

SGS PARENT & STUDENT HANDBOOK 2021-2022



ST. GEORGE CATHOLIC SCHOOL

7880 St. George Drive
Baton Rouge, Louisiana 70809

WWW.ST-GEORGESCHOOL.COM

The St. George Catholic School Parent and Student Handbook is a statement of the mission, philosophy, policies, and regulations that provide guidance and structure to our school community. Parents who seek admission of their children to St. George Catholic School enter into a partnership, which includes a contractual agreement, with the school. Both parent and child thereby agree to accept the philosophy and rules of the school as stated in this handbook and in other communications from the school, all of which are in conformity with Diocesan policy. Failure to abide by the regulations and policies of the school handbook by either the student or his /her parent/guardian may result in the student's removal from the school. In all circumstances, the information contained in this handbook will take precedence over any other form of communication. As part of the contractual agreement there are explicit (expressed) and implicit (implied) expectations placed on the parent, student, administration, faculty and staff.

The principal reserves the right to amend the handbook and to change policies with proper notification of those affected.

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PreK Office Phone 293-9822 Fax 293-7432

Cafeteria Phone 293-1719

After Care Phone 315-2262 (After 3:30)

Church Office Phone 293-2212

Morning Arrival: 7:20 am – 7:43 am

School Day: 7:45 am - 2:45 pm

Dismissal: 2:48 pm – 3:10 pm

COVID-19

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

Table of Contents

Mission Statement/ Philosophy/Accreditation/Blue Ribbon/ Administration.....	4
Academics.....	5
Admissions.....	5
New Students.....	5
Re-Enrollment.....	6
Tuition and Fees	7
Advanced Math Courses.....	7
Appeals.....	8
Attendance.....	8
Reporting Absences.....	9
Early Release and Dismissal Changes	9
Tardies.....	9
Missed Assignments.....	10
Awards.....	10
Birthday Celebrations	11
Bullying.....	11
Cafeteria.....	11
Breakfast.....	11
Cafeteria Lunch Program.....	12
Bag Lunch from Home.....	12
Nut Allergy Policy.....	12
Code of Honesty.....	12
Cell Phones and Electronic Equipment.....	12
Child Protection.....	13
Communication.....	13
Website.....	13
Dragon Tales.....	13
RenWeb.....	13
Directory.....	13
Grades PK-5.....	14
Grades 6-8.....	14
Conferences.....	14
Confidentiality.....	15
Custody.....	15
Discipline/Character Development and Formation.....	15
Diocesan Policy.....	16
Classroom Rules.....	16
Classroom Rewards.....	16
School-Wide Rules.....	17
Pink Slips/Blue Slips/Referrals.....	17
Suspension/Expulsion.....	18
Emergency Dismissal & Drills.....	19
Extra-Curricular Activities.....	19
Field Trips.....	19
Financial Policies.....	20

Grades.....	20
Health Policies.....	22
Medication Policy	23
Orthopedic Appliance Policy.....	24
Head Lice.....	24
Nut Allergies.....	24
Severe Allergies.....	24
Homeroom Placement.....	25
Individual Needs/Instructional Support Lab/ Guidance.....	25
Library.....	26
Lost Articles.....	26
Off-Campus Behavior.....	27
Parents as Partners.....	27
Parent Organizations.....	28
Advisory Committee.....	29
Finance Committee.....	29
Home & School Association.....	29
Athletic Association.....	29
Men’s Club.....	30
Photographs and Videos.....	30
Private Parties.....	30
Promotion/Retention Criteria.....	30
Religion.....	31
Catechesis.....	31
Sacramental Program.....	31
Report Cards.....	32
Safety.....	32
Search & Seizure – <i>Diocesan Policy</i>	32
Standardized Testing.....	33
Student Records.....	33
Student Withdrawals – <i>Diocesan Policy</i>	33
Substance Abuse Policy – <i>Diocesan Policy</i>	33
Technology.....	34
Telephone Messages.....	35
Textbooks.....	35
Transfer and Withdrawal Procedures	35
Transportation.....	36
Uniform.....	39
Boys Grades PreK-8.....	39
Girls Grades PreK-5.....	40
Girls Grades 6-8.....	41
Grooming	42
Out-Of-Uniform.....	42
P.E.....	43
Scouting.....	43
Volunteers & Visitors.....	43
Weapons on Campus.....	43

Mission

St. George Catholic School is a Christ-centered, family-oriented community, with a history and tradition of excellence. Gospel values are integrated with academics within a progressive curriculum, promoting faith development through liturgy, prayer, and service.

Southern Association of Colleges and Schools Accredited

St. George Catholic School, having met the requirements established by the AdvanceED Accreditation Commission and Board of Trustees, is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement.

National Blue Ribbon School of Excellence

The National Blue Ribbon Schools Program recognizes public and private elementary, middle, and high schools based on their overall academic excellence or their progress in closing achievement gaps among student subgroups. Every year the U. S. Department of Education seeks out and celebrates great American schools, schools demonstrating that all students can achieve to high levels. More than 7,500 of schools across the country have been presented with this coveted award. The National Blue Ribbon School award affirms the hard work of students, educators, families, and communities in creating safe and welcoming schools where students master challenging content. The National Blue Ribbon School flag gracing an entry or flying overhead is a widely recognized symbol of exemplary teaching and learning.

Administration

As a Catholic Institution, St. George Catholic School is ultimately owned and operated by the Bishop of the Catholic Diocese of Baton Rouge. This is the case of all Catholic Schools located in the Diocese of Baton Rouge. All Diocesan Catholic schools, including ours, is under the supervision of the Diocesan Superintendent of Schools, and is operated in strict accordance with provisions of the Administrative Manual published by the Diocesan Catholic Schools Office. St. George supports and enforces all Diocesan policies.

The Pastor is the ex officio chief administrative officer of the total parish education program. His role is one of leadership for Christ in the community. The pastor will delegate and share his professional responsibilities in the Catholic school with the principal and the local school ministry board. The principal is the administrative head of the school and is responsible for its effective operation as an educational institution within the total parish educational program.

Academics

The curriculum followed by St. George Catholic School is based upon State and Diocesan requirements and differentiated for the needs of St. George students. The curriculum is composed of Religion, Language Arts (Spelling, English, and Writing), Reading and/or Literature, Mathematics, Social Studies and Science. Textbooks, supplementary materials, educational media, and a variety of teaching techniques are used to teach the concepts.

Students in PK will participate in PE, Music, Art and Library. Students in Kindergarten will participate in Art, Music, PE, Library, Guidance and Computer. Students in grades 1-5 will participate in Art, Music, PE, Library, Guidance, Computer and Spanish. Students in grades 6-8 will participate in PE, as well as an activity period four times a week. Activity course offerings may include, but are not limited to Catholics in Action, Handbells, Band, Computer, Drama, Choir, Art, Music, Build It, Finance Park, Foreign Languages, Forensics, Literature Circles, Yearbook, Keyboarding and Sports.

All levels of classes maintain a challenging curriculum and will provide students with the tools needed to be ready for the next grade level and eventually high school. Curriculum is continually evaluated, and changes are made when appropriate.

Admissions

New Students

New student applications for grades PreK-8 are available beginning November 1 prior to the year of enrollment. Applications are to be completed online and submitted with a non-refundable application fee. Copies of the following documents for the applicant should be uploaded with the application: picture, birth certificate, social security card, immunization record, baptismal certificate (if applicable), first reconciliation certificate (if applicable), first communion certificate (if applicable), current and all prior report cards (if applicable) and standardized test scores (if applicable). A copy of any test results of any cognitive or developmental testing that has been completed in the last 3 years must be submitted before screening takes place. **Deadline for application submission is December 15.**

The schools of the Diocese of Baton Rouge, Louisiana, admit students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

All applications are reviewed by the Admissions Committee and applicants (K-8) will be screened prior to acceptance to determine developmental readiness and academic eligibility. Acceptance criteria will then be considered.

Please note that admission into PreK does not guarantee admission into the kindergarten program. PreK students electing to be considered for kindergarten will be subject to established admissions criteria.

Admissions - Re-enrollment

Re-enrollment for current students is held in January. Re-enrollment must be completed online and submitted with a non-refundable re-enrollment fee.

Re-enrollments submitted after the deadline are subject to a late fee or will result in students having to apply as a new student (see process under Admissions - New Students)

Student Acceptance Criteria for Enrollment

St. George School will comply in every way with the Diocesan Guidelines for admission of students as stated in the handbook of policies for the Schools of the Diocese of Baton Rouge. All new students accepted to St. George are accepted on a probationary status for one school year.

All students currently enrolled at St. George School in Kindergarten through seventh grade will be given priority for admission for the next school year. Due to the possibility of limited space, newly entering students will be accepted to St. George School according to the following criteria:

1. Siblings of students currently enrolled
2. Registered St. George Parish families actively participating * in all phases of stewardship (prayer, offering, ministry), with no children currently enrolled. Parents who are St. George alumni are given preference.
3. Catholic students transferring from a Catholic school who are active parishioners and now reside within the territorial boundaries of St. George Parish. Parents who are St. George alumni are given preference.
4. Registered St. George Parish families not active or participating in all phases of stewardship (prayer, offering, ministry) with no children currently enrolled. Parents who are St. George alumni are given preference.
5. Out of parish Catholic families with no children currently enrolled.
6. Non-Catholic families who allow their children to participate in the school's religious program other than the actual reception of the sacraments.

***DEFINITION OF AN ACTIVE PARISHIONER**

The word "parish" comes from the Greek word "paroikia" meaning "a pilgrim people." When we register with a parish, we are saying that it is our intention to journey along the road of Life and Faith with a particular community of people by our active participation in its mission and vision. To be identified as an active

parishioner of St. George parish, we ask school families to fulfill the following criteria for the last 12 months.

- Regularly participate in the life of the church by attending Sunday Mass and receiving Sacraments.
- Maintain a twelve-month history of contributing through the Sunday offertory via envelopes or online giving.
- Commit to a generous, sacrificial, and proportionate commitment of one's time and talent in service to the broad mission of the parish.

Tuition and Fees

Tuition rates and fees for St. George Catholic School are established annually by the administration in consultation with the School and Parish Finance Committees with the approval of the Pastor. St. George Catholic School has three tuition rates: IFS (Identified Financial Steward), NIFS (Non-Identified Financial Steward) and non-Catholic. The IFS tuition rate is for registered parishioners who are identified financial stewards and active parishioners of St. George Parish. The NIFS tuition rate applies to all other Catholic families who are not identified financial stewards as deemed by St. George Parish and/or who are members of other parishes.

School fees, in addition to tuition, include a registration fee, a student fee, which covers a portion of the cost of books, other school curriculum related expenses and Home and School Association dues and a technology fee. A per family building fee is assessed annually to cover current and future capital improvement projects. Eighth grade students are assessed an additional fee to cover the cost of special activities. A student's registration is not considered complete until their registration fee is paid. Registration fees are non-refundable. Students with delinquent tuition may not re-register for the following school year until all financial obligations are fulfilled.

There are two options for payment of tuition:

Pre-payment of tuition in its entirety in May or a payment plan through FACTS. The payment plan offers monthly, quarterly and semi-annual payment options.

Late or non-payment of tuition and/or fees:

A penalty charge will be added to unpaid accounts once the account becomes delinquent.

Advanced Math Courses

The middle school advanced math courses are designed to challenge the minds and meet the needs of high achieving students. The coursework is rigorous and incorporates high level analytical reasoning, creative thinking and problem-solving strategies.

Emphasis is placed on deep understanding of important concepts and the development of essential skills. Students are encouraged to approach learning in a variety of ways to

develop a strong foundation for academic and intellectual growth, achievement and personal success. They are encouraged to self-assess and reflect on their learning and the learning process. Advanced students are expected to meet or exceed high academic standards. Rigor is a critical component of academic excellence and is central to preparing students to succeed in advanced coursework.

Advanced Math Placement is determined by the following criteria:

1. Quarterly grades, exam grades and yearly average
2. Standardized test scores
3. IXL benchmarks
4. Teacher recommendation based on grades, conduct, participation, work habits, and attendance

Student acceptance in these classes is determined on a yearly basis. Therefore, a student is not guaranteed placement in advanced classes solely based on their placement the previous year.

Appeals

When a question arises concerning a policy or procedure, there must first be an effort to address the matter with the faculty, staff or appropriate organization, then the administration before addressing the School Advisory Committee (SAC).

Appeal Procedure and Types

Two types of appeals will be heard. Those that pertain to alleged violations of policy and those that pertain to severe situations such as expulsion and/or lengthy suspension.

A written request for a hearing is to be made to the facilitator of the SAC within 10 days of the issue presenting itself. Documentation in support of the appeal is to be supplied with the request. The parties will be notified within 10 school days if a hearing is granted. If a hearing is granted, both sides will be allowed to address the SAC in a private meeting.

SAC will hold a closed conference. The response of the SAC will be to advise the concerned parties to help resolve the issues. SAC does not have the authority to decide on an appeal but is an advisory board to help resolve the issue.

Attendance

Regular daily classroom instruction is important to ensuring a student's academic progress. Students should attend school unless they are ill or a serious reason arises.

Students must be present a minimum of 160 days to be eligible to receive credit for courses taken. Exceptions can be made only with the approval of the principal.

Absences

When a student is absent from school the parent must email the homeroom teacher and report the absence to the school by going to the St. George website at www.st-georgeschool.com < Resources < Student Absence Reporting/Doctor Note Submission < Complete the form and < Submit. For middle school students, parents should contact all classroom teachers. This contact should take place before 8:30am.

Absences due to illness and emergencies will be considered excused once a parent has submitted an absence form and doctor excuse, when applicable, on the website. Notifications received more than 3 days after an absence will not be accepted.

Absences, Tardies or Early Releases due to medical appointments will be excused if accompanied by a doctor excuse. Excuses received more than 3 days after an absence will not be accepted.

Absences due to vacation and non-school related activities will not be excused.

Students away from school for more than three (3) hours will have their attendance recorded as ½ day absence.

Students who are absent, for all or part of a school day, due to illness may not participate in extra-curricular activities occurring on that day without the approval of the administration.

Early Release

Parents checking out students early must report to the school office and sign the early release book. **Students may not be checked out after 2:15 pm.**

Dismissal Changes During the Day

Parents wishing to change their child (ren)'s dismissal plans must contact the school office by 2:15pm. Please contact the main office for grades K-8 and the PK office for PK students.

Tardies

Students who arrive at school after the start of the school day (**7:45 am**) are considered tardy. Parents must accompany their child to the school office to obtain a tardy slip before going to class. The parents of students accruing 4 or more tardies in a 9-week period will be notified. Eight or more tardies in a 9-week period will result in a meeting with administration.

Missed Assignments

Excused: Students who miss one or two days of school are expected to complete any missed assignments (academic practice, tests, quizzes, class work) in the number of days equal to the number of days absent. For example, if a student is absent on Tuesday and returns to school on Wednesday, the student should gather missed work on Wednesday and turn in completed work by Thursday afternoon. Students who miss 3 or more days are expected to complete any missed assignments within 5 school days following the day they return.

Parents may request assignments and textbooks from the teacher. If so, these items can be picked up in the school office between 3:00 and 3:30. It is assumed that assignments will be completed and returned with the student upon their return to school. If a student does not complete the missed assignments in accordance with the plan, 10% will be deducted on each assignment for each day thereafter.

Unexcused: Teachers are not obligated to have materials prepared ahead of time for vacations and other unexcused absences. In all events, it is the responsibility of the student and/or parent to plan with the teacher and/or other students to complete all missed assignments. This plan should be determined before the actual absence. Students who miss one or two days of school are expected to complete any missed assignments in the number of days equal to the number of days absent, but not exceeding three school days. If a student does not complete the missed assignments in accordance with the plan, 10% will be deducted on each assignment for each day thereafter.

Awards

Quarterly Citizenship Awards are presented to two students (generally a boy and a girl) in each homeroom in grades 1-8.

Quarterly Academic Awards are presented to students in grades 3-8 earning 3.5 or above. When determining nine weeks GPA for academic awards, letter grades are converted to quality points and these quality points are averaged. Activity is included, PE is not included.

Yearly SGS Awards are given at the end of the year to one boy and one girl from each homeroom. Students receiving this award exhibit strong character and have answered God's call to serve by demonstrating unselfish service to others. They also demonstrate the characteristics of love, care, concern, loyalty, and respect.

Yearly Academic Awards are given to students in grades 3-8 earning an overall average of 3.5 or above. For obtaining yearly GPA, letter grades are converted to quality points and these quality points are averaged. PE and Activity are not included. Students also receive Scholastic Awards at the end of the year for earning all A's in a subject. A

Recognition Award is given annually to those students who demonstrate improvement in a subject and/or a strong work ethic.

Birthday Celebrations

PK and Kindergarten are the only grade levels permitted to celebrate birthdays in the classroom. Special gifts/decorations are not allowed to be brought to school. See Health Policy regarding nut allergies.

Bullying

4.9.2.7 Bullying (Diocesan Policy)

To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge do not condone harassment, hazing, or bullying of any kind. All school community members are to be treated 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.

Definitions:

Harassment is annoying or unpleasant behavior toward someone including but not limited to threats, offensive remarks, or physical attacks. Verbal harassment shall include derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to one another. Physical harassment includes 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.

Hazing is a form of harassment that involves intentional, knowing or reckless act that induces 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 any other group. Culpability includes hazing practices mandated or voluntarily entered into by any party.

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

Cafeteria Program

Breakfast

Breakfast is served from 7:20-7:35 am daily. Students may not be sent to breakfast after 7:35.

Cafeteria Lunch Program

The Diocesan Child Nutrition Program sets the annual cafeteria fee. Meal payments should be submitted on a regular basis. Students who wish to purchase “extras” at lunch or who wish to purchase breakfast should deposit money to their account. The St. George Catholic School lunch program is a federally funded program. Therefore, parents may send or bring food items that are prepared at home but may not bring "fast food" or soft drinks into the cafeteria.

Bag Lunch from Home: Students, who do not participate in the cafeteria lunch program, may bring a bag lunch from home. "Fast food" and soft drinks are not acceptable. Due to the nut allergy policy, students bringing bag lunches from home are seated separately from those students participating in the cafeteria lunch program.

Nut Allergy: All types of loose nuts are prohibited on the school campus including the school cafeteria. Food items containing nuts/nut particles/peanut butter may be eaten in the cafeteria only. The St. George cafeteria will not serve items with peanuts or peanut products. Students with identified nut allergies will be seated separately from students who bring bag lunches from home. Students bringing bag lunches from home will be directed to wash their hands following lunch.

Code of Honesty

Students are expected to respect a code of honesty regarding all school work. Students should do their own work. Copying of test answers, academic practice, graded assignments, projects, reports, etc. and forgery are a violation of this code of honesty and may result in academic and/or disciplinary consequences. Plagiarism (a violation of copyright laws) is the copying of exact words, rephrasing or paraphrasing words of another author, using encyclopedia, magazines, books, and/or the Internet and other types of media and is a violation of the code of honesty.

At the beginning of the school year and periodically thereafter, students are reminded of the expected conduct prior to, during, and after tests are given. Posture and/or actions of students during test taking should not indicate any attempts to seek information for the tests or graded assignments. Students should prepare their desks according to the teacher’s directions before the test begins. Students should remain seated and silent throughout the test (unless they have permission to ask the teacher a question).

Consequences may include, but are not limited to, having the student redo the project, assignment, etc., reducing the grade, having the student retake the test, complete an alternate assessment, or receiving no credit or partial credit for work.

Cell Phones and Electronic Equipment

Students in grades 4th - 8th can bring cell phones to school for use after school hours for emergency purposes. Phones must be kept turned off and in their book bags out of sight. Phones that are observed or heard during the school day, during before and after care, on field trips, during carpools or on the bus will be confiscated and a consequence will be issued.

Additionally, wearable technology (Smart watches, Fit Bits), electronic games, cameras and pagers may not be brought to school.

Child Protection

The Diocese of Baton Rouge requires that all volunteers must:

- Be fingerprinted and background checked (form in office) by the Louisiana State Police Department
- Complete Training: Serving Vulnerable Populations online training and submit a training certificate
- Complete the Diocesan EAPPS form (Application for Volunteers)
- Read and sign the Diocesan Code of Ethics (revised 12/31/19)

Volunteers include, but are not limited to, all who help in the cafeteria, library, nurse's office, field trips, copy corps, art and computer, homeroom parents, coaches, Home and School and Athletic Boards. It is required that this process be completed prior to volunteering. The packet of information that outlines volunteer requirements is available in the school office and school website. Non-school aged siblings are not allowed on campus with volunteers.

Communication

The official modes of communication between school and parents are the SGS Website, Dragon Tales, RenWeb and Email.

Website

The St. George website is the school's primary method of communication. Parents are encouraged to visit www.st-georgeschool.com frequently. St. George also provides a mobile site for Smartphone users.

Dragon Tales

"Dragon Tales" is a weekly school newsletter that is emailed to families every Thursday and is posted on the SGS website. "Dragon Tales" contains important information and should be read upon receipt.

RenWeb

RenWeb is a comprehensive online school management system and is one of the primary methods used for teacher/parent and school/parent communications.

Directory

A directory of St. George students is available in RenWeb. Families who wish for their information not to be published must indicate so at time of registration or re-enrollment.

Communication between teachers and parents is vitally important. Email is the most effective way to contact a teacher. It is important that parents notify teachers of any pertinent information, concerns or suggestions.

Teachers are expected to communicate with parents regularly regarding student progress. Communication can be through weekly folders (PK-5), telephone conferences, face-to-face conferences, RenWeb, e-mail, and written notes. Teachers are expected to communicate with parents within 24 hours of initial contact.

Grades PK-5 – Weekly folders are sent home with student's work and test results for parent review and should be signed and returned the next school day.

Grades 6-8 – Weekly grades can be found on RenWeb. Tests may be reviewed with the teacher upon parental request.

The school's on-line grade book system, RenWeb, allows parents and students access to grades and school information. Teachers update grades weekly. Parents will receive weekly grade reports via email notification. Parents are responsible for keeping abreast of their child's academic progress by accessing RenWeb regularly. Information concerning RenWeb access is made available to new families at the start of the school year.

Each 9 weeks, parents (of students grades 1-8) will be notified via e-mail that mid-quarter Student Progress Reports are available on RenWeb. Student Progress Reports communicate mid-quarter academic progress and should be used by teachers to help track student progress.

Conferences

Periodic scheduling of conferences is essential to insure effective communication between teacher and parent. These conferences provide an opportunity to discuss the student's academic progress and social growth. Formal conferences for all students are scheduled at the end of the first nine weeks and the end of the third nine weeks.

Teachers and/or parents may schedule conferences at other times as the need arises.

1st Nine Weeks Conferences

Conferences are available for all parents of students in grades PK-8.

3rd Nine Weeks Conferences

Conferences are available for all parents of students in grades PK- 8. However, conferences for students in academic jeopardy are mandatory.

Confidentiality

St. George Catholic School respects the confidentiality of the families it serves and the faculty/staff it employs. School officials will keep information confidential if no one's life, health or safety is at stake. Parents will be notified promptly of concerns relating to students' life, health or safety.

Custody

St. George Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, St. George Catholic School will provide the non-custodial parent with access to academic records and other school information regarding the child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. If parents have custody agreements through the courts, it is assumed by the school that the parent will abide in good faith with such agreement.

The school assumes no responsibility for compliance with such agreement. It is imperative that custodial parents inform children of the arrangements set forth in the court order so that children are knowledgeable and feel comfortable informing school officials if they have a concern. To preserve the educational environment, custody issues must be settled amicably and should not involve the school.

Discipline/Character Development and Formation

The discipline philosophy at St. George Catholic School is based upon the Gospel values and the realization that the student must learn, internalize, and practice the values of the Catholic Church community. The guiding principle in any discussion of discipline and due process should be the desire to act in a Christian manner characterized by fairness and compassion. The aim is to develop a responsible person capable of making wise choices about behavior. This process requires patience and love on the part of teachers and parents. In an environment in which the student sees Gospel values in action, he or she will have the best opportunity to develop as an effective, caring, and responsible adult.

To accomplish this goal, St. George Catholic School uses a school-wide Discipline Plan. It is expected that parents and students act in cooperation with this Discipline Plan. Parents are invited to contact the Principal or an Assistant Principal to discuss concerns or questions regarding the discipline program at St. George Catholic School. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion. By working as a team, we hope to create an atmosphere in every classroom and throughout the school that enables teachers to teach and students to learn.

Discipline - Diocesan Policy

4.9.2 Discipline

As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school or on the playground of the school or on any street, road, or school bus going to or returning from school, and during intermissions or recesses (R.S. 17:416).

It is the final responsibility of the principal to maintain discipline at each school and at any off-campus school activity. In cases where corrective action becomes necessary, the disciplinary measures taken should be positive, constructive, and directed toward serving educational ends. It should be clearly understood by the student and his parents/guardians that the purpose of all disciplinary action is to mold future behavior and to teach the student that education is a right qualified by compliance with rules and regulations.

Classroom Rules

Teachers follow a classroom plan that includes rules, consequences, and rewards for the students' classroom behavior. This plan will be discussed with the students and parents when the school year begins. Grades 4-8 record this information on conduct cards.

Classroom Rewards

The primary reward for good behavior is a sense of self-worth, inner peace, and the smooth flow of the school day. Good behavior results in the ability of students to participate fully in field trips, extra-curricular activities and other special events. Periodically, individual classes or students will receive gold slips for commendable behavior that is above and beyond normal expectations. To promote and motivate positive behaviors and wise choices, two students from each homeroom (grades 1-8) are recognized each nine weeks for outstanding citizenship. The reward for students who do not earn pink slips, discipline letters or referrals within one calendar month is to celebrate out-of-uniform days.

School-Wide Rules

<p><u>General Rules</u></p> <ul style="list-style-type: none">• Follow directions the first time given.• Keep hands, feet, and objects to self.• Be respectful of self and others at all times (No Bullying).• Be respectful of school property and the property of others.• Walk in a double line quietly (accompanied by teacher).• Stay in the assigned area.• Gum is not allowed on campus.• Follow uniform regulations.	<p><u>Recess</u></p> <ul style="list-style-type: none">• Follow directions the first time given.• Stay in assigned areas.• Use equipment according to directions.• Do not play roughly.• Walk quietly to the bathroom and water fountain. <p><u>Cafeteria</u></p> <ul style="list-style-type: none">• Follow directions the first time given.• Do not play with food.• Remain seated and speak in a quiet tone.• Keep hands, feet and objects to self.• Leave the table and floor clean.
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School Wide-Consequences

Pink Slips: Students who disobey the school-wide rules will receive a pink slip, a documented warning about a behavior that needs correction. When given a pink slip, the student will initial the pink slip. Please note: A student may receive a blue slip for a uniform violation, which may be counted as a pink slip. Blue slips are sent home for a parent signature so that parents may be fully informed of uniform violations.

The following procedure will be used in handling an accumulation of pink slips:

Time description: One week (Monday - Friday)

- 3 pink slips - Pink Slip Notification sent home by teacher
- 4 pink slips - Discipline referral sent home and detention assigned by administration

Time description: One calendar month

- 5 pink slips - Pink Slip Notification sent home by teacher
- 6 pink slips - School disciplinarian contacts parents
- 7 - 8 pink slips - Discipline referral sent home and detention assigned by administration
- 9 - 10 pink slips - Parent/student/teacher conference with Disciplinarian and Administrative Team

Letter: A discipline letter may be issued by the disciplinarian addressing behaviors that need improvement. It is typically used with younger students as a means of notifying

parents of those behaviors. It is also issued to partner with parents to correct the behavior and encourage students to make wise choices.

Referral: A discipline referral form may be issued by the administration for behaviors that are of a serious nature. Major infractions and/or an accumulation of pink slips or discipline referrals may result in disciplinary action such as, but not limited to, detention, suspension, probation or expulsion. This form communicates to the student and to the parents the nature of the behavior and the action that will be taken. The student, the parent, and the administration must sign this form.

Major infractions include, but are not limited to, disrespect, destruction of school property, plagiarism, dishonesty, cheating, inappropriate language/gesture, use of electronic equipment for communication and/or pictures, possession or abuse of controlled substances (refer to Diocesan Substance Abuse Policy), possession of weapons (real or toy), fighting, threatening a teacher or student, harassment, bullying, repeated minor offenses and failure to respond to correction and subsequent consequences. Misuse of the school uniform including, but not limited to, tearing and writing, demonstrates disrespect and will not be tolerated.

Probation and Expulsion: The issuance of a probationary period or expulsion is at the discretion of the principal in consultation with the disciplinarian.

Suspension: A suspension is one of the consequences that may result from a discipline referral. Suspension may include out-of-school, in-school and/or suspension from extra-curricular activities. Suspension is a serious consequence and causes the administration to review the student's continued enrollment at St. George Catholic School.

A student who is suspended may not participate in or attend extra-curricular activities during the suspension. If the suspension occurs on a Friday, the student may not participate in weekend extra-curricular activities. The student is responsible for obtaining and completing any assignments missed during the suspension. Students who do not make up the work will receive a zero. If a test is scheduled on a day of suspension, the student should report to the office in school uniform and tests will be administered. Failure to appear for tests will result in a zero. Before returning to class, the suspended student will meet with the disciplinarian.

All students at SGS are students 24 hours a day, 7 days a week and 365 days a year. A student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school or inconsistent with the values of the school, may receive consequences by the school administration.

Emergency Dismissal

Catholic schools in the Diocese of Baton Rouge typically follow East Baton Rouge Parish Public School closures for weather issues. In the event of an emergency dismissal from school for weather or other hazardous conditions, a phone and/or email message will be sent with information.

Emergency Drills

According to Diocesan regulations, drills such as Code Red (Intruder), Code Blue (Threat outside of Campus), Code Green (Fire) and Code Yellow (Tornado) are practiced regularly.

Extra-Curricular Activities

St. George Catholic School provides extracurricular opportunities for development of school spirit and a students' sense of community and belonging. While participation in extra-curricular activities is encouraged, schoolwork and good behavior are considered the first priority. Parents should guide their children in choosing extra-curricular activities while considering family time and the individual needs of the student. Students who are absent for all or part of a school day due to illness may not participate in extra-curricular activities occurring that day. Students who are absent for all or part of the school day for any other reason may not participate in extra-curricular activities occurring on that day, without administrative approval.

Students should be prepared for their extracurricular activity by bringing with them all needed sports equipment, band instruments, or club materials.

Students may be offered an opportunity to participate in activities such as: Drama, Beta Club, Quiz Bowl, Math Club, Student Council, Band and a variety of athletics.

Field Trips

Field trips are designed to correlate with teaching units and curriculum goals. Field trips are evaluated each year to determine their compatibility with these goals. A written official permission slip must be signed by the parent and is required before any student is permitted to attend a field trip activity. **Verbal permission is not acceptable. Email does not take the place of a signed permission slip. Cell phones are not allowed to be used on field trips by students or parents except for emergencies.**

Students are assigned to approved chaperones prior to the field trip and must remain with their chaperone throughout the field trip. Students must also arrive and depart on field trips with the school provided mode of transportation.

A field trip is a privilege and not a right. Teachers, in consultation with administration, reserve the right to restrict or deny a student's participation on any field trip due to, but not limited to, poor academic performance or poor conduct.

Financial Policies

For St. George Catholic School to fulfill its religious and educational mission, it is necessary for the school to operate within a sound fiscal budget. The following policies regarding the collection of tuition and fees will be enforced.

Diocesan policy allows St. George Catholic School to withhold the administration of exams and participation in graduation and/or graduation activities until all accounts are current.

Any accounts consistently late shall be reviewed monthly and referred to the administration for possible termination of school services.

Those families with delinquent accounts at the time of registration for the next year will not be allowed to re-register until the account has been paid in full or made current.

Any fees, tuition, fines, late charges, NSF charges, or penalties due to St. George Catholic School may be pursued to the maximum extent allowed by law.

St. George Catholic School may withhold all records pertaining to a particular child/family until all monies owed to the school are paid in full.

Grades

Quarterly grades are comprised of assessments and academic practice.

Assessments

Assessments may be in the form of tests, graded assignments, projects, classroom participation, and/or teacher observation.

Academic Practice

Academic Practice is a form of homework and a check for understanding. It is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, supplement, and enrich class work. Since each student has different capabilities, it is difficult to denote a specific amount of time to be spent on the assignment. If a problem arises, the teacher should be contacted. Timely completion of academic practice has a direct effect on a student's grades. Students are expected to be prepared for the school day, bringing with them all needed supplies, academic practice, and projects.

Diocesan Grading Scale	
A 93 - 100	4 Quality Points
B 85 - 92	3 Quality Points
C 75 - 84	2 Quality Points
D 67 - 74	1 Quality Point
F Below 66	0 Quality Points

Special Classes and Conduct Standard-based Grading Guide
4 = Exceeding Grade Level Expectations
3 = Meeting Grade Level Expectations
2 = Working Toward Grade Level Expectations
1 = Below Grade Level Expectations

PK-5th - Subjects Receiving Standards Based Grades

Art
 Computer
 PE
 Music
 Spanish (1st-5th)
 Conduct

1st-5th Grade - Subjects Receiving Letter Grades (PK and K refers to guidelines given by teacher)

ELA (English, Spelling, Handwriting)
 Math
 Reading
 Religion
 Science
 Social Studies

6th-8th Grade - Subjects Receiving Letter Grades

ELA (English, Spelling, Handwriting)
 Religion
 Math/ Algebra
 Reading (Literature)
 Science
 Social Studies
 Activity* (Included in quarterly average but not yearly average)
 P.E. (Not included in quarterly or yearly average)

Calculation of Final Average- Grades 6, 7, 8						
Semester 1			Semester 2			= Final Average
1 st Quarter	2 nd Quarter	Semester 1 Exam	3 rd Quarter	4 th Quarter	Semester 2 Exam	
20%	20%	10%	20%	20%	10%	

Conduct Grades

Grades 1-8 receive standards-based conduct grades that reflect the following:

Classroom Rules

Follow directions first time given.

Keep hands, feet, and objects to yourself.

Be respectful; no offensive language or teasing.

Raise your hand for permission to speak or stand.

Be seated with materials and assignments, when the tardy bell rings.

Work/Study Habits

Uses time wisely and completes assignments on time

Is a self-directed learner and seeks help appropriately

Demonstrates effective organizational skills

Follows school and classroom rules

Completes homework on time

Evaluates and sets goals

Health Policies

St. George Catholic School maintains a First Aid Room staffed by a nurse.

Services are limited to maintaining health, medication and emergency records and filing of required reports; contacting parents in case of student illness; treating the ordinary bumps, scrapes and illnesses that are part of daily life; administering prescription medications for a serious chronic illness diagnosed by a physician (if a student takes any medication on a regular basis at home, parents should notify the school nurse); and conducting hearing and vision screenings.

As part of the registration/re-registration process, a parent or guardian must provide St. George School with a current State of Louisiana Universal Certificate of Immunizations that is updated, complete and signed or stamped by a physician's office. Please contact the school nurse at 293-1298 if you have any questions about immunization requirements.

Services that are not available in our First Aid Room are:

- Diagnosing or performing invasive procedures.
- Caring for children who become ill at school.

Students must be picked-up within an hour of being contacted by the nurse. Children should be free of fever, nausea, vomiting, and diarrhea for 24 hours (without the use of medication, e.g. Tylenol, Advil, Motrin, or an anti-diarrheal medication, that would mask these symptoms), before returning to school. Students being picked up from school with these symptoms may not return until they have been free of symptoms for 24 hours from the time of pick up. If seen by a physician for a contagious illness, the student must have a note from the physician stating when the student may return. Medications cannot be administered on an "as needed" basis.

Medication Policy:

Proper procedure for medication will be followed or medication will not be administered. No exceptions will be made.

Medications may be brought to school by a parent or guardian and given to the student in the presence of the school nurse.

Students are not allowed to have any medication, prescription or non-prescription, in their possession at any time on the school grounds. Teachers and school administrators have the right to take any medication from the student and contact the parent for appropriate action.

Medication that is to be administered at school must be brought to school by parent or guardian. A **St. George Catholic School Parental Consent Form for Medication Administration** (available at the school office or on the school website) must be completed and signed by the parent and the physician for each medication. The physician's portion of the form must include the child's name, diagnosis, name of the medication, time/frequency to be administered at school, dosage and length of time to be administered. This form must accompany the medication. A new physician's order is needed at the beginning of each school year. Verbal phone orders from physicians or parents cannot be accepted.

Prescribed medication must be in an updated container that meets acceptable pharmaceutical standards. The label must include the name of student to be administered medication, name of medication, strength, and amount and time it is to be administered.

Prescribed over-the-counter medications must be brought to the First Aid Room in the original container.

Each child will report to the First Aid Room at the prescribed time to receive medication from the school nurse or approved office personnel. The medication chart will be checked to ensure proper medical administration.

Only a one-month's supply of medication will be accepted at one time.

PLEASE NOTE: The following medications will not be given in the First Aid Room: antibiotics, barbiturates, narcotics, or non-prescription medications including, but not limited to, cough drops, Chap Stick, and Vaseline. If necessary, a parent may administer medication to their child in the nurse's office.

Orthopedic Appliance Policy:

Any student wearing an orthopedic appliance, which includes but is not limited to a cast, sling, brace, splint, crutches, tape, ace bandage, boot, etc. must be accompanied by a note from either the parent or the physician. Upon the first day arrival at school with an apparatus, the student and parent must meet with the school nurse to go over safety procedures. The student wearing an appliance will be restricted from participating in recess, PE and school sports. If the appliance is needed or more than two days, then a physician's note must be turned in to the nurse outlining any restrictions, limitations, and a plan for clearance. A note must also be submitted to the nurse when the physician has cleared the student to resume their regular activity.

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.

Nut Allergies: All types of loose nuts are prohibited on the school campus including the school cafeteria. Food items containing nuts/nut particles/peanut butter may be eaten in the cafeteria only. The St. George cafeteria will not serve items with peanuts or peanut products. Students with identified nut allergies will be seated separately from students who bring bag lunches from home. Students bringing bag lunches from home will be directed to wash their hands following lunch. Students with identified nut allergies will not be given any food items brought to school by other students, purchased or homemade. Students with nut allergies will be asked to provide a supply of nut-free snacks for consumption on these days.

Severe and/or Life Threatening Allergies: Any and all students with severe and/or life threatening allergies (including nut allergies) must schedule a meeting with a member of the administrative team and the school nurse prior to the beginning of each school year. Students may not be allowed to begin school until the meeting has been documented.

All teachers will receive information on students in their classes with medical problems and explanations regarding these problems (i.e., symptoms, immediate emergency response, etc.)

Teachers may not keep medication for a student in the classroom, nor can a teacher administer medication to a student except on field trips or in accordance with the St. George Catholic School medication policy.

Homeroom Placement

The faculty and administration consider the individual academic, social needs, and abilities of each child when making placement decisions for the upcoming school year. Because there are multiple sections per grade, the faculty works very diligently to balance each class based on appropriate boy/girl ratio and abilities. For that reason, **parent requests for specific teachers are not accepted.** All faculty members are degreed, dedicated, and committed to St. George School, and we believe the students are best served by a balanced approach to homeroom placement. If your child has a specific educational need that the administration is not aware of, please notify the school.

Individual Needs

To the best of our ability, St. George Catholic School will attempt to meet the needs of students by making minor accommodations and incorporating minor interventions in the classroom setting. For students to receive accommodations and interventions, they must have a current educational evaluation (within 3 years) and have met with the guidance counselor, teacher and a member of the administration. Final decisions regarding accommodations and interventions are at the discretion of the school administration.

When evaluation is required to assess special needs, the guidance counselor coordinates communication between the school and outside agencies. Parents should forward all necessary forms needing to be completed by the school, to the guidance counselor who will distribute them to the teachers. After these forms have been completed, the guidance counselor will forward them to the outside agency. The school requests that a copy of the final evaluation be sent to the guidance office. These evaluations are kept confidential.

Reasonable measures will be taken to meet the needs of all students. There may be times when the needs of the student outweigh the resources that are available at St. George Catholic School and if this should happen, another educational setting may allow the student to thrive both academically and socially.

Dyslexia and Instructional Support Lab Services

Small groups of 3-4 students per 40-45 min session 3 times a week with a minimum of 120 minutes per week.

The lab program aims to support students with a diagnosis of dyslexia and students

who are in need of Instructional Support Services (ISS.) typical of those who would receive 504 accommodations in the public setting.

Lab services are designed to meet students where they are by first identifying deficits through diagnostic assessment (ex. Lexia, Orton-Gillingham, Moby Max) and then by using strategies appropriate to the students as individuals (to include learning style) rather than a program that we “plug” students into. Learning styles are considered, but the services are generally multi-sensory as part of a best-practice model in addition to having qualified and caring staff and on-going collaboration with classroom teachers. Initial and periodic goal meetings are conducted where assessment data is interpreted and progress data is reviewed.

Guidance

The Guidance Program also supports students by promoting a positive atmosphere based upon trust and respect for self and others. It seeks to foster a positive self-image through the realization of the student’s uniqueness and worth as an individual. It aims to provide an understanding and acceptance of the student’s strengths and limitations as well as the understanding and acceptance of responsibility of the student’s choices and the resulting consequences. If outside counseling services are required by the school the parent is responsible for the cost of these services.

The Guidance Counselor provides group guidance classes, behavioral counseling (small group or individual counseling), teacher consultation, parent consultation, teacher in-services, testing (new students and some special testing) and referrals to outside agencies when necessary. “D.A.R.E.” (Drug Abuse Resistance Education) is a series of classrooms lessons, led by a police officer, taught to fifth grade students. The guidance counselor also provides support to both students and teachers in all academic areas.

Library

The library is available for student use before and after school, during recess and lunch periods as well as during scheduled library periods.

Lost Articles

Personal items such as book sacks, gloves, jackets, sweaters, caps and pencil bags should be clearly marked with the student's full name. Lost articles are kept for a limited period of time and can be located in St. Luke’s Hall.

Off-Campus Behavior

Members of the St. George Catholic School community 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 St. George Catholic School as set forth in the Parent/Student Handbook. Students are St. George Catholic School students at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

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

The administration of St. George Catholic School reserves the right to discipline students for off-campus behavior that is not in line with behavior expectations of its students during the school day. The following behaviors are prohibited but not limited to:

- 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.
- Using technology inappropriately such as, but not limited to, communicating in a manner that bullies another person, showing disrespect for self or others, using offensive language, and misusing social networking sites.

In all cases, communication among parent, student, and the administration will be required to determine a course of action. Decisions concerning consequences for this type of misconduct are made by the administration with the support of the pastor.

Parents as Partners

It is considered a privilege to work with parents in the education of their children and we are grateful that you have chosen to partner with St. George School. By natural law, parents are their children's first teachers, therefore, their role in education and their relationship to the school must be properly acknowledged and encouraged. Mutual respect and cooperation between parents and school authorities must be developed. Parents and teachers are expected to work collaboratively in this process and be role models for the children. **Dividing authority between school and home or within the home will only teach disrespect of all authority.** Mutual respect between parents and teachers will model good mature behavior and relationships.

Students need both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior.

As partners in the educational process at St. George Catholic School, we ask parents:

- To use social media in a positive way, it is a great way to promote St. George school,
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student,
- To notify the school with a written note when the student has been absent or tardy,
- To actively participate in school activities such as Parent-Teacher Conferences
- To notify the school office of any changes of address or important phone numbers,
- To meet all financial obligations to the school,
- To inform the school of any special situation regarding the student's well-being, safety, and health,
- To complete and return to school any requested information promptly,
- To read school notes and newsletters and to show interest in the student's total education,
- To support the religious and educational goals of the school,
- To attend Mass and teach the Catholic faith by word and example,
- To support and cooperate with the discipline policy of the school,
- To treat teachers with respect and courtesy in discussing student problems.

Together, let us partner and support one another in helping your child to become the best person he/she can be. Parental cooperation is necessary for the welfare of students. If, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, St. George Catholic School may require parents to withdraw their children from the school. This type of action would be very drastic and undertaken only after other attempts at conflict resolution have not been successful. See "Student Withdrawal" section in this handbook.

Parent Organizations

Parent organizations play a vibrant role in the life of St. George Catholic School. Through participation in these organizations, members volunteer countless hours, which help the school, offer a variety of programs and activities while keeping tuition affordable. You are encouraged to be a part of one or more of our parent organizations. For more information about St. George parent organizations or obtain information about participating, visit the St. George website or school office.

St. George Catholic School Advisory Committee

The role of the School Advisory Committee is:

- To promote the school mission and the goals of the Education Commission
- To have prayer as the foundation
- To discern God through prayer and sharing of faith
- To encourage a spirit of cooperation through commitment to parents, children, faculty and staff
- To build cooperation among school organizations
- To come together to make St. George Catholic School a better place
- To bond with the parish as one of its ministries
- To facilitate communication among parents, faculty, and administration
- To discern needs within the school community and make recommendations
- To communicate regularly with the school support organizations
- To advise the school administration in the areas of: facilitating problem solving; facilitating future visioning & insuring the school remains faithful to the parish and school missions
- To hear appeals, concerns and suggestions.

Membership includes representatives from the Home and School Association, Athletic Association, Men's Club, Physical Plant, four at-large representatives appointed by the pastor and the principal, one of whom serves as facilitator, pastor, administrative team, development director, and faculty representative.

St. George Catholic School Finance Committee

This committee reviews the financial report quarterly in consultation with administration concerning finance. The committee reports to parents annually. Members are appointed by the pastor and the principal.

St. George Catholic School Home and School Association

This association strengthens ties in the community among family, school, and parish members. All families become members of the association with their school registration. The Home and School Association Board members are nominated and elected by the parents. The Home and School Association provides homeroom parents for each class and sponsors a variety of activities. A major project of the association is the annual St. George Catholic School Fund Raiser. A Home and School Volunteer Sign-Up form can be found on the St. George Website.

St. George Catholic School Athletic Association

This association provides a complete inter-scholastic and intramural program for St. George Catholic School students. The Athletic Association Board members are nominated and elected by the parents. The association receives funds through student fees, concession sales, and membership. It provides funds for equipment, officials, and some coaches.

St. George Parish Men's Club

The Men's Club assists the school and parish in corrective and preventative maintenance by providing volunteer manpower and financial assistance. Membership in the club is open to all men of St. George School and Church Parish.

Photographs and Videos

Students, faculty, and staff cannot be photographed or videoed without the approval of the administration. The school reserves the right to use student photographs in publications and on the school website. Any parent who does not wish his or her child's photograph used must notify the principal and teacher(s) in writing prior to the beginning of each school year.

Private Parties

Party invitations and any general information regarding private parties may only be distributed at school if sent to all students (all boys and all girls) in the class. Collections of any sort for providing funding or party favors/souvenirs cannot be conducted at school.

Promotion/Retention Criteria

Promotion

Promotion from grade to grade at St. George Catholic School is based upon successful completion of the year's work. The principal in consultation with the teacher makes the ultimate decision regarding promotion and retention.

Grade PreK and K – The school has established minimum standards of performance which the child must meet if he/she is to be promoted to the next grade level.

Grades 1-8 – Promotion of students in grades 1-8 is based upon successful completion of studies in the major subject areas. Successful completion of a major subject area means that a student must accumulate a minimum of four quality points in that subject area for the year, with at least two quality points earned during the second semester. Additionally, the student must also obtain a minimum yearly average of 67% for that subject.

Quarterly GPA includes core subjects and activity, and does not include PE. Yearly GPA includes core subjects, and does not include Activity or PE.

Retention

Students in Grades Pre-K and K may be retained at the discretion of administration in partnership with teachers, because of some deficiency in overall academic achievement or lack of maturity or social/emotional development.

In grades 1st-8th, failure of one major subject will result in conditional promotion. The student must complete 40 hours of tutoring by a certified teacher who is approved by the administration or must attend an approved summer school program. Confirmation of successful completion of this remediation must be given to the administration by the last day of July in order for the student to be promoted to the next grade.

In grades 1st-8th, failure of two major subject areas within one school year will result in retention. Failure of the same major subject area in two consecutive years will result in retention.

Quarterly GPA includes core subjects and activity, and does not include PE. Yearly GPA includes core subjects, and does not include Activity or PE.

Major subject areas considered for promotion in grades 1-3 are:

Religion

Reading

Math

Language Arts (English, Spelling, Handwriting)

Major subject areas considered for promotion in grades 4-8 are:

Religion

Reading/Literature

Math

Language Arts (English, Spelling, Handwriting)

Science

Social Studies

Religion

The school is a support to the parents in their task of educating their children. Prayer in the home, attendance at Mass with the family on Sunday, and life in a faith-centered family is the center of the child's religious training. Non-Catholic children will be expected to participate in all classes and liturgies to the degree that Catholic Doctrine permits.

Catechesis

Religion is considered of primary importance at St. George Catholic School. At all grade levels, Religious Studies is considered a major content area. All faculty members continue to study and learn their faith so that the students will have the best possible

preparation for life in today's Church and world. Grades in Religious Studies are based on student's participation in class and on performance on teacher prepared tests and examinations. Students in grades 5 and 8 participate in a program of religious education assessment. This instrument, Assessment of Catechesis Religious Education (ACRE), is administered in November of each school year.

Sacramental Program

Sacramental programs at St. George Catholic School are designed to prepare the students for entry into the full grace life of the church. At the second grade level, students are prepared for the reception of the Sacraments of Reconciliation and Eucharist. Because the child lives his or her faith in the community of the family, parents are expected to share in these programs. Children from other parishes who attend St. George Catholic School will receive First Sacraments in those parishes. Parents should contact their home parishes for information on First Sacraments.

Report Cards

Report cards are issued each nine weeks.

Safety

The SGS safety plan is located in the school office and is available to view upon request.

Search and Seizure - Diocesan Policy

The legal relationship between the Catholic school and the student (or student's parents/guardians) 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.

A 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 or her belongings, (i.e. including but not limited to locker, handbag, briefcase, and book bag) and vehicle driven by student, if one or more of the following exist:

The students are informed in writing (parent/student handbook) that searches may be conducted. 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.

Any vehicle driven to school by a student and is on campus, or on adjacent streets, is subject to search upon reasonable suspicion.

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.

Standardized Testing

St. George Catholic School participates in the Diocesan standardized testing program. This test administered to students provides another measure of group and individual achievement. Results are provided to parents. STAR Reading and STAR Math is administered in grades 1-2.

Student Records

A student's academic records are available for parent review upon request. Academic records as well as student demographics are made available to high schools during the high school admissions process.

Student Withdrawals - Diocesan Policy

Parent and student cooperation is necessary to insure the orderly functioning of St. George Catholic School as well as the furtherance of the student's education. If parental cooperation is not forthcoming, the student's continued enrollment at St. George Catholic School must be reviewed in order to ascertain if the student's presence in school serves the best interest of the school and the student. After opportunities have been provided for reasonable and fair dialogue among parents, administration and pastor, and the pastor and administration deems the parents no longer honor the expectations found in the school's contractual agreement, the parents shall be directed to withdraw their child/children from the school.

Substance Abuse Policy - Diocesan Policy

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and drug-free climate on campus, and at all school-related functions. The use of all chemicals, including tobacco, smokeless tobacco and tobacco products, alcohol, prescription or over-the-counter drugs, illegal drugs (here and after known as "chemicals") is prohibited. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian. If drug testing is mandated, for suspicion, it is to be financed by the parent/guardian.

Tobacco and Smokeless Tobacco

If a student is found to have in his or her possession any tobacco product on school grounds or at any school-related function, appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension. Any tobacco product found in the student's possession shall be confiscated.

Alcohol

If a student is found to be in possession of, or under the influence of alcohol on school grounds or at any school-related function, the alcohol will be confiscated and the parent/guardian will be called. Appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.

Prescription or Over-the-Counter Drugs

If a student is found to be in possession of, to have provided or sold, a prescription or over-the-counter drug to another person on school grounds or at any school-related function, the item will be confiscated and appropriate action will be taken by the administration. Appropriate action may include, but is not limited to suspension or expulsion.

Illegal Drugs

An illegal drug is any drug the possession of which is prohibited by federal, state or local law. If a student is found to be in possession of or under the influence of an illegal drug on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and appropriate action will be taken by the administration. Appropriate action will include, but is not limited to suspension or expulsion.

If a student is found to have provided or sold, an illegal drug to another person on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and the student will be expelled.

Drug Paraphernalia

If a student is found to be in the possession of drug paraphernalia, appropriate action will be taken by the administration.

Look-alike and Imitation Products

If a student is found to be in the possession of any substance or product that resembles, imitates or is intended to give the impression of a chemical, appropriate action will be taken by the administration.

Drug Testing

Drug testing alone is not a substance abuse program. But as part of a comprehensive substance abuse program, testing can be an effective deterrent to substance abuse and an important tool to help educators identify students who need help. Drug testing will be mandated for suspicion of, possession or use of chemicals. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian.

Technology – Diocesan Policy (See *Acceptable Use Policy*)

*Educational programs governed by the Catholic Schools Office require the ethical use of the Internet and related technologies by all employees, volunteers and students as set forth in the *Acceptable Use Policy* for the use of the Internet and related technologies. Access privileges may be revoked, school/parish disciplinary action may be taken and/or appropriate legal action may be taken for any violations that is unethical and/or may constitute a criminal offense. The use of the*

Internet and related technologies must be in support of education and research and consistent with the educational objectives of the Diocesan school district.

Telephone Messages

Messages regarding dismissal changes will be relayed to students at the end of the day. Students may not use the office or library telephones without permission. Dismissal changes must be made prior to 2:15pm.

Textbooks

Textbooks are purchased by the school. Textbooks are expensive and students are expected to handle them carefully. All books must be covered and kept free of pencil or ink marks. Books may not be covered with adhesive materials. Properly fitting cloth book covers may be used provided that a paper cover is underneath the cloth. Students will place their names on the cover of all books, and, at the direction of the teacher, inside the front cover. If a book is lost or damaged the student will be expected to pay either replacement cost or a damage fee. Final report cards are held until damaged book fees are paid in full.

Transfer and Withdrawal Procedure

Parents wishing to have their student transferred or withdrawn from St. George School must provide written notification by letter or email to the principal and accounting manager at least one week in advance if possible. Written notification must include date of transfer/withdrawal, reason for transfer/withdrawal, and name and address of new school.

Upon notification of transfer or withdrawal, the school will begin the transfer/withdrawal process by preparing final records for the student. Prior to the release of final records, all financial responsibilities must be met, and all school-owned books and materials must be returned to the teacher. A copy of the student's report card and health and immunization records will be furnished by the school office. Upon request from the student's new school and after a release form has been signed by parents, the student's records and test scores will be forwarded to the new school. The principal will mail academic records to the new school when all appropriate check-out procedures are completed. St. George School teachers will not complete recommendation forms for another school. St. George will only complete recommendation forms for students who are applying to Catholic high schools as part of the high school application process.

Transportation

Transportation/Dismissal changes must be submitted to the office by 2:15. Any bus changes must to be submitted to the office in the morning and approved by the office as well. Teachers are responsible for notifying students of any transportation changes.

Bus

General Guidelines: St. George Catholic School students who ride the school bus are subject to the authority of the bus driver who serves as the representative of the principal when students are on the bus. The bus driver is responsible for the safety and behavior of the students on the bus and has been directed to report any infraction of school bus rules to administration.

Service Guidelines: East Baton Rouge Parish provides transportation for students who reside within the St. George Church parish boundaries. Bus and stop assignments are determined by East Baton Rouge Parish Transportation and not by St. George Catholic School.

If a permanent change is needed in the bus or stop assignments, a request must be made in the school office. A request form will then be filed with the office of East Baton Rouge Parish Transportation for approval. Only with the approval of East Baton Rouge Parish Transportation can a change be made in a bus or stop assignments. St. George Catholic School cannot make changes in service. The school bus driver cannot make changes in service.

On the rare occasion when a student is to get on or off the bus at a stop other than the assigned stop or to ride a bus other than the student's assigned bus, the student must be a registered bus rider and present to the bus driver a written note signed and dated by the parent and the school principal or designee. Space limitations may prevent a student from riding a bus other than the student's assigned bus.

School Bus Rules and Regulations: Regulations intended to ensure the safety of the students riding the school bus. A school bus with undisciplined passengers is a hazardous bus. The misbehavior of the student can lead to accidents. Serious infractions of bus rules may lead to the administration's refusal to admit the child on the bus. In these cases, administration will decide when and if the child will again be admitted. Less serious infractions which are reported by the bus driver will be dealt with accordingly.

Before leaving home:

1. Check to be sure you have everything you need for the school day to prevent having to return to the house.
2. Check weather conditions so that you can dress appropriately.

Waiting for the bus:

1. If you cross the street to get to the bus stop before bus is in sight,
 - a. Check traffic in all directions
 - b. When crossing the street, ensure there is ample time to cross without having to run.
 - c. Once you have crossed the street, remain at the bus stop until bus arrives.
2. Wait quietly for the bus to come. Do not play in the street.
3. Do not damage the property of others.
4. Do not leave litter at the stop.
5. Stand back from the street/road as the bus approaches and give the driver room to stop.
6. Be at the stop 10 minutes before pick-up time.

Boarding the bus:

1. If you must cross the road after the bus is in view,
 - a. Wait until the driver stops the bus and signals for you to cross the street/road.
 - b. Check traffic in both directions.
 - c. Walk at least 10 feet in front of the bus.
2. Form a single line and do not crowd or push.
3. Use front door only.
4. Use the handrail and take steps one at a time.
5. Go directly to your seat and remain seated.

Leaving the bus:

1. Stay seated until the bus stops.
2. Do not push or shove, but move quickly.
3. Exit by the front door only.
4. Use the handrail and take steps one at a time.
5. If you do not have to cross the street, walk immediately away from the bus.
6. If you must cross the street,
 - a. Walk at least 10 feet in front of the bus.
 - b. Stop when you are even with the traffic side of the bus and look carefully both ways.
 - c. Cross the street quickly but do not run.
7. If you drop something in front of the bus or close beside the bus, get the driver's attention before you try to pick it up.
8. Never run back to the bus when the door has been closed and/or the bus is beginning to move.

Bus passenger conduct:

1. Students on the bus must:
 - a. Respect and obey the driver at all times.
 - b. Remain in their seats.
 - c. Talk softly.
 - d. Not fight or scuffle.
 - e. Keep hands to themselves.
 - f. Keep feet out of the aisle.
 - g. Never use profane or indecent language.
 - h. Not put hands, feet or head out of the window.
 - i. Not throw articles on the bus or out of the window.
 - j. Not disturb the driver.
 - k. Not possess harmful items (glass objects, knife, weapons, cigarettes or other tobacco products, matches or lighter, drugs, etc.).
 - l. **Not eat, drink or litter.**
 - m. Must not damage the bus or other property on the bus.
 - n. **As noted previously, St. George School students may not use electronic equipment on the bus.**
 - o. Not have objects too large to be held in laps or placed under the seat.

Responsibilities of parents are as follows:

1. Be familiar with and follow local board and school level policies for school bus transportation.
2. Have children ready on time and at their designated pickup points along the route. Bus driver cannot wait or blow horn.
3. Provide apparel for children in inclement weather. Buses cannot make stops at each home and remain on schedule.
4. Cooperate with the school/bus driver in teaching children safety precautions and good manners/habits for school bus passengers.
5. Assist when there are disciplinary problems.
6. Avoid detaining the driver on the route. Parents should not board the bus to speak with the driver.
7. Avoid contacting drivers to change schedules, route assignments, bus stops, etc. (If a problem arises, contact the principal or Supervisor of Transportation.)

Carpool

The following procedures, developed in the interest of safety, are in effect for drop-off and pick-up of children who arrive or depart by car. A carpool map is available on the school website. Changes may occur due to “no bus” days or “early dismissal days”. Changes in carpool procedures will be communicated through Dragon Tales and the school website. In all circumstances, grade level assignments to specific drop-off/pick-up areas will remain the same.

When a student is to be released to a person other than the child’s parent, the student must present to the homeroom teacher, and then to the school office, a note signed and dated by the child’s parent.

General Drop-Off Instructions: Students may not be dropped off before 7:20 am, except for those students in the Before Care Program. Students who are not enrolled in Before Care but are dropped off before 7:20 am will be sent to Before Care. The charge for this service is \$3.00 per day per student.

General Pick-Up Instructions: **Parents must clearly display a sign in their front car window identifying their child’s full name and grade.** Students who are not enrolled in the After Care Program, but remain on the school campus 25 minutes after the dismissal bell, will be cared for by After Care. An \$8.00 fee, per child, per day, is charged for this service.

There will be two carpool drop-off and pick-up areas.

Back Carpool Area (see map and instructions on school website): Students in grades PreK-1, their OLDER siblings, and other students who ride with them are assigned to the back (PK carpool) area for ALL arrival and dismissal schedules.

Gym Carpool Area (see map and instructions on school website): Students in grades 2-8 and other students who will ride with them are assigned to the gym for ALL arrival and dismissal schedules.

Walkers

Walkers gather in a designated area and then leave the school campus on foot under teacher supervision. Parents of walkers are not permitted to use the “walkers area” as a carpool area for arrival and dismissal. Children who occasionally go home with students who are walkers will be required to submit a parent note, signed and dated, to the office for approval. Parents must inform the Assistant Principal before school begins if their child will be considered a walker.

Uniform

Students are required to wear the St. George Catholic School uniform. Uniforms may be purchased at Inka’s, School Time, or Young Fashions. Adherence to a specific dress code is considered a basic form of discipline and applies to all students at all levels. Parent cooperation is necessary. It is expected that students will attend school each day in a full uniform that is clean and fits properly.

Please remember that your children will grow during the year; therefore, uniforms and socks may require adjustments during the year. Parents are asked to be aware of the weather changes, especially when it begins to get cold, and to dress the children appropriately. NOTE: The Administrative Team makes the final decision on all matters of dress and grooming.

Boys Grades PreK-8

Pants: Khaki twill walking shorts or long pants purchased at Inka’s, School Time or Young Fashions must be worn. A black, brown or khaki belt must be worn. *Please note: 100% cotton or faded pants or shorts are not acceptable.* Pants must fit properly and be worn at the waist. Shorts must be to the knee but not below the knee. *Pull-on pants are allowed for Pre-K boys only.

Shirt: The hunter green Dri-Fit short sleeve shirt with the St. George emblem. Shirts should have an unbanded sleeve edge and must be purchased from one of the three approved uniform stores, Inka’s, Young Fashions or School Time. Shirts are to be worn completely tucked into the pants. If an undershirt is worn, it must be solid white and it may not hang out of the uniform.

Socks: Solid white crew socks or properly fitted SGS monogrammed ankle socks (purchased at Inka's). No stripes or labels should be visible on socks. Socks must be visible at all times.

Shoes: Tennis shoes are to be worn provided they are of the following colors: white, navy, gray, black or a combination of these colors. Silver reflective accents are permissible. Patterns (for example, polka dots, zig zags, etc.) are not acceptable. Tennis shoes must have laces or Velcro closures across the top of the foot. Socks must

be visible at all times. Boat shoes, boots, sandals, flip-flops, and Crocs are not permitted. Colors other than those specified above are unacceptable for shoes or trim on shoes. In order to keep our school clean, shoes should not mark the floor or have deeply cut treads.

Sweatshirts/Fleece/Jackets: The hunter green pullover uniform sweatshirt with the St. George Catholic School emblem, the navy half-zip fleece with the St. George Catholic School emblem, or the navy nylon uniform jacket with gray lining may be worn in the classroom or outdoors. These can be purchased from Inka's, School Time, or Young Fashions and should not be personally monogrammed.

Outerwear: On very cold days students will be allowed to wear a full zip or full button jacket over their school sweatshirt, fleece or jacket as their outerwear jacket. This outerwear can be a coat, jacket, fleece, or windbreaker. No outerwear coat, jacket, fleece, or windbreaker made of sweatshirt material is permitted. Outerwear jackets may not be worn in the classroom.

Girls Grades PreK-5th

Jumper: Hunter green and navy uniform plaid – Proper length: The jumper must touch the top of the kneecap. Matching plaid shorts must be worn under the jumper.

Blouse: The white broadcloth blouse with a pointed collar. Blouses must be purchased from an approved uniform store. The broadcloth blouse with pointed collar can only be bought from Inka's or Young Fashions. Uniform jumpers may be worn with or without blouses. If an undershirt is worn under a blouse, it must be solid white and may not hang out of the uniform.

Socks: Solid white crew socks or properly fitted SGS monogrammed ankle socks (purchased at Inka's). No stripes or labels should be visible on socks. Black, navy blue or white tights with school socks may be worn under the uniform in cold weather. Socks must be visible at all times.

Shoes: Tennis shoes are to be worn provided they are of the following colors: white, navy, gray, black or a combination of these colors. Silver reflective accents are permissible. Patterns (for example, polka dots, zig zags, etc.) are not acceptable. Tennis shoes must have laces or Velcro closures across the top of the foot. Socks must be visible at all times. Boat shoes, boots, sandals, flip-flops, and Crocs are not permitted. Colors other than those specified above are unacceptable for shoes or trim on shoes. In order to keep our school clean, shoes should not mark the floor or have deeply cut treads.

Sweatshirts/Fleece/Jackets:

The hunter green pullover uniform sweatshirt with the St. George Catholic School emblem, the navy half-zip fleece with the St. George Catholic School emblem, or the navy nylon uniform jacket with gray lining may be worn in the classroom or outdoors.

In all cases the white blouse must be worn with the sweatshirt, fleece, or the navy uniform jacket. These can be purchased from Inka's, School Time, or Young Fashions and should not be personally monogrammed.

Outerwear: On very cold days students will be allowed to wear a full zip or full button jacket over their school sweatshirt, fleece or jacket as their outerwear jacket. This outerwear can be a coat, jacket, fleece, or windbreaker. No outerwear coat, jacket, fleece, or windbreaker made of sweatshirt material is permitted. Outer wear jackets may not be worn in the classroom.

Girls Grades 6-8

Skort: Hunter green and navy plaid uniform skort - Proper length: The skort must touch the top of the kneecap.

Blouse: There are two options for the middle school girl's blouse. One is the white oxford cloth uniform blouse with a button-down collar and with the St. George emblem placed on the pocket. The other option is a white cotton polyester knit polo style shirt (unbanded at the bottom) with the St. George emblem. Both blouses/shirts must be purchased from one of the three approved uniform stores: Inka's, School Time or Young Fashions. Blouses must be completely tucked in at all times. If an undershirt is worn it must be solid white and may not hang out of the uniform.

Socks: Solid white crew socks or properly fitted SGS monogrammed ankle socks (purchased at Inka's). No stripes or labels should be visible on socks. Black, navy blue or white tights with school socks may be worn under the uniform in cold weather. Socks must be visible at all times.

Shoes: Tennis shoes are to be worn provided they are of the following colors: white, navy, gray, black or a combination of these colors. Silver reflective accents are permissible. Patterns (for example, polka dots, zig zags, etc.) are not acceptable. Tennis shoes must have laces or Velcro closures across the top of the foot. Socks must be visible at all times. Boat shoes, boots, sandals, flip-flops, and Crocs are not permitted. Colors other than those specified above are unacceptable for shoes or trim on shoes. In order to keep our school clean, shoes should not mark the floor or have deeply cut treads.

Sweatshirts/Fleece/Jackets: The hunter green pullover uniform sweatshirt with the St. George Catholic School emblem, the navy half-zip fleece with the St. George Catholic School emblem, or the navy nylon uniform jacket with gray lining may be worn in the classroom or outdoors. In all cases the white blouse must be worn with the sweatshirt, fleece, or the navy uniform jacket. These can be purchased from Inka's, School Time, or Young Fashions may be worn and should not be personally monogrammed.

Outerwear: On very cold days students will be allowed to wear a full zip or full button jacket over their school sweatshirt, fleece or jacket as their outerwear jacket. This outerwear can be a coat, jacket, fleece, or windbreaker. No outerwear coat, jacket, fleece,

or windbreaker made of sweatshirt material is permitted. Outerwear jackets may not be worn in the classroom.

Grooming

General Information: Make-up, nail polish and/or artificial fingernails may not be worn. Watches are allowed, but electronic devices worn on the wrist are not allowed. Excessive jewelry is not allowed. Only post earrings are allowed.

Uniforms/shoes/skin must be free of pencil, pen, or marker writing. No animal headbands are allowed.

Hair: Hair must be clean, neat, natural color and appropriately/moderately styled at all times. Shaved heads, shaving or carving into the natural hairline, highlighted hair, dyed, bleached or tinted hair, and the like are not acceptable. Hair extensions are not permitted. Hair should always have a dry appearance. Male students' hair may not touch the eyebrows, ears, or shirt collar and should be blended on the front, back, top and sides. A transition line from short to long should not be visible. Male students are to be clean shaven each day and sideburns may not extend lower than the middle of the ear and must be neatly groomed.

Grooming policies also apply to students wearing out of uniform dress, an athletic uniform or participating in extra-curricular activities.

Grooming styles considered by the administration to be extreme are not acceptable.

Out-Of-Uniform Dress Guidelines

On designated Out-Of-Uniform days the following may be worn:

Shirt with sleeves in Class Spirit color (see below) or current fair t-shirt; no midriff cut, no offensive advertising or language.

Properly fitting long jeans may be worn by either boys or girls. Girls may wear capri cut pants (mid-calf length) and boys may wear the *Uniform Shorts/Pants*. **Leggings and legging-style jeans/pants are not permitted.**

Girls in grades PK-5 may wear Class Spirit Color Shirt or current fair t-shirt over their jumper.

Girls in grades 6-8 may wear Class Spirit Color Shirt or current fair t-shirt with their skirt.

Any style tennis shoes with any style sock may be worn. Boots, sandals, flip-flops, Sperrys, and Crocs are not permitted.

In cold weather, any color sweatshirt, jacket/coat may be worn.

The designated class colors are:

Pre K and Fifth Grade = blue

Kindergarten and Sixth grade = red

First and Seventh grade = purple

Second and Eighth grade = yellow

Third grade = green

Fourth grade = orange

Backpacks

Due to space limitations and safety concerns, students in 4-8 are not allowed to use rolling backpacks.

PE

PE Uniforms are required for students in grades 6-8. The PE uniform consists of a gray t-shirt with a school PE logo and green shorts which may be purchased at Inka's, Young Fashions and School Time.

Scouting/Dragon Hearts

Students who participate in scouts and may wear the official USA Boy Scouts or Girl Scouts uniform on meeting days. Students who participate in Dragon Hearts may wear the official approved Dragon Heart shirt over their uniform on meeting days.

Volunteers and Visitors

For the safety of our students, all persons entering the school campus are expected to sign in at the office and obtain a Visitor's Pass. School officials reserve the right to refuse admittance to the school campus. All volunteers must meet the Child Protection criteria as stated in the Parent-Student Handbook. Volunteers are not allowed to bring siblings on campus for safety reasons.

Weapons on Campus (Diocesan Policy)

St. George is committed to protecting the safety and welfare of employees, students, volunteers and visitors in the workplace and does not tolerate acts of workplace violence committed by or against employees, students, volunteers or visitors. As part of that commitment, the School believes that deadly weapons or destructive devices have no place in workplaces and establishes a weapons-free environment for its campus and all its workplaces. The School complies with all federal and state laws and regulations regarding workplace and school violence and use of weapons on the campus, including any allowances for storing firearms in locked private vehicles in parking lots.

Prohibited weapons include but are not limited to: firearms, illegal knives and knives with a blade longer than 5 inches, explosives or objects which can be used as weapons and are not necessary equipment assigned for use in one's job. If the School reasonably believes that students, volunteers or visitors possess any prohibited weapons or devices, the appropriate law enforcement authorities will be immediately contacted and consulted with. Exemptions to this policy are granted to federal, state and local law enforcement authorities as authorized by federal, state and local laws and regulations.

Volunteers and visitors who feel imminently threatened by any violent act or who observe any possible act of workplace violence should immediately report this to the Principal who will immediately respond to any observed or reported incidents of workplace violence or threats of workplace violence. Federal, state and local law enforcement authorities can be contacted in response to any such incidents and as required by federal, state and local laws and regulations. The School treats all such information reported as confidential and only releases such information: to appropriate federal, state or local law enforcement authorities as necessary to protect workplace safety; as required by federal and state law and regulations; or in response to court orders.

Anyone violating this policy will be removed from School premises as quickly and safely as possible and shall remain off School premises pending the outcome of an investigation. Violations of this policy will lead to corrective action up to, and including, termination of employment and/or referral to appropriate law enforcement agencies for arrest and prosecution.