

PARENT AND STUDENT HANDBOOK

2008 – 2009



Catholic Schools Celebrate Service

**Cathedral of St. John Berchmans
Catholic School**

947 Jordan St.

Shreveport, Louisiana 71101

Phone: (318) 221-6005

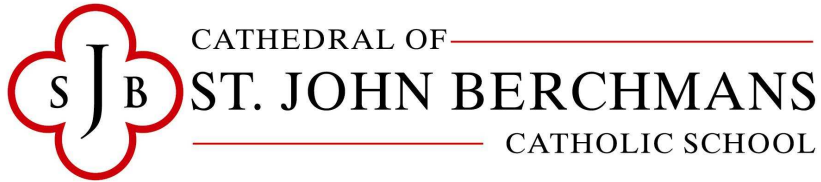
Fax: (318) 425-0648

www.sjbcathedralschool.org

Mrs. Jo Cazes, Principal

Mrs. Kathy Schwab, Assistant Principal/Counselor

Fr. Peter B. Mangum, Pastor



August 2008

Dear Parents and Students,

“Teach a child in the way he should go; later in life he will not depart from it.”
Proverbs 22:6

Welcome to St. John Berchmans Catholic School. In choosing St. John’s, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The guidelines and policies set forth in this handbook are designed to aid parents, students, faculty, administration, and the Cathedral Parish in the Catholic education of our student body. It provides the school community with clear and concise policies and rules that affect school life.

Each year the handbook is revised in order to keep it current with any changes in policy. We welcome any input you have for suggested changes, additions and clarifications. It is our intention to make it as clear and as useful a reference as possible.

Asking God’s graces upon our school, and the intercession of St. John Berchmans, our patron, I remain

Sincerely yours in Christ,

Jo Cazes
Principal

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ST. JOHN BERCHMANS CATHOLIC SCHOOL



Philosophy

St. John Berchmans Catholic School is a renewed vision of Catholic education in the Diocese of Shreveport and a place where students have the opportunity to grow spiritually, academically, and socially in an atmosphere enriched by Christian values.

St. John's is committed to creating an environment where teachers can live out their vocation to teach, to pass on their faith, to collaborate with their peers, and to receive the support and grace needed to grow professionally and spiritually.

St. John's is committed to promoting academic excellence, personal responsibility, and spiritual awareness among the students so they may live more fully in a relationship with God and others.

Parish Mission Statement

We, the Parish of St. John Berchmans, located in Shreveport, Louisiana, were called into being by the desire of the Society of Jesus, made up of a diverse community under the guidance of the Holy Father, the Bishop, and the Rector. Our mission is to serve, educate, and commit ourselves to others, as Christ invites us to live the Gospel. As a Cathedral Parish, we extend to all the people in our Diocese special concern for liturgical functions. Our constant challenge is to make the Cathedral an overflowing center of worship, community life, and spirit that truly reflects the Church in North Louisiana.

School Mission Statement

Believing its greatest responsibility is our children's formation in this world so that they may enter the happiness of heaven, the Cathedral of St. John Berchmans Catholic School is dedicated to the sacred ministry of providing quality education, anchored in the Roman Catholic tradition, in a nurturing environment which promotes relationship with God, excellence in education, and service to society in the spirit of Christ's love for all mankind.

State Approved

St. John Berchmans Catholic School is approved by the Louisiana State Department of Education.

History

Opened in 1949, St. John Berchmans School began with a staff of six sisters of the religious congregation called Daughters of the Cross. Along with a quality education and human formation in a loving environment, the faith has been passed down to the next generation to some 3000 students these past six decades. Twice the parish has enlarged the school building to meet the growing needs of the school.

The fall of 2005 brought a new principal to the school, Jo Cazes, and a new pastor to the Cathedral Parish, Fr. Peter Mangum. With renewed vision for the parish and enthusiastic commitment for its school, major renovations are being made to update the facilities and make them a safe, completely modern school that will enhance our students' academic formation. The summer of 2006 brought a renovated multi room, front office and classroom, and all new bathrooms. The computer lab was also completely renovated. In 2007, the downstairs hallway floors were replaced and the upstairs hallways were painted. During Christmas break of 2007, the science lab was renovated. The big renovation for 2008 was the cafeteria.

Technology improvements continue with new teacher computers, student station computers, SMART boards, and ELMO projectors.

Bishop Michael Ducca was ordained on May 19, 2008, to become the second bishop of the Diocese of Shreveport.

ADMISSION, REGISTRATION, and FINANCIAL POLICIES

General Information – Admission Policy and Requirements

Application for admission to St. John Berchmans Catholic School indicates a willingness to be committed to the first priority of our school – the faith formation of the children. This commitment calls for active involvement in, and support of, the parish and school community. Parents are the primary educators of their children. We expect our parents to be the role models for our students as they strive to live their faith on a daily basis so that what is taught at school is supported by what is lived at home. St John’s community is dedicated to supporting you in that role. Application for admission means that the family is willing to comply with the programs, policies, and philosophy of the school and actively participate in its activities. The Catholic school is to assist Catholic families in the formation and education of their children in the Catholic faith, Gospel values, and traditions.

Non-Discriminatory Policy

St. John Berchmans Catholic School admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or athletic and other school administered programs in accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments and Section 4.03(a) and 4.03 of Revenue Procedure 75-50 (Diocese of Shreveport Non-Discriminatory Policies).

Statement of Compliance

St. John Berchmans Catholic School complies with the regulations and policies of the Office of Catholic Schools in our Diocese. These regulations and policies are in the school office and in the Diocesan Handbook of Policies along with those that are subsequently determined by the Superintendent of Catholic Schools.

Admission Policy

St. John Berchmans does not offer a Special Education program for children with exceptional needs. However, a student shall not be denied admission because of handicap unless the handicap impairs the student’s ability to successfully complete the school’s academic program, or unless the school cannot provide sufficient care or make a reasonable accommodation for the child. If it is determined by the administration that the program and facilities appear to be unable to effectively meet the needs of a child, his/her continual enrollment will be reviewed by the administration.

The school reserves the right to refuse acceptance to a student whose behavior is not deemed acceptable.

The State of Louisiana and St. John Berchmans Catholic School require that a child meet the following requirements for admission:

- PK-3 (Pre-Kindergarten) - 3 years of age on or before September 30
- PK-4 (Pre-Kindergarten) - 4 years of age on or before September 30
- K5 (Kindergarten) - 5 years of age on or before September 30
- 1st Grade - 6 years of age on or before September 30

Application packets for all levels (PK-3 through 8) are available in the school office. All forms are also available on the school website at www.sjbcathedralschool.org. The first registration period is normally in January and February. A registration application packet must be submitted for each family each year, whether a current student or a new applicant. The application must be completed and the contract commitment signed and submitted with the full, non-refundable registration fee. **Registration for the following school year will not be accepted for any student who has an outstanding tuition balance.** Open enrollment dates for new students are published in the church bulletin and on our school website.

A student applying for admission to grade 1-8 must present a copy of their current report card and standardized test results. These will be reviewed to determine whether the program at St. John's will meet the educational needs of the students. An interview with the student and parents may be included in the admission process.

Prior to acceptance, all necessary forms must be completed, required documentation and registration fees submitted, interviews completed, and contract agreement signed. At the end of the initial registration period, the principal determines which applications to accept, based on the registration information of a prospective student and family, space availability, and in accordance with the **Priority Level for Admissions:**

1. Students currently enrolled.
2. Siblings of students currently enrolled.
3. Children from families who are registered, active members of the Cathedral Parish.
4. Children from families who are registered in other Catholic parishes. Special consideration will be given to Catholic school students moving into the area.
5. Children from non-affiliated Catholic families.
6. Children from families of other faiths. (Participation in both Catholic religious instruction and activities related to the Catholic character of the school is required.)

It is required that delinquent payments of the current year must be taken care of before the new registration can be processed.

All new students are admitted on probation for one academic semester. A student remains on probation until all records have been received.

St. John Berchmans abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, the

school will provide the noncustodial parent access to academic records and other school information regarding his/her child. It is imperative that the line of communication be open between separated/divorced parents in regard to the education of their children. The school cannot intervene in parental disputes.

Transfer Student Process and Requirements

Any student requesting a transfer to St. John Berchmans Catholic School from another local school is required to schedule a parent/student meeting with the principal. Admission of the student is at the discretion of the principal after conferring with teachers and principal at previous school and careful examination of school records. Parents are required to give written permission for the SJB administration to talk with the previous school regarding any discipline, academic, or special needs of the student. Admission will be on a probationary period of one academic semester. Probation will be based on academic and behavioral performance as determined by teacher observation.

Legitimate relocation transfers are handled by the principal on a case by case basis.

Records

Documents required for new students at the time of registration include:

- ✚ Family Admission Application (two-sided)
- ✚ School Enrollment Agreement
- ✚ Parish Verification Form, if Catholic, must be signed by the Pastor and stamped with the Church seal
- ✚ Copy of Birth Certificate
- ✚ Copy of Baptismal Record, if Catholic
- ✚ Current Immunization Records
- ✚ Copy of Social Security card
- ✚ After & Before School Care Enrollment, if you wish to enroll
- ✚ Request for Student Records Form
- ✚ Registration Form & Fee
- ✚ SMART Tuition Payment Form if paying monthly
- ✚ Previous School Records (standardized and LEAP test results, report cards, IEP, 504 plans, etc.)
- ✚ Signed permission for principal to speak with previous school administration regarding academics and discipline

Tuition

The Church subsidizes the school by directly contributing \$45,000 to the operations of the school, thus helping to keep the tuition down. Fundraising is our other effective way to keep tuition down. Thus, the tuition paid (whether at the Catholic or non-Catholic rate) in relation to the actual cost to educate a student, represents a significant discount, whether or not the parent requests it. Parents are expected to volunteer a minimum of twenty hours a year to help with school projects.

Tuition Assistance

Even with the automatic discount to all students, parishioners may find themselves in need of further assistance, which the church gladly offers since it is our mission to educate our parishioners. The Cathedral Parish budgets an amount of its annual budget for this very purpose. As the church funds are obviously not limitless, we must take all the requests for tuition assistance and offer it in proportion to the others who seek similar aid. If you request tuition assistance, you must complete a Tuition Assistance Request Form.

Tuition Assistance is offered by the Diocese of Shreveport to Catholic families who qualify. There is an application process involved with this request. As we know a number of parishioners will qualify for financial assistance and scholarships from a source outside the church, we must insist that all who request tuition assistance from the Cathedral Parish must first request assistance from the Diocese of Shreveport. Often, Cathedral Parishioners receive the extra support they need by means of the assistance the diocese offers. Only after the diocese has informed us of the assistance it has given will the church make its final decisions regarding requests for tuition assistance.

Tuition assistance is granted at the beginning of an academic year for that academic year only. Tuition assistance may not be used for the registration fee. All information submitted in the financial assistance application form is confidential. The Pastor must approve exceptions to the policy.

Tuition Payment

Tuition may be made in one lump sum in July or two payments in July and December. A student's first semester report card is not issued until the second payment is made and the check has cleared the bank.

St. John Berchmans Catholic School also utilizes SMART, a tuition management service. Tuition payments are sent directly to SMART. Tuition payments start in July for a 10-month payment plan. After that, SMART regulates tuition payments according to the date the application is processed.

Current families on SMART are automatically rolled over into the next school year.

Each new family participating in the SMART Payment Plan must complete a SMART Tuition Payment Enrollment Form. SMART charges each family a yearly application fee based on method of payment, which is collected on the first payment.

Tuition rates are determined yearly based on a percentage of the actual cost to educate each student. Revenue for operating costs each year comes from three sources: 1) tuition 2) subsidy from the Cathedral Parish and scholarships; and 3) school fundraising. With approximately 80% of the projected cost to educate each student coming from tuition, it is imperative that each family assumes its responsibility to keep payments current. On time payment of tuition is mandatory. We rely entirely on tuition being paid on time every month in order to make payroll for our teachers and meet other expenses incurred in the academic and spiritual formation of our students. A parent must notify the principal of any delinquency.

Tuition is due on the 15th of each month. If payment is not received on the due date, a late fee of \$45.00 (\$20.00 goes to Smart and \$25.00 to SJB) is assessed and access to EdLine (Student Performance) is denied. It is the responsibility of the parent to communicate with the principal regarding tuition delinquency. SMART notifies the parents when the account becomes delinquent. When tuition is more than two payments behind, the student may not attend class or participate in extracurricular activities until the past due payments are made. Report cards are not issued if tuition, cafeteria fees, book fees, library fees, or after-school fees are not paid in full. For 8th grade students, all accounts must be paid and current in order for 8th grade students to participate in the graduation ceremony. Delinquent accounts will be turned over to a collection agency.

Returned Check Fee (NSF)

A fee of \$30.00 plus the “Return Deposit Item Fee” from our bank will be assessed for any returned checks. After two (2) NFS checks, all payments must be made by either cash or money order. If the NSF check was written for SMART tuition payment, additional late fees may apply.

Transcript Fee

Records, transcripts, recommendations, etc. are sent upon request to the school of your choice when graduating or leaving St. John’s. No charge is made for this service. For all additional requests for transcripts, a \$5.00 fee will be charged.

Withdrawal Policy

Families must notify the school office in advance if they are withdrawing their child. Parents are asked to sign a withdrawal form and complete a withdrawal survey. Parents are still responsible for the tuition for the remainder of that quarter.

Release of Records/Transfer of Records

All material in the student’s file shall be treated as confidential and shall be accessible only to the Principal, members of the professional staff, legal guardian, parents, and the student after his/her eighteenth birthday.

When a parent or legal guardian requests that an individual who normally would have legal right to the possession of the student’s records not be allowed the possession of the student’s records, then it is the legal responsibility of the parent/legal guardian to furnish the school principal the legal documentation preventing the release of these records to said individual.

Permanent Record Cards and Health Records will be released to a receiving school when that school applies directly by mail to St. John Berchmans Catholic School. A copy of the student’s Permanent Record Card and the original health records shall be transferred. The school will not forward student records until all financial obligations have been met. Examples of these obligations include, but are not limited to: outstanding tuition and fees, library fines, and unreturned school property.

SCHOOL/PARENT PARTNERSHIP AGREEMENT

As the primary educators of their children, parents/guardians freely make the choice of a Catholic education for their children. Registration and acceptance at St. John Berchmans Catholic School constitutes an agreement by the parent/guardian to accept and abide by the rules and regulations of the institution and to support its philosophy of education.

A cooperative relationship between St. John Berchmans Catholic School personnel and a parent/guardian is essential for the overall education of the student, and is critical that it is maintained through constructive dialogue.

If a parent/guardian refuses to abide by the rules and regulations of St. John Berchmans Catholic School, or by word or action is unsupportive of its goals or otherwise fails to meet his/her obligations under school or Diocesan policies, the parent/guardian will be considered in breach of the agreement and the administration may request the parent/guardian to withdraw his/her child or children.

Additionally, parents/guardians will be held to the same standards of respect as students with regard to their interactions with administrators, teachers, staff, and students.

As partners in the educational process at St. John Berchmans Catholic School, parents are asked:

- To set rules, times, and limits so that your child
 - Gets to bed early on school nights.
 - Arrives at school on time and is picked up on time at the end of the day or conclusion of an extracurricular event.
 - Is dressed according to the school dress code.
 - Has daily lunch money or a sack lunch.
- To actively participate in school activities such as Parent-Teacher Conferences, Fundraising, and Home & School Association Meetings.
- To see that the student pays for any damage to school books or property due to their carelessness or neglect.
- To notify the school office with a written note when the student has been absent or tardy.
- To meet all financial obligations to the school.
- To notify the principal immediately when unable to provide tuition payment.
- To notify the school secretary of any change of address or phone number.
- To inform the teacher or principal of any special situation regarding the student's well-being, safety, and health.
- To complete and promptly return to the school any requested information.
- To read school notes, e-Cardinal, and the school website, thus staying informed of the total education process.
- To support the religious and educational goals of the school.
- To treat teachers and staff with respect and courtesy in discussing student concerns.

ACADEMIC INFORMATION

Religion

The Sadlier religion program includes the study of Catholic doctrine and traditions, scripture, social justice, participation in prayer, liturgical worship experiences, instruction in and reception of the sacraments, and service to others. Besides a formal Religion class, religion, faith, and prayer are part of all classes. To build community, Cardinal Crews (combination of students in grades 2-8) gather throughout the year for various activities. To foster virtuous living, a different virtue is emphasized each month. Liturgical services are held on Wednesday mornings at 8:15 a.m. Middle school students attend a class retreat. Eighth grade students attend Pines Camp for a three-day retreat/leadership program.

Language Arts/Reading

Through the MacMillan-McGraw Hill Treasures Reading Series (grades PreK-5), students are guided to develop the skills to become avid readers and writers. The language arts program is integrated with the reading program and is designed as a tool for improving students' competence in writing and speaking and to enhance learning in all subject areas. Skill areas taught include: reading, grammar, writing, handwriting, phonics, vocabulary, spelling, listening, and public speaking.

Mathematics

The Scott Foresman Mathematics (K-5) program provides a sequential development of basic skills, which encourages sound reasoning, logical thinking, and competence in skill areas. Following sixth grade, some students are selected by the teacher (based on grades, standardized test scores and work ethic) to take Pre-Algebra in the seventh grade and then Algebra I in the 8th grade. Eighth grade students who qualify to take Algebra go to Loyola to take the class with the ninth graders.

Social Studies

The Scott Foresman Social Studies (K-5) program is an interdisciplinary approach which incorporates economics, sociology, anthropology, political science, history, and geography, with emphasis on history and map skills. Nystrom United States and World maps and globes are in each classroom. Global awareness and interdependence of the human family, as well as peace and justice and values clarification, are developed. The curriculum for the middle school is as follows: 6th grade: Geography and World History, 7th grade: American History, and 8th grade: Louisiana History.

Science

The Harcourt Brace Science (K-5) program integrates the skills and concepts of the life sciences, physical sciences, and earth and space science into a meaningful, comprehensive course of study. The science program develops the student's awareness of self and the environment through observation of nature, exploration of science concepts, and the opportunity for research and experimentation. Middle school students have the opportunity to participate in the Science Olympiad competition.

Academic Fairs

Science & Social Studies Fairs are held annually. All 4th–8th grade students are required to participate in either the Science or Social Studies Fair. Students in Science Olympiad are excused from participating in the Science or Social Studies Fair. Eligibility for regional competition requires an oral presentation on the project at the time of judging.

Foreign Language

Spanish is offered to students in grades one through eight. The purpose is to promote an awareness of the Hispanic cultures and to allow students to begin a conversational knowledge of the Spanish language. Spanish class is offered one day per week for grades one thru three and two days per week for grades four thru eight.

Physical Education

St. John's students participate in activities and lessons designed to encourage them to live healthy lives. Team sports, fitness programs, and sportsmanship are emphasized.

Computer Literacy

Elementary classes use lab time to reinforce classroom subjects and learn basic computer skills, typing, and word processing. Middle school emphasis is on advanced computer skills and word processing, spreadsheet, database, and Power Point.

Art

Art is used in every grade across the curriculum. Students employ various media to express themselves uniquely and, thus, come to appreciate aesthetic values. St. John's participates in various community art events.

Music

All students are involved in music education, which is designed to provide a rich harmonious environment and to develop skills of younger singers. The many opportunities to display talents include the weekly liturgies and special events such as musicals drama productions and grade level presentations. From time to time many of our students are invited to sing at funerals and weddings, and in hospitals and nursing homes.

Library

The major role of the library is to instill a love of reading, an appreciation for books and the writing process, to open doors to new worlds, and to stimulate a desire for knowledge. Students will be encouraged to read all types of books and will be taught essential library skills in finding those books and their way around the library. Additionally, students will participate in hands-on assignments using the major reference books and complete formal and innovative book reports and research projects. The teacher and librarian will jointly

coordinate these reports and projects. As part of instruction in the appreciation of books, students will be held responsible for all materials checked out of the library, and face consequences for damaging or losing those materials. Scholastic Book Fair serves as a fundraiser for the library.

Middle School Requirements

Sixth Grade		Seventh Grade		Eighth Grade	
Course	Credit	Course	Credit	Course	Credit
Religion	1	Religion	1	Religion	1
Language Arts	1	Language Arts	1	Language Arts	1
Reading	1	Reading	1	Reading	1
Mathematics	1	Mathematics	1	Mathematics	1
World History	1	American History	1	Louisiana History	1
Physical Science	1	Life Science	1	Earth Science	1
Physical Education	½	Physical Education	½	Physical Education	½
Foreign Language	½	Foreign Language	½	Foreign Language	½
Computer	½	Computer	½	Computer	½

High School Credit

Students in the 8th grade may receive high school credit for taking Algebra 1 and Computer Literacy. Criteria for selection of these students include: middle school teacher and principal recommendation, data from placement test, Terra Nova (CAT) tests, and math grades from 6th and 7th grades. *Students in 6th and 7th grade may not receive high school credit for any courses.*

Evening Programs

Programs are held in the evenings to give parents an opportunity to experience the results of classes such as music, drama, etc. All parents are encouraged to attend and support our school programs. Students will not have homework on these nights. **Students are required to attend the Christmas Choir Concert and a grade for participation will be given.**

Extracurricular Participation

Students participating in school-approved activities which necessitate being away from school will be considered present and will be given the opportunity to make up work. **It is the student's responsibility to make up assignments that are missed.**

Field Trips

- St. John Berchmans has a partnership with SciPort.
- Field trips are designed to correlate with teaching units and achieve curricular goals.

- All grade levels do not always have the same number of field trips.
- Field trips are permissible for all grade levels when advanced planning, location, and the experience insures a successful learning opportunity.
- Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. Parents may be required to accompany their child in order for him or her to attend a field trip.
- A **written official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip. Verbal permission **cannot be accepted**. Permission slips are due in the office **prior to day of field trip**. **Note:** A fax and email do not take the place of an original signature and cannot be accepted.
- Drivers must be at least 25 years of age with a valid license and proof of insurance. According to Diocesan Policy, this must be updated for each field trip.
- Even if parents serve as chaperones, they may have to cover cost of admission to facility.

Homework

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, supplement and enrich class work, and prepare for certain lessons through various experiences. Homework may be written or reading assignments, studying for tests, or long-term projects.

If a parent feels that their student is spending an inordinate amount of time on homework each night, please contact the teacher or teachers involved to determine why such a situation occurs. If and when this situation occurs, parents are asked to note on the top of the homework the amount of time spent studying and to sign the homework paper.

While most assignments are posted on the teacher website, a parent may request assignments by calling the school office by 9:00 a.m. Homework assignments may be picked up at the school office between 3:15 – 3:30 p.m. For short absences, students should make arrangements with classmates regarding assignments.

Students are graded on homework, daily assignments, projects, research, composition, workbooks, quizzes, and tests.

Progress / Report Cards

Parents have access to student grades at any time through EdLine. At mid quarter, parents are encouraged to access grades to determine a mid-quarter progress. Parents are reminded in the newsletter each mid-quarter to check EdLine for current grades. **Paper copies are sent home to families who have indicated in writing that they do not have access to a computer.** Parents or teachers may request a conference at any time during the year to discuss student progress.

The academic growth of each student is an important educational goal. The purpose of all evaluation is to communicate to the students and their parents the progress that each

student is making and to motivate each student to improve. The grading scale has been changed in order to be in alignment with the other Catholic schools in the diocese. The grading scale (revised 2008) is as follows:

A +	100 – 99	B +	92 – 91	C +	84 – 83	D +	76 – 75
A	98 – 95	B	90 – 87	C	82 – 79	D	74 – 72
A -	94 – 93	B -	86 – 85	C -	78 – 77	D -	71 – 70
			****	69 &	Below	Is	Failing

Honor Roll and Perfect Attendance

Principal’s A Honor Roll is awarded each nine weeks to students who earn an A in all subjects, including conduct. For a student to be on the A/B Honor Roll, he/she must not have a C on his/her report card. Perfect Attendance is awarded at the end of each nine weeks for students who have not missed a day of school and have no more than two tardies. Students are also recognized at the end of the year for A Honor Roll and Perfect Attendance for all four quarters.

Promotion and Retention Policy

Students who are on grade level and have passed all core subjects will be **promoted** to the next grade. Advancement to the next grade in St. John Berchmans Catholic School is based on a student’s daily performance, test results, recommendations of teachers, and the student’s ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. Generally a student with an “F” in two or more core academic subjects is strongly considered for retention.

Standardized Testing

All students in grades 1 – 8 will take the Terra Nova 3RD Edition (CAT) Test in the spring. Students in kindergarten and first grade are given the Dibels assessment twice a year. Students who are exiting our school and entering the public school system in 5th and 9th grades must pass the LEAP Test. LEAP tests are administered at local public schools. Students are granted excused absences on testing days. Students wishing to attend Loyola College Prep must take the EXPLORE, which is given on a Saturday at Loyola. Dates of all tests are published on the school calendar.

SACRAMENTAL PROGRAMS

Preparations for **First Reconciliation and First Communion** are incorporated into the 2nd grade program. The 8th grade students prepare every year for the sacrament of **Confirmation** through theological study, reflection, and prayerful retreats. Parents are **required** to be active partners in the preparation of their children for these sacraments. Sacraments are only conferred upon students baptized in the Roman Catholic tradition. A

copy of the Baptismal Certificate must be provided for a student to receive these sacraments.

Special practices and retreats are planned by the Cathedral Parish staff in conjunction with the second and eighth grade religion teachers. Specific guidelines for parental involvement and appropriate attire are given closer to the reception of the sacraments.

Catholic students who are parishioners of another diocesan parish who are preparing for the Sacraments of First Communion or Confirmation with their classmates **MUST** get a letter from their Pastor granting permission for them to celebrate the Sacraments at the Cathedral. For example, the letter should state the following: "I acknowledge that my parishioner, _____, is a second grade student at The Cathedral of St. John Berchmans Catholic School, and I grant permission to this student to receive First Holy Communion at the Cathedral Parish with his/her class."

GENERAL INFORMATION

Arrival

School begins at 7:45 a.m.

Pre-K 3 and 4 rooms will be open at 7:20 a.m. Parents of Pre-K 3 and 4 students must walk their children to the classrooms, entering the school at the side entrance by the cafeteria. **Students may not be dropped off on Jordan Street.**

Students arriving after 7:45 a.m. are considered tardy and must report to the tardy table (located by the cafeteria) to check in. Students arriving after class has started must be accompanied by their parent to the front office. The parent must sign the check-in book. If the parent drops a student off, the parent may be called to return to school to check the student in.

Every student (except Pre-K 3 and 4) must report to the Multi-Room when entering the building. The Multi-Room is opened for students to arrive at 7:20 a.m. There is no teacher supervision in the Multi-Room prior to this time. The ***Before School Program*** is available for students arriving before 7:20 a.m.

Dismissal

School dismissal is 3:00 p.m. (PreK 3 and 4 is 2:45 p.m. and grades K, 1 and 2 at 2:50 p.m.) unless you are otherwise informed. Please check the school calendar and newsletter for early dismissal dates. Any student who has not been picked up by **3:20 p.m.** will be taken to our ***After School Program***. (Please see our Before and After School Program costs and guidelines.)

Your cooperation is needed in arranging for proper and timely transportation of your children, including the Before and After School Programs.

Transportation, Safety and Car Line Guidelines

Morning drop off: Students must be dropped off at the side entrance by the cafeteria between the Cathedral and the school, not on Jordan Street. Students should be prepared to get out of the car as close to the sidewalk or curbside as possible. Students should immediately enter the building through the entrance by the cafeteria. Please have your child ready to exit the vehicle when you stop to keep the flow of traffic as smooth as possible..

Afternoon pick up: PK-3 through 2nd grade students wait for their parents inside the cafeteria, not in the hall. Parents are to park their cars behind the school or across the street from the Cathedral and enter the school from the side entrance by the cafeteria or from the back of the school. Grades 3 thru 8 are picked up at the rear of the building.

In order to expedite the flow of traffic, remain in the right lane so that a second car can exit on the left. Students may never be picked up from the left lane. When using the drive-through for regular pick-up or After Care, NEVER leave the vehicle unattended.

Checking a student out after 2:30 p.m. is strongly discouraged. It is very disruptive for students to be called out of class while the teacher is trying to complete that last class period and get the students ready for dismissal.

Students are not to leave the premises and go to Circle K Convenience Store, Loyola, or any other sites off campus at any time during the day or while waiting to be picked up by their parents. Violation of this policy will be grounds for suspension.

Before & After School Program

St. John Berchmans Catholic School provides a Before and After School Program for parents requiring supervised care for their children who are enrolled at the school.

Before School Program: is from 6:30 a.m. until 7:20 a.m. The cost of this service is \$2.00 per day per child.

After School Program: is from 3:20 p.m. until 5:30 p.m. The cost of this service is \$7.00 for 1 child, \$12.00 for 2 children, and \$18.00 for 3 or more children regardless of the amount of time spent in the program each day. A \$15.00 application fee per family is also required when using the After School Program. After July 31 the fee is \$25.00. A separate registration form and payment is necessary for the After School Program.

Information may be requested in the school office. Application forms are also on the school website. Ruth Walker is the Program Director for our Before and After School Program and can be reached after 3:00 p.m. at **422-3842**.

Tardy to School

It is the responsibility of the parent to see that students arrive at school on time.

Students coming in late disrupt class time and the learning environment of the room. Requiring students to be on time teaches the value of punctuality and respect and creates a positive learning environment. Students who are habitually and chronically tardy learn poor life habits. The only excused tardies include medical appointments that cannot be scheduled for after school, hazardous weather conditions, a severe family emergency, or other unusual circumstances approved by the administration. Please respect your child and the other children by being punctual.

Students are considered tardy if they check in after 7:45 a.m. A student arriving after 7:45 a.m. must obtain an admit slip from the tardy table before being admitted to class. **Once class has started students must be signed in by the parent in the front office. Three (3) tardies (excused or unexcused) constitute a half-day absence, which counts against perfect attendance awards.** It is the parent's moral and legal responsibility to have his/her child present on a daily basis. Excessive tardies or absences will have a direct impact on the student's academic evaluation and may be reported to proper authorities.

Continued tardiness will necessitate a conference with the teacher, parents, principal, and child to develop a plan to remedy the situation.

Attendance

Prompt and regular attendance at school is essential for successful class work. When sickness or higher obligation to a student's family necessitates his or her absence, a note of explanation should be sent from the parent to the teacher when the student returns to class. Every school system in Louisiana is required to provide 180 days of instructional time (State Bulletin 741). Additionally, the state regulations mandate that students be in attendance a minimum of 165 days. The student will neither be eligible to receive grades nor be promoted to the next grade unless there are extenuating circumstances concerning a student's absences. **Vacations are considered unexcused absences.** Teachers are not required to provide advanced assignments for an extended period of time.

Absence

When a student is absent from school, a parent must call the office by 9:00 a.m.

A written statement giving the reasons for absence or tardiness **must** be brought to the homeroom teacher upon the student's return. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's

responsibility to make up. **Teachers are not required to give make-up tests or assignments for unexcused absences. No assignments will be given in anticipation of a vacation.** Arrangements for regular classroom tests missed because of excused absences are to be made with the individual teacher. Generally, students are given two days to complete a new assigned work for each day missed. Anything assigned before the absence will be due on the day the student returns.

After 15 days of unexcused absences, a FINS (Family In Need of Service) form will be filed with the Parish Supervisor of Child Welfare and Attendance or the juvenile officer.

Absence During The School Day

Parents should make every effort to avoid scheduling doctor and dental appointments during school hours. However, if this is not possible, parents must provide a written note explaining the student's absence for an appointment. **Parents are required to come into the office to sign their child out and/or sign him or her back in, if they return to school the same day.** A written request from the parent must be presented to the teacher if a student must leave early.

Excuse from Physical Education

In order for any student to be excused from physical education activities, he or she must have a written note from his or her parent or guardian. If the excuse is for more than three days, a statement from a medical doctor specifying the need and the approximate length of the recuperative period must be provided.

Health Policy

- As mandated by the State of Louisiana, immunization certificates are required for all students entering school for the first time and from those who transfer from other schools.
- If a child becomes sick during school hours, the school office will contact his or her parent or guardian.
- Students recovering from pink eye (conjunctivitis) must be on medication for at least 24 hours before returning to school.
- A student must be free from fever for at least 24 hours before returning to school.
- Students who have had head lice must be free from all nits before returning to school.

Medication

If a child has to take prescription medication during school, that medication must be delivered to the school office in the original prescription container with the label stating the following:

- Child's name
- Name of child's doctor
- Frequency
- Dose
- Date

In addition, a letter or note signed by the physician must be submitted in order for medication to be dispensed.

All non-prescription medication (cough drops, etc.) must be taken to the school secretary before school with the following information:

- Child's name
- Frequency
- Dose
- Date

The medical permission form must be completed and signed by the parent and will be kept on file in the school office. At the end of the school year, all medications not picked up will be discarded.

Appointments and Messages

Please make appointments to see the principal and/or teachers through the office. Appointments are made by sending an email or note or by calling the office.

Only messages of vital importance will be relayed to pupils during class time. If, through urgent necessity, a parent comes to school to deliver a message, the parent is to deliver the message through the school office and never directly to the child or the teacher. Students **will not** be called to the telephone nor will they be allowed to use the telephone unless it is an emergency. The following are not considered an emergency: forgotten items, carpool issues, etc. **Students may not bring cell phones to school unless special permission is given by the principal (See Cell Phone Use Policy).**

Emergency Closing

If school is cancelled due to weather conditions, the Superintendent of Schools will contact the principals. **Schools in the Diocese of Shreveport DO NOT necessarily follow Caddo or Bossier Parish Schools. TELEVISION AND RADIO STATIONS WILL BE CONTACTED TO MAKE ANNOUNCEMENTS OF SCHOOL CANCELLATION.** The school will also use Phonevite, a service which automatically dials all designated numbers in the system to indicate an emergency dismissal.

It is very important that every family maintains an up to date address and telephone number in the school office. The office must be notified immediately for any change of address, telephone number, cell number, or email address.

Lost Articles

All books, school bags, and clothing must be marked with the child's name. Purses and wallets should have some kind of identification. The school is not responsible for lost or stolen articles brought to school. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity. If your child is missing something, please check the lost and found closet outside the Browning Room.**

Awards

“Cardinal Student of the Month” may be awarded each month to students in each 1st – 8th grade class. Student Council is in charge of this program. The winners of the “Student of the Month” will be announced each month during Mass. Other academic awards will

be given out to students after each nine-week grading period. See yearly calendar for dates.

Each year a 5th & 8th grade student will be selected as the “St. John Berchmans Catholic School Student of the Year.” Their names will be submitted to the Superintendent’s office to compete with other private schools on the regional and state level.

Student Insurance

Accident insurance covering students while at school is mandatory through a Diocesan plan. The cost of this insurance is part of the registration fee. You must file first with your insurance company, and then ask for a claim form from the school. Claims must be mailed directly to the insurance company after being signed by a school officer. **It is your responsibility, not the school’s, to ask for and mail a claim form.**

Parties

Students are permitted two class parties a year at school, Christmas and Valentine’s Day. Room parents will assist the classroom teacher with these parties.

Birthdays

Cupcakes or cookies for the entire class may be sent to school in recognition of your child’s birthday (no flowers, balloons, stuffed animals, gifts, etc.). Please let the teacher know in advance when you want to send cupcakes. **Students may not distribute personal invitations at school.** Invitations, directions etc. will not be copied on the school’s copier.

Even though birthdays are special occasions, please do not have limousines or other special transportation pick up students to go to after school parties since this would single out any children who were not invited to the party.

Students should not exchange gifts with individuals at school. This gesture often creates hurt feelings.

Child Abuse Laws

St. John Berchmans Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. Diocesan Policy requires that all employees and volunteers of St. John Berchmans Catholic School attend the “Protecting God’s Children” seminar. It is highly recommended that all parents and/or guardians attend this seminar through the Catholic Center (check diocesan website, www.dioshpt.org, for available dates).

Child Nutrition Lunch Program

The Diocese of Shreveport participates in the National School Lunch Program. The Child Nutrition Program serves students quality meals, which are healthy, correctly prepared, and attractively served in a pleasant surrounding.

Free and Reduced Meal Applications are available to all families who qualify. Applications are available the first day of school from the school office or the cafeteria manager. All applications are handled confidentially and used only for eligibility determination and verification of the data. Parents are encouraged to apply for Free and Reduced benefits any time during the 2008-2009 school year.

Meals are to be paid for in advance monthly, weekly, or daily. **Students will only be allowed to charge two days of meals.** After charging two days of meals, the student will be asked to pay daily until the past due is paid in full. Overdue statements will be sent home in the Thursday folder. Any question regarding lunch accounts may be addressed by calling 219-7297 or speaking directly to the cafeteria manager. Payments should be made to CNP (Child Nutrition Program) and sent to the cafeteria manager. **Students are not allowed to charge for meals during the month of May.**

All students are required to have a lunch. If they do not bring a lunch, they will be required to pick up a tray.

Extra sales will be offered daily to students whose account balances are not delinquent. A separate account is set up for this purpose. Extra Sales Accounts are kept separate from regular meals. Please refer to the Meal Payment Schedule for extra sales price list.

Parents are invited to join their child(ren) for lunch. Monthly menus are posted in the lunchroom, classrooms, and on the school website. Menus are subject to change without notice due to availability of food products.

State law prohibits carbonated soft drinks and fast-food lunches in the original container brought into the cafeteria.

For further information please call the Diocese of Shreveport Child Nutrition Program Office @ 219-7297.

Lunch Area Conduct

Students are urged to keep the lunch area as clean as possible. Cafeteria rules are as follows:

- Students are to place all used disposable articles in the containers provided.
- Students are not to misuse any lunch facilities.
- Food and/or drink are never to be taken out of the lunch room.
- Students who spill food and/or drink in the lunch room are expected to clean up the spill.
- Students may not buy food for someone else, trade food, or share lunches.
- Students are expected to be orderly, courteous, and respectful in the serving line.

Parent-Teacher Conferences

Scheduled Parent-Teacher Conferences are held at the end of the **first and third** reporting period. **Parents/guardians** are required to attend conferences, and students may come if you wish. Your visit to the school to discuss your child's work is welcomed and encouraged. Please make an appointment through the office or contact the teacher

via email. Please do not try to have a conference with the teacher during afternoon pick-up or in the Multi Room before school. Teachers are on duty at this time.

Home-School Communications

Even though we are going paperless with the newsletter, we will continue the weekly VIP folder (Very Important Papers) for a while longer. Official folders containing important correspondence are sent home on **Thursdays** and should be returned the following day. There is a \$1.00 replacement charge for folders that are lost. All students will receive a VIP folder at the beginning of school. If you do not receive a folder, please check with your child. If you would like to request that school-related information be included in the newsletter or included in the weekly VIP folder, you must submit the information by Tuesday before folders go out. **All information submitted must have the principal's approval before it is sent out. Family information will be sent home in the youngest child's folder. Class information is sent home to all students in that grade.**

School Website

The school website is a way for parents to receive important information from the school. The calendar, lunch menus, teacher websites, and EDLINE are all available on the website.

Teacher websites will contain weekly assignments and other pertinent information for the class. Even though the website is available to parents, students are still responsible for keeping up with their own assignments and test schedules.

EDLINE is an on-line information system for parents to access student grades. Parents will receive an activation code during the first weeks of school. Teachers will send weekly grades to EDLINE each Thursday. If you do not have access to Internet service, please notify the office in writing to make other arrangements to receive progress reports.

School Property

A child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must be properly covered and carefully handled. **Do not cover** books with any material that will stick to the cover such as contact paper. Covers should easily come off without damaging the book. They should be kept free of ink or pencil marks. Answers to problems or objective tests should never be written in books that will be passed on in subsequent years to other students. **If a book is lost or damaged through carelessness or neglect, the student must pay for its replacement.**

Lockers

Each student is assigned a locker in the classroom in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers **only at specified times**. The school reserves the right to inspect lockers at any time. No locks of any kind are permitted on the lockers.

School Directory

Within the first month of the school year, each family will receive a Student Directory listing students' and parents' names, addresses, and home telephone numbers for each class roster. Please indicate in writing if you do not wish to have your child/children's names included. The directory should be used to acquaint parents with the names of their child's classmates and their parents. **This directory is not to be used or sold for other purposes.**

Organizations and Activities

Students at St. John Berchmans Catholic School have the privilege to participate in all student organizations and activities based on their academic credentials and individual talents. The activities are designed to enhance a student's academic, social, religious, and physical development. Organizations include Student Council, Beta Club, cheerleaders, choir, Science Olympiad, and various sports teams. A description of each organization and eligibility requirements are available on the website.

Football (Jets)	Grades 6-8	
Basketball (boys and girls)	Grades 4-8	
Tennis (boys and girls)	Grades 1-8	
Cheerleaders (girls)	Grades 4-5 and Grades 6-8	
Student Council	Grades 4-8	Wednesday after school
Beta Honor Society	Grades 6-8	Thursday after school
Science Olympiad	Grades 6-8	Tuesday after school
Yearbook	Grades 6-8	Friday after school

Determination of Eligibility Policy

It is understood that when a student participates in a sponsored activity at St. John's, he or she officially represents the school. The following rules, as well as official league/club guidelines, will apply toward consideration of school participation and representation:

- **Suspension:** Students suspended from school will not practice or take part in games until the principal grants permission.
- **Absences:** Any student absent **for any portion of the school day without a valid excuse (i.e., doctor/dentist excuse)** will not participate in practices or games that day.
- **Grades:** Students whose overall grade average falls below **80% (C-) or who have below a B in Conduct** at a quarter grading period will be suspended from all practices and games until the following progress report or report card is issued.

Prior to the first practice of each sport, the athletic director will distribute registration forms informing students and parents of the requirements necessary for the sport.

Student Possession and Use of Cell Phones

Text messaging, photographing, and regular phone use constitute use of the device. If a parent believes it is necessary for their student to have a cell phone at school, they must provide the school office a signed letter stating the rationale why their student needs to have a cell phone at school. The signed letter, upon principal approval, will be kept on file in the school office for the current school year. These records will verify that the

student has the parents permission to have a phone on campus and that they are aware of the restrictions and procedures concerning the use of cell phone during school hours.

GUIDELINES

1. Cell phone possession

The phone must be kept turned OFF in a backpack, purse, or some type of closeable cloth or plastic bag (the phone cannot be on the student's person, such as on a belt or in a pocket). If the phone makes any noise (ring, music, vibration) or is taken out for any reason without proper approval, a detention will be issued, and the phone will be confiscated. The student's parent must come to the office to retrieve any confiscated phone.

A student without a parent's cell phone permission letter on file will receive a detention if a phone is found in the child's possession at school. The phone will be confiscated and a parent can come to the office to retrieve the phone.

2. Cell phone use

If a student believes he or she has an emergency during the school day that requires him or her to use the cell phone, the student must obtain permission from a member of the office staff to use the cell phone in the office area. Since a student may not receive a phone call on a cell phone during the school day, emergency contact with a student at school can always be made by phoning the school office.

Discipline Policies

Our Code of Conduct and administration of discipline is based on Catholic values and the dignity of each person. All students are expected to cooperate with the policies of the school, which are designed to foster mature development and personal responsibility. We know that the student and his or her parents have accepted our standards, rules, and regulations when he/she enrolls at St. John's. Parents and guardians are accountable for their child's behavior. Teachers will send home their specific classroom procedures.

Demerits

(This list is not all inclusive and may be amended at anytime without notice)

- Failure to obey classroom rules (including library, computer lab, etc.)
- Failure to obey lunchroom rules
- Chewing gum or eating inappropriately anywhere in school, church, or playground
- Inappropriate behavior in hallways
- Bringing nuisance items to school
- Running, pushing, shoving, yelling, or horse playing
- Public display of affection
- Selling any items not designated by the school
- Name-calling or showing disrespect to other students
- Tardiness – four tardies per quarter (school or class)
- Writing on desks

- Being in the hall without a pass during class period
- Failure to have items signed by parents
- Failure to observe uniform code
- Inappropriate behavior in church
- Any other conduct that is inconsistent with philosophy of St. John Berchmans Cathedral School

Minor infractions will be dealt with by the teacher.

Detention

The Detention means staying after school with the assigned detention monitor. Detention will be held on **Tuesday and/or Thursday until 4:00 or 4:30 p.m. (depending on the offense)**. Students who receive detention **must attend** the next scheduled detention session. Detention notices will be sent to the office in a sealed envelope. Parents will be notified as soon as possible so that they may make arrangements to pick their child up from detention. A detention will only be re-scheduled if there is proof of a doctor or dentist appointment or if the principal gives approval for other reasons, such as lack of transportation. Prior commitments, such as athletic events, piano lessons, etc. **do not warrant** re-scheduling. Further disciplinary actions will be taken for students who fail to attend detention without approval from the principal. If a parent arrives later than the departure time of the detention, the student will be placed in the After School Program and appropriate fees will be assessed.

The following procedure will be handled for detention for minor violations (for each quarter). Four demerits warrant a detention. **Conduct referral slips will be sent home and are to be signed and returned to the Home Room Teacher the following day** or further disciplinary actions will take place.

- Detention #1 - four demerits,
30-minute detention
- Detention #2 - four additional demerits
60 minutes
- Detention #3 - one additional demerit
60 minute detention and parent conference with principal

A consistent number of detentions each quarter is an indication that there is a lack of self-discipline on the part of the student, which then demands stronger action. Accordingly, students who demonstrate a consistent lack of self-discipline may be considered for suspension.

Major Violations - major violations accrue for the entire school year

(This list is not all inclusive and may be amended at anytime without notice)

- Showing disrespect in any form toward faculty or other adults
- Fighting or bullying, including provocations that are verbal and/or physical
- Leaving school grounds without permission
- Removing, hiding, or destroying others' possessions

- Lying to teacher, principal, or other staff member
- Copying or cheating on tests or schoolwork
- Inappropriate computer use
- Gambling
- Continued minor misconduct that warrants being sent to the principal's office
- Abusive or inappropriate language
- Theft
- Cell phone violation
- Vandalism (parents/students are financially liable for any infraction that deals with property damage of school and/or individual at school or school related function)
- Possession or distribution of any pornographic materials
- Possession of any type of weapon or dangerous item
- Possession or use of drugs, including drug paraphernalia
- Possession of alcohol or tobacco – drinking or smoking on school grounds, on a school outing, or at a school or church related event
- Harassment of any type will not be tolerated. In order to provide a safe environment for all individuals, verbal or written threats made against the physical or emotional well being of anyone are taken seriously and will be investigated. Incidents of this nature that happen away from school and then are carried over to the school campus will also not be tolerated. Students making such threats, seriously or in jest, face detention, suspension, and/or expulsion.
- Any other conduct that is inconsistent with the philosophy of St. John Berchmans

Actions for Major Conduct Violations

Principal will take appropriate action:

- Parent Conference
- Detention
- In-school suspension (number of days determined by principal)
- Out-of-school suspension (number of days determined by principal)
- Probation
- Expulsion
- Other consequences as determined by principal

Items Not Allowed at School

The following is a list of items **NOT ALLOWED AT SCHOOL**. This list is not all-inclusive and may be amended at any time without notice.

- | | |
|--|---|
| Guns/knives (real or toy) | Drugs, alcohol, tobacco products |
| Lighters, matches | Game Boys |
| CD Players, Radios, video games | Toys |
| Trading Cards, Playing Cards | Laser Lights |
| Questionable Books & Pictures | |

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school.

Items that are taken away from students will be returned to the parent/guardian.

Inspection Policy

In order to provide students and employees with a safe and healthful environment, the administration reserves the right, at its discretion, to conduct inspections of school property and the property of students. Included with this policy, is the right to inspect the following: desks, book bags, athletic bags, purses, and lockers.

Drugs, Alcohol, and Weapons

A student who possesses drugs, alcohol, or weapons at school or any school function faces expulsion.

Expulsion

Expulsion is the removal of a student from the school. Expulsion is the result of a very serious infraction of the diocesan/school handbook, state laws, etc. Expulsion could also be the result of a student who has been suspended previously and has shown no indication of improvement. Once a student is expelled, he/she will not be re-admitted. Tuition payments are due and payable for the quarter.

Extraordinary Exclusion

When students enter St. John Berchmans Catholic School, they understand and agree the school reserves the right to exclude them anytime if their conduct, attitude, or academic standing is regarded by the school administration as unacceptable. It is understood and agreed that St. John Berchmans Catholic School, or any of the administrative officers or faculty, shall not be liable in any way whatsoever for such exclusion.

Unwritten Regulations / Right to Amend

This Handbook is limited in content. We live in a constantly changing world and, therefore, emphasis has been placed on those things that are deemed most beneficial to the students and parents of St. John Berchmans Catholic School at the present time. St. John's reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday folder and website.

UNIFORMS

BOYS – Pre-Kindergarten

- Pants: Pull-up khaki uniform pants can be worn with red polo shirt (SJB logo) or white Oxford shirt
- Shorts: Pull-up khaki shorts must be worn with the red polo shirt (SJB logo) only
- All other items are the same as K-8 uniform

BOYS – Kindergarten through 8th Grade

- Pants/shorts: Solid khaki uniform pants or shorts
- Shirt: Red embroidered SJB shirt or white oxford shirt (with pants only)
- Belt: Brown or black
- Socks: Plain white socks (no logo, must cover ankles)
- Shoes: Tennis shoes any style (no shoes with psychedelic colors/lights/wheels, sandals, boots, open-toed, crocks, or platform shoes).
- Outer wear: Red SJB hoodie, red cardinal fleece, any approved sport sweatshirt or jacket

GIRLS – Pre-Kindergarten

- Jumper: Uniform plaid jumper
- Blouse: Peter Pan white blouse (short or long sleeves) or white turtleneck
- Shorts: Pull-up khaki uniform shorts or scooter with red embroidered SJB polo shirt
- Pants: Khaki pants with red polo shirt or white oxford shirt
- Shoes: Tennis shoes any style (no shoes with psychedelic colors/lights/wheels, sandals, boots, open-toed, crocks, or platform shoes).

GIRLS – Pre-Kindergarten through 8th Grade

- Socks: Plain white socks (no logo, must cover ankles)
- Tights: White or navy blue tights may be worn instead of socks
- Shoes: Tennis shoes any style (no shoes with psychedelic colors/lights/wheels, sandals, boots, open-toed, crocks, or platform shoes).
- Outer wear: Red SJB hoodie, red cardinal fleece, any approved sport sweatshirt or jacket

GIRLS – Kindergarten through 4th Grade ONLY

- Jumper: Plaid uniform jumper
- Blouse: White Peter Pan collar (short or long sleeves) or white turtle neck
- Shorts: Khaki uniform shorts or scooter worn with red polo SJB embroidered shirt
- Pants: Khaki uniform pants worn with red polo SJB shirt or white oxford shirt

GIRLS – Grades 5 – 8 ONLY

- Skirt: Plaid skirt (no shorter than 3 inches above the knee)
- Blouse: White sailor uniform shirt with plaid tie
- Shorts: Khaki uniform shorts with red SJB embroidered shirt
- Pants: Khaki uniform pants with red polo or white oxford shirt

Uniforms are purchased from Shreveport Gymnastics located at 4727 Line Avenue, Shreveport, LA 71106. The phone number is (318) 869-1206. Khaki brand uniforms are School Apparel, Classroom, and Rifle.

OUT-OF-UNIFORM /SPIRIT DAY DRESS CODE

- Jeans (no bell-bottoms, hip huggers, jeans with holes, or jeans with designs), dress slacks, or other appropriate fitting pants (no overalls), T-shirts or tops appropriate for school (no sleeveless or anything that may be considered questionable by the administration – **Shirts must completely cover the midriff area when student's hands are raised above the head.**)
- Students on a school-sponsored team may wear the team uniform top only. (A white tee shirt may be required to wear underneath.)
- Monster Mash shirt or any SJB shirt
- Regular uniform
- Tennis shoes or other appropriate shoes (no sandals of any kind, no platform shoes, no heels above two inches, no high tops).
- Plain socks
- If a student wears anything deemed inappropriate, the parent will be called to bring them their uniform. They may not be allowed to participate in any other out-of-uniform day.
- Field Day attire includes special class color Field Day shirt or any SJB spirit shirt with uniform shorts or shorts of the same length (not basketball shorts/elastic waist), capris, or jeans. Students may not autograph shirts.

ADDITIONAL DRESS CODE REQUIREMENTS

- Undershirts must be white.
- Only the top button of a shirt may be unbuttoned.
- Hair for boys and girls shall be neat and does not cover the eyes. Boy's hair shall be above the shirt collar. Scrunches, hair clips, etc. must be in the hair, not worn on the wrists.
- Make-up, lipstick, nail polish, or artificial nails are not acceptable.
- Tattoos of any kind are not allowed.
- Visible body piercing except pierced ears for girls only is not acceptable. **GIRLS MAY WEAR ONE PAIR OF EARRINGS, BUT MAY BE NO LARGER THAN A DIME.** Jewelry should be limited to watches, rings, and simple crosses or holy medals on a narrow silver or gold chain. All necklaces will be worn inside the shirt. Watches with a beeping device shall be disconnected during the school day.
- No shoes with beeping or light devices will be allowed.
- Non-uniform coats worn to school must be removed in the school building.
- Shirt should remain buttoned and shirttails tucked in while student is on campus (the belt line must be showing), with the exception of the sailor blouse.
- Writing on skin is not permitted.
- Uniforms should be clean and pressed with all buttons attached and hem intact.
- Polo shirts are monogrammed with the SJB logo.
- Sunglasses and hats are not to be worn inside the school during school hours.
- Other forms of dress accessories that tend to be faddish in nature are unacceptable.

- **Uniform outer wear may only be worn in the building during the 2nd and 3rd quarters. During the 1st and 3rd quarter, the hoodie and fleece are considered outer wear only.**

Map

Technology Use Agreement

Adapted from NCEA's *From The Chalkboard To The Classroom* 1997

As a computer user, I agree to follow the rules and code of ethics in all my work with computers while attending the Cathedral of St. John Berchmans Catholic School:

1. I recognize that all computer users have the same right to use the equipment. Therefore, I will not use the computer resources for non-academic purposes. I will not waste paper or take supplies such as paper, printer cartridges, diskettes, and CDs that are provided by the school. When I am in the Computer Lab, I will talk softly and work in ways that will not disturb others. I will keep my computer work area clean and will not eat or drink in the Computer Lab.
2. I recognize that copyright laws protect software. Therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, or CD-ROMS from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable. Therefore, I will protect their privacy by not trying to learn their password. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to system programs for computer equipment. I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that, after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. When students receive Internet access, they will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.
5. Parents must realize, even though we have a block on undesirable sites, their children may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modifications of system settings will result in cancellation of privileges and/or school disciplinary action, up to and including expulsion. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

ST. JOHN BERCHMANS CATHOLIC SCHOOL

TECHNOLOGY USE AGREEMENT FOR 2008-2009 SCHOOL YEAR

USER:

I understand and will abide by the technology use agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

User Name (please print) _____

User Signature _____ **Date** _____

PARENT/GUARDIAN:

As the parent of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold the school responsible for materials acquired during such use.

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ **Date** _____

Signed Form Due In Office By August 22, 2008

ST. JOHN BERCHMANS CATHOLIC SCHOOL

STUDENT AND PARENT HANDBOOK FOR 2008-2009 SCHOOL YEAR

We have read the entire Handbook and agree to follow the school policies and procedures as stated. Student signature is required for grades 3 and above.

Parent/Guardian Signature _____ **Date** _____

Student Signature _____ **Date** _____

Student Signature _____ **Date** _____

Student Signature _____ **Date** _____

Student Signature _____ **Date** _____

Signed Form Due In Office by August 22, 2008