE PROGRAMS

SAS' Beforecare Program provides supervised care for all SAS students on regularly scheduled school days prior to the start of the school day. Hours of operation are from 7:00 a.m. until 7:20 a.m.. Children enrolled in the Beforecare Program are to report to the cafeteria upon arrival at school. Breakfast will be provided.

SAS' Aftercare Program provides after school care for all SAS students on regularly scheduled school days. Hours of operation are from school dismissal to 5:30 p.m. Children enrolled in the Aftercare Program are to report to their assigned areas immediately after school. If a student has a change in his/her regular aftercare schedule, the parent is responsible for contacting the aftercare program one day in advance of the change. The Aftercare Handbook is available upon request.

EMERGENCY CLOSING OF SCHOOL

SAS follows the same directive on inclement weather as East Baton Rouge Public Schools and adheres to announcements made via news media. SAS notifies parents by email and text.

EMERGENCY DISMISSALS

In the event of emergency dismissal from school for weather or other hazardous conditions, SAS notifies parents by text and email about the change in dismissal time and procedures for dismissal.

CUSTODIAL RIGHTS

SAS abides by the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, SAS provides the non-custodial parent with access to the student's academic records and other school information requested. If there is a court order specifying that no information is to be given, the custodial parent must provide the school with a court-certified copy of the court order. If any change occurs, the custodial parent must provide the school with a current copy. SAS assumes that parents will abide by the court order.

EXTRA-CURRICULAR ACTIVITIES

Students who participate in school-sponsored extra-curricular activities and sports should be in good standing both academically and behaviorally. No student may participate in a scheduled practice, sports event, or other after school activity on the same day that the student is absent, checks out due to illness, or is suspended from school.

Clubs: Middle School clubs are offered based on interest and availability each year. Club meetings will generally occur during WIN time.

Middle School Student Advisory Board: This student elected group discusses policies and events relating to the Middle School and gives input to the faculty and administration concerning the needs of all Middle School students. Representatives are elected by their homerooms and meet regularly with SAS administration. If a Student Advisory Board member receives a third minor referral or a major referral, the member will be placed on probation. Any additional referral will result in removal from the board.

The Spirit of Service (S.O.S.) Club: This club provides service to SAS, St. Aloysius Parish, and our community. Membership is open to all students in 6-8 grade.

Quiz Bowl: Students in grades 5-8 are eligible to try out for the Quiz Bowl Team. These teams compete in the Diocesan Quiz Bowl Tournament each spring.

Athletics: Please see the athletics section of the Parent/Student Handbook and the SAS Athletic Handbook.

FACILITY USAGE
To comply with insurance requirements, St. Aloysius Parish facilities and properties may only be used by our church or SAS sponsored groups. This includes athletic teams that are not sponsored by SAS or the Parish. When school is not in session (before and after school, holidays, vacations), SAS facilities (including the playground) are off limits to students unless they are participating in extra-curricular activities scheduled by SAS or the Parish. Unauthorized use of SAS facilities may result in legal or school disciplinary action.

FIELD TRIPS
A parent must sign an official SAS permission slip for a child to attend off-campus trips and functions. Verbal permission or a written note will not be accepted. In the event of a student not having a signed official permission slip, the student will remain on SAS' campus. All students on field trips will be transported by bus. Due to liability, parent drivers will not be allowed. Field trips are an extension of the school, and all SAS policies apply. Students may be denied participation if they fail to meet behavioral/academic requirements. Younger siblings are NOT allowed on field trips. SAS is not responsible for accidents or injuries to students and other participants in off-campus events.

Parents who are serving as chaperones must have completed Child Protection Certification at least four weeks prior to attending a field trip through the school (this includes a background check and fingerprinting).

HOMEROOM PLACEMENT
SAS considers individual academic, social needs, and the abilities of each student when making placement decisions. SAS works diligently to balance each class based on appropriate boy/girl ratios and abilities. For that reason, SAS does not accept parent requests for specific teachers. If a student has a specific educational need, please contact the grade level administrator.

HOURS OF OPERATION
SAS' office is open from 7:15 a.m. – 3:25 p.m. Children may not arrive at school earlier than 7:20 a.m. (except students enrolled in the Beforecare Program). Students arriving at school prior to 7:20 a.m. will be charged $10.00. Students arriving after 7:45 a.m. are considered tardy and should follow the procedures for tardy students. SAS is not responsible for students on campus before 7:20 a.m. In addition, SAS is not responsible for students on campus after 3:15 p.m., except for those students enrolled in the Aftercare Program. Unless practice or an event begins immediately after school, students may not remain on campus and must leave at the normal dismissal time.

CELEBRATIONS/FOOD ON CAMPUS
The teacher, in coordination with room representatives, may plan class parties at Christmas and the end-of-year only. These two parties should not exceed 45 minutes in length. Parties must be given on campus. No other parties are to be given. This includes celebrating with outside food for birthdays, student of the week, or other celebrations. Students are not allowed to exchange or give gifts on school buses or on campus. Invitations to private parties, clubs, or other events or activities are not to be issued at school unless an entire homeroom, or all boys or all girls in a homeroom or grade level, are invited.

LIBRARY
The Library is open during regular school hours. It is also available from 7:20 a.m. – 7:40 a.m. for students in grades 5-8. Students must obtain a pass from a teacher to enter the Library during the school day. Students are responsible for any book checked out from the Library. If a book is lost or damaged, the student is responsible for the replacement cost. Books are checked out for a two-week period. Reminders are issued for any book not returned or renewed to the Library on the due date. If the book is still not returned, a disciplinary referral will be given.

LOST AND FOUND/ FORGOTTEN ITEMS
If a student forgets books, clothing, water bottles, etc. at school, the student and/or parent may not return to campus outside of school hours for these items. Articles labeled (both first and last name) that have been found anywhere on SAS property will attempt to be returned or will be put in the "Lost and Found" box located in the gym. Unclaimed articles are disposed of or given to charity at the end of each nine weeks.

MESSAGES AND DELIVERIES TO STUDENTS
Parents may not drop off forgotten items to students including lunches, sports equipment, school papers, and books. Students may only receive messages in emergency situations and those messages must be relayed through the SAS office.

SAS NAME AND LOGO USE
The use of the SAS logo and name requires written permission from SAS administration.

STUDENT ID CARDS
Student identification cards are issued to all students for use in the Cafeteria. If a student's card is lost or damaged, the parent is responsible for the cost of a replacement. A note will be sent home to parents indicating that a replacement card is needed. The $10.00 replacement fee along with the notice should be sent to the SAS office so a replacement card can be issued. Students may not alter the appearance of their SAS ID card.

USE OF STUDENT INFORMATION & PICTURES
To facilitate communication between high school and our graduating students, directory information and records will be provided to Catholic high schools in the Diocese of Baton Rouge. Directory information may also be shared with Child Nutrition, school picture companies, uniform vendors, etc. SAS reserves the right to use student pictures in publications and on the SAS website/social media sites. Any parent who does not wish his/her child's picture used must notify the Principal in writing prior to the beginning of the school year.

VISITORS TO CAMPUS
SAS' administration welcomes and encourages parents and other school patrons to visit SAS at appropriate times. Visitors may not use the Administration parking lot from 7:15-7:45 a.m. or 2:15-3:15 p.m.

All visitors should report to the SAS office to secure a visitor's pass and state the purpose of the visit. Visitors will need to scan their driver's license to obtain the visitor pass. All visitors must check out of the SAS office when leaving campus. Visitors should not enter school buildings or classrooms without permission. SAS administration is authorized to take necessary steps in dealing with unauthorized visitors.

SCHOOL MASS ATTENDANCE
Parents will be allowed to attend the school masses, which begin at 8:00 a.m. Parents are allowed to sit with their child's class and must abide by the following protocols:
1. Parents do not need to check in to SAS office to attend school mass.
2. Do not remove your child from the class sitting area.
3. If you have multiple children in the same grade, please discuss your seating place with your children's homeroom teachers.
4. If you have children in different grades, choose one child to sit with.
5. Students in 1-2 grades attend mass with their prayer partners. Please allow your child to sit between you and their prayer partners.

DIOCESAN POLICIES

TECHNOLOGY USAGE POLICY

Statement on Technology

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

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

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

Scope of Use

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

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

Device Usage

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

Privacy

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

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

General Computer and Internet Usage

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

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

- Students shall not download or install software or third-party applications on any School-owned/issued device which may interfere with the educational process (e.g., games) or which change a device's system configuration without specific instruction from their teacher.
- Students shall not attempt to gain unauthorized access to or compromise any computer or network security or engage in any illegal activities on the internet, including but not limited to, willfully introducing a computer virus, worm, or other harmful program.
- Use of a School's network and internet usage must be consistent with the mission of the Diocese and the School and of the educational goals of each. Misuse includes, but is not limited to, any of the following: (i) any internet conduct on or off School campus which reflects negatively on the Diocese and/or School or the educational goals of each, including but not limited to sending or posting photos, images, videos, messages, or other communications that contain or suggest harassment, racism, sexism or inappropriate language and/or symbols; and, (ii) sending, transmitting or displaying any unchristian, immoral, offensive, violent, pornographic, obscene or sexually-suggestive or explicit photos, images, videos, messages, or other communication in any form. Any such misuse, as determined by the School and/or Diocese in its/their sole discretion, is strictly prohibited.
- Any student who receives a message suggesting harassment, racism, sexism or the contents of which include inappropriate language, images, and/or symbols must immediately report it to a teacher, counselor, or administrator.
- Any failure by a student to immediately make known to a teacher or an administrator at the School that the student received a message which suggests harassment, racism, sexism or contains inappropriate language, images, and/or symbols will constitute misusing technology.
- If a student has access to network resources or internet access, the student will not disrupt network users, services, equipment, or data of the Diocese, any School, or another student, whether on or off campus.
- Students will not attempt unauthorized entry to any device accessible via the School network or remote network. If a student notices what is or may be a security concern, the student must notify administration immediately.
- The internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use network resources or internet access to knowingly visit sites that contain such material nor import, transmit and/or transfer any such material to other computers.
- Students shall not capture or transmit any image, video, or audio of School employees. Photographing and/or recording (by audio and/or video) a teacher, staff member, student, or any other individual without permission of the subject is prohibited.
- Students will not provide their password(s) or access code(s) to, or share another student's password(s) or access code(s) with, any other student or nonstudent. Students shall not use another individual's device/account or log onto the internet or network as anyone other than themselves.
- Students are responsible for all digital data, activity, a nd products on their School-owned/issued devices/accounts.

- Students shall observe all intellectual property laws and fair use guidelines (e.g., copyright, trademark, licensing and similar laws, rules and regulations). Copying, modifying, distributing, displaying, or transmitting the work of another without written permission or proper citation is prohibited.
- Students will not communicate the address, phone number, or other personal information of themselves or any other individual to any person or legal entity on the internet or through email without specific instructions from their teacher or administrator.
- While using any technology device at School, students are required to access the internet using the School's Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices, such as a cell phone and/or other external devices. The Children's Internet Protection Act (CIPA) laws require the Schools to filter internet access to students and block inappropriate content from being accessed. This prohibition includes internet tethering and mobile hotspots that enable cellular data access on the School-owned/issued laptops.
- Content filtering alerts received by School personnel outside of normal school hours will be addressed the following school day.
- Student use of a Virtual Private Network (VPN) is prohibited at any time.
- The intentional destruction, deletion, or disabling of School-installed software on any device is prohibited. Unauthorized copying/installation of software programs belonging or licensed to a School is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging or licensed to a School is prohibited, unless specific instruction is given by a teacher for changes related to non-sensitive files/data.
- Purposeful or careless damage to School-owned/issued devices is prohibited. Each individual user will be responsible for any repair or replacement costs (at then-current rates, including associated taxes and third-party charges) and commercially reasonable administrative or replacement fees as set by the School. The School has the discretion to suspend each user's technology privileges and/or take disciplinary action.
- Students shall not dispose of any School-owned/issued device without the prior approval of the School. Any such disposal of a School-owned/issued device shall be conducted by the School or, if directed by the School, by the student in accordance with the School's directive. Prior to leaving School enrollment, if directed by the School, students must return all School-owned/issued devices.
- In the case of theft of a School-owned/issued device, parents are required to notify the School and file a police report within 24 hours of becoming aware of it. Misplaced/lost devices must be reported to School personnel immediately. If the device is not recovered, the student's parent/guardian is responsible for the replacement cost of the device.

Email and Communication Use

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

- Written parental permission is required for a student to have the use of a School-issued email account.
- Instant messaging, chat rooms, social networking, gaming, email, and other electronic communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation and are within the scope authorized by School faculty.
- Students shall not change their given email usernames.
- All communications sent or received may reflect on the Diocese, School, and the applicable church parish; thus, communication exchanged via the internet or email must not damage the reputation of the Diocese or School as determined by it/them in its/their sole discretion. No such communications shall be made for personal gain, to solicit others for activities unrelated to School-approved purposes, or in connection with political campaigns.
- All email communication between faculty, staff, coaches, and one or more students must be exchanged through the School-issued email account. Others, such as volunteer coaches, who are not School employees or administrators but who otherwise participate in School academic, athletic or other extra-

curricular activities, may be granted access to a School-hosted email account at the School's discretion, in which event the School-hosted email account shall be used only for School purposes and shall be subject in all cases to the terms, conditions and standards of this AUP and such users, upon request, shall contractually agree to abide by Standards set forth herein. If a School-hosted email account is not granted, all such individuals will nonetheless send email communication only to School-hosted email accounts when intended for School faculty, staff, coaches and students.

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

Cellular Devices

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

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

Personal Devices

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

Artificial Intelligence

Artificial Intelligence ("**AI**") refers to computing systems and tools that simulate human decision-making processes or perform tasks that typically require human intelligence. These tasks include, but are not limited to, problem-solving, decision-making, language understanding, visual perception, and more. AI systems

include, but are not limited to, chatbots, language learning models, machine learning algorithms, and automated tools. AI systems can learn from data, adapt to new inputs, and improve over time.
For purposes of this AUP, the terms "internet", "technology", "resources", "apps", "equipment" and terms of similar import shall include, without limitation, AI and the use of AI systems or tools through any medium. AI, in all of its forms and uses, is subject to all other terms, conditions and provisions of this AUP.
The Diocese recognizes the great potential for AI as a tool for brainstorming ideas, gaining insight, dissecting complex texts, and improving writing skills. However, AI also presents potential risks and ethical implications. Students should actively engage in ethical practices, carefully consider the validity of AI-generated content, and ensure their work reflects their original thoughts and understanding.

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

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

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

Conflicts

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

DIOCESAN SUBSTANCE ABUSE POLICY

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus, and at all school related functions. The use of all chemicals, including alcohol, tobacco and tobacco products is prohibited. Each school must have a Substance Abuse Policy. Schools may mandate suspicion or suspicion less drug testing. Those programs are identified as follows:

- **Suspicion-Based Drug Testing:** Drug testing will be mandated for reasonable cause. If drug/alcohol treatment program and drug testing is mandated, for reasonable cause, it is to be financed by the parent/guardian. The Diocesan Substance Abuse Policy must be included in each school's handbook of policies and must be adhered to.

- **Suspicion-Less Drug Testing:** A school may mandate a suspicion less drug testing program after the policy has been reviewed and approved by the Diocesan School Board and the diocesan attorney. This policy must be stated in the school's handbook of policies.

Drug testing alone is not a substance abuse program. But as part of a comprehensive substance program, testing can be an effective deterrent to substance abuse and an important tool to help educators identify students who need help.

- **Tobacco and Smokeless Tobacco:** If a student is found to have in his/her possession any tobacco product on school grounds or any school-related function, appropriate action will be taken by the administration. Appropriate action may include, but is not limited to, suspension. Any tobacco product found in the student's possession shall be confiscated.
- **Alcoholic Beverages:** If a student is found to be in possession of, or under the influence, of alcohol on school grounds or at any school-related function, the alcohol will be confiscated and the parent/guardian called. Appropriate action will be taken by the administration. Appropriate action may include, but is not limited to, suspension or expulsion.
- **Prescription or Over-the-Counter Drugs:** If a student is found to be in possession of, to have provided or sold a prescription or over-the-counter drug to another person on school grounds or at any school-related function, the item will be confiscated and appropriate action will be taken by the administration. Appropriate action may include, but is not limited to, suspension or expulsion.
- **Illegal Drugs:** An illegal drug is any drug, the possession of which is prohibited by federal, state, or local law.
    - If a student is found to be in possession of, or under the influence of, an illegal drug on school grounds or at any school-related function, the parent/guardian, and civil authorities will be notified immediately and appropriate action will be taken by the administration. Appropriate action will include, but is not limited to, suspension or expulsion.
    - If a student is found to have provided or sold an illegal drug to another person on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and the student will be expelled.

If a drug/alcohol treatment program and/or drug testing is mandated, it is to be financed by the parent/guardian.

DIOCESAN HARASSMENT, HAZING, AND BULLYING

To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge make every effort to prohibit 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 currently in use or any new electronic devices that may be developed in the future.

Definitions

HARASSMENT is unwelcome offensive conduct, whether physical or verbal, that is directed toward another person or group of persons when the person exhibiting the behavior knew or should have known that it would cause the person or persons to whom it was directed to be fearful, anxious, or emotionally upset as a result of the behavior. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with school performance whether the interference is direct or indirect, unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement. Sexual harassment involves unwelcome 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 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 into 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, or psychological harm.

Procedures for Reporting

1. Students, faculty, and/or parents should report alleged incidents of bullying promptly.
2. When a student reports that he/she is or has been the target/victim of harassment, hazing, or bullying, the staff member will respond quickly and appropriately to intervene and report the incident to the school administration.
3. If a student wishes to discuss the incident of harassment, hazing, or bullying with a staff member, the staff member will make an effort to provide the student with a practical, safe, private, and age appropriate way of doing this.
4. Student reports will be documented.
5. The administration will report all bullying incidents that result in suspension to the Superintendent of Catholic Schools.

Procedures for Investigation

1. All reports will be written using the Harassment, Hazing, or Bullying Reporting Form. Reports will be promptly and appropriately investigated by the school administration.
2. The school administration will take steps to verify who committed the act of harassment, hazing, or bullying and whether others played a role.
3. Other related complaints, if any, will be reviewed in making the determination as to whether harassment, hazing, or bullying occurred.
4. Neither the victim nor any witnesses can be promised confidentiality at the onset of an investigation, as the outcome of the investigation cannot be predicted. All parties involved will be informed that any information discussed and recorded will be disclosed only on a "need to know" basis.
5. The school administration will promptly and appropriately notify parents of the victim and parents of the offender of the incident after receipt of the report.

The school administration will apply consequences and/or remedial actions consistent with school disciplinary policies. The offender will be informed that retaliation against a victim or bystanders is prohibited and will result in further disciplinary consequences.

The school administration will monitor the resolution if further action is needed.

Consequences

Consequences and remedial actions will be consistently and fairly applied for persons committing acts of harassment, hazing, or bullying, for persons engaged in retaliation, and for persons found to have intentionally made false accusations, after appropriate investigation has determined that such an offense has occurred. The following list of consequences and remedial actions is provided as a guide and by no means limits the school from implementing other additional consequences and remedial actions. The seriousness of the behavior and prior conduct of the involved students are considered when determining appropriate consequences.

Possible Student Consequences:

- Parent notification
- Time out (primary students)
- Loss of a privilege
- Verbal reprimand
- Completion of letter of acknowledgement of action, with apology to the victim (after reviewed by the administration and not in the case of sexual harassment or intimidation)
- Detention
- Reparation to victim in the form of payment for, or repair of damage to, possessions
- Reassignment of seats in class, Cafeteria, or bus
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Expulsion

Possible Remedial Actions:

- Parent/Student conference
- Counseling with school counselor or school psychologist
- Education about the effects of harassment, hazing, or bullying
- Behavioral agreement
- Positive behavioral supports/plan that is appropriate to the developmental level of the student and the student's behavioral history
- Referral to an external agency
- Participation in counseling (delivered by a school or community mental health provider)
- Cooperation with a behavioral management program developed in consultation with a mental health professional

Curricular Component

Gospel values, empathy, Christ-like behavior, and strategies for combating bully behavior will be taught throughout the course of the year. Resources include:

- Scripture and the Catholic Catechism
- Guidance classes; religion classes
- Online bullying resources
- Come, Lord Jesus
- Retreats

POSSESSION OF WEAPONS ON CAMPUS

Louisiana R.S. 14:95.2 creates the crimes of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school-sponsored functions, or in other designated zones. The law provides that a dangerous weapon includes but is not limited to a firearm or other object, any gas, liquid, or other substance, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such a weapon within 1,000 feet of the school's property, on a school bus, and at any school-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extra-curricular activities. Whoever is convicted of the crime of carrying a dangerous weapon, whether a student or a non-student, is subject to a maximum penalty of imprisonment with or without hard labor for not more than five years.

SEARCH AND SEIZURE POLICY

The legal relationship between Catholic Schools and the student (and student's parent/guardian) is one of contract law. Therefore, the Catholic school handbook of rules and regulations governing the school operations must contain this policy and the resulting disciplinary action for violation of the school rules in these areas.

The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

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

1. The students are informed in writing (parent/student handbook) that searches may be conducted.
2. The administrator has suspicion that contraband, illegal substances or objects, or stolen property are being concealed, or that a violation of a school rule related to the maintenance of discipline in the school has been committed.

The search of a student(s), his/her belongings, shall be conducted by no less than two (2) school officials (at least one (1) the same gender as the student when possible). The search shall be conducted with a minimum of embarrassment to the student(s), preferably in the privacy of an administrator's office. Strip searches shall not be conducted.

DISCLAIMERS

Although this Parent/Student Handbook attempts to cover every phase of SAS life, there may be areas that may not be covered by this handbook. Therefore, any decisions regarding matters not specifically written in this Parent/Student Handbook will be left to the discretion of the school administration.

Parent/Student Handbook Enrollment Agreement: After reading this Parent/Student Handbook and reviewing it with your child, you must sign and return the Parent/Student Handbook Enrollment Agreement Form.

Excerpted from "The Rights & Responsibilities of Catholic School Parents," published by the National Catholic Education Association":

> Catholic school students and parents, as well as the Catholic school and its employees, have rights conferred by contract law. In enrolling a child in a Catholic school, a parent agrees to follow the rules of that school. It is impossible to identify every situation that can arise in a handbook; thus wording [is used] such as 'other appropriate conduct' or 'conduct whether inside or outside of school that is detrimental to the reputation of the school…' Your child is

a representative of the Catholic school twenty-four hours a day, seven days a week, and is responsible for acting in a way that brings credit to Church and school. You will be required to sign a form stating that you have read the handbook and agree to be governed by it. Your signature serves as evidence that you entered into [this] contract and that you understand the provisions of the contract.

The current version of the Parent/Student Handbook can be found on the SAS website.