

**St. Catherine of Siena School: Family Handbook  
2017-2018  
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## ST. CATHERINE OF SIENA SCHOOL

This handbook has been prepared with just one purpose in mind, to help the students achieve success and happiness in our school family. It contains basic information about school policies and procedures. Adherence to these regulations will help all of us work smoothly together in the best interests of your children and St. Catherine. **We ask parents to read this handbook and to consult it during the year when in doubt regarding certain points. Each year, parents are required to sign a statement stating that they have read the handbook and are expected to follow its guidelines.**

### THE BEGINNING OF ST. CATHERINE

St. Catherine of Siena Parish holds the distinction of being the first parish church established in the Metairie area. In 1921, Archbishop John Shaw established St. Catherine of Siena as an independent parish with a chapel on Labarre Road and the Rev. James Furlong as Pastor.

St. Catherine of Siena School is the parochial school of St. Catherine of Siena Parish. The school opened in 1926 and was staffed by the Sisters of Charity of the Incarnate Word from San Antonio, Texas. The Sisters were not new to the area as they were already teaching at St. Francis deSales School on Second Street in New Orleans, with a Provincial House on Prytania Street.

The school opened for grades one through six with four teaching Sisters, and an enrollment of approximately 120 students. Each year a grade was added, and the first class graduated on June 5, 1929, with fourteen students. The school population grew over the years until it reached its peak in 1960 with 1660 students and a staff that included 13 nuns and 19 lay teachers. The school's enrollment is consistently near 900 students.

The school consists of five separate buildings all joined by covered walkways. The auditorium, pre-kindergarten, and Kindergarten classrooms are located in the Msgr. Barrett Complex, which was dedicated in 1991. The junior section, established in 1965, houses classrooms for grades I through 7 and the school offices. The section built in 1957, has classroom facilities for third grade, a large library, and 4 pre-Kindergarten classrooms. The cafeteria facility, gym, art and music classrooms are located between the junior and senior buildings. The Incarnate Word Building, completed in 1966, houses pre-kindergarten classrooms, a CYO room, and two offices for the counselors. Major renovations were made in 2002-2003 to the school plant. There was an expansion of the cafeteria along with a second floor addition, which provides a teachers' lounge, an elevator, and direct indoor access to the gym and Senior Building. In 2005, an art room and new computer room were added to the school building, and the office area was extended. In 2017, further renovations and restructuring of classrooms took place, with updates to both main buildings.

### SCHOOL SYMBOL

The school symbol consists of an unbroken circle that symbolizes God's unending love for us and His constant importance to our country, to our home, and to our school community. The cross reminds us of the mystery of the Holy Trinity and assures us in times of trouble. The darting tongue of fire issuing upward bears testimony to the spiritual and intellectual illumination imparted through education as well as the warmth and care extended in service. The flame also symbolizes vitality and inspiration, which have guided St. Catherine of Siena school and parish for more than eighty five years and which will continue to distinguish its service to God and people.

### **MISSION STATEMENT**

The mission of St. Catherine of Siena Catholic School is to provide a community of faith that fosters academic excellence and a foundation for a Christ centered life.

## SCHOOL BELIEFS

1. Student learning, both religious and academic, is the chief priority of the school.
2. Students should develop a moral, ethical, and spiritual foundation to serve as a basis for character building.
3. Students need to develop a strong foundation of fundamental skills which will be implemented in solving problems, formulating ideas, and self-expression.
4. Curriculum and instructional practices should incorporate a variety of learning activities and assessment techniques to accommodate differences in learning styles.
5. Students need to be educated in competent and responsible use of modern technological trends for the future.
6. The teaching staff should be caring, sensitive, and willing to learn new methods in order to teach the whole child: spiritually, cognitively, emotionally, and physically.
7. Students learn best in a safe and comfortable environment, which promotes academic excellence and fosters a positive self-image.
8. Students are guided to use strong communication skills to resolve personal conflicts peacefully.
9. The school should encourage and provide opportunities for students to become involved in community programs and activities.

## PHILOSOPHY

The philosophy of St. Catherine of Siena School centers on forming youth capable of assuming their responsibilities in society while facilitating a multi-faceted approach to excellence in education that recognizes individual student needs in a disciplined yet loving environment. In attaining the skills necessary to assume these responsibilities, it is essential that students develop a positive self-image and find happiness and success in a nurturing educational environment. As students are involved with interesting materials, challenging questions, and meaningful experiences, they become independent thinkers increasingly accountable for their own learning. In this atmosphere, students develop a love for learning that they will continue into their adult lives enabling them to grow into responsible, productive Christian citizens, thereby realizing their full potential.

## ACCREDITATION

St. Catherine of Siena School is accredited by AdvancED, a national accreditation association, and is approved by the State of Louisiana Department of Education. St. Catherine of Siena is a member of the National Catholic Educational Association (NCEA), Association for Supervision and Curriculum Development (ASCD), and Louisiana Federation of Citizens for Educational Freedom (CEF).

## ADMISSION/REGISTRATION POLICY

St. Catherine of Siena is open to all children regardless of religion, race, sex, color, nationality, or ethnic origin; however, priority preference will be given to children of the Roman Catholic religion. All rights, privileges, programs, and activities are available to all of our students. Students are eligible for Pre-Kindergarten Three if they are three years old by August 31. Pre-Kindergarten Four students must be four years old, Kindergarten students must be five years old, and First Grade students must be six years old by September 30.

**Registration does not guarantee the possibility of a place in the school if the school is not able to serve the needs of the student. There is an Individual Needs Committee (INC) to consider student academic concerns as professionally recommended.**

St. Catherine of Siena will accept students as they fall into the following order of categories.:

1. Siblings of present students.
2. Children of families living in SCS parish who are registered, participating and contributing.
3. Children of families living outside SCS parish boundaries who are registered, participating, and contributing.
4. Children of families who are new contributing parishioners who recently moved into the parish.
5. Children of St. Catherine of Siena Alumni
6. Catholic students without a parish school
7. Out-of-parish students

In the case of a student transferring from another Archdiocesan Catholic school, the principal will investigate the status (academic, financial obligations and discipline) of the student by conferring with the previous principal, and by reviewing the report card and pertinent records. The students and parents may be required

to have an interview with the administration of the school.

## **NEW STUDENT ADMISSION REQUIREMENTS**

**Copies of the following certificates are required for entry into all grades and must be presented at the time of registration:**

- Birth Certificate
- Baptismal Certificate (Catholic only)
- Immunization Records (see Health Records)
- Church Support Envelope Number (If member of St. Catherine Parish)
- Social Security Number
- Report Card (if applicable)
- Divorced or separated parents must supply a court certified copy of the custody section of the divorce or separation decree to the school office
- Any additional pertinent records
- Students entering Grades 1-6 must take and pass an entrance test

**\*\*\*Please note: TO FOSTER THE OPPORTUNITY FOR STUDENTS TO GROW INDIVIDUALLY IN AN ACADEMIC SETTING, ST. CATHERINE OF SIENA SCHOOL ALWAYS SEPARATES "MULTIPLES" (i.e. twins, triplets, etc.).**

## **CUSTODY NOTICE**

**It is the responsibility of the custodial parent to furnish the school with a copy of the custody section of the divorce decree. This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. This also applies to guardianship.**

## **PARENT – TEACHER COMMUNICATION**

Open communication between parents and a child's teacher is encouraged. As a parent, we ask that you keep the teacher informed of any changes in your child's physical or emotional state. Likewise, the teachers are responsible for keeping you informed of any changes noticed at school. Important points to remember:

- (1) A parent who criticizes a teacher, in front of the child, undermines the teacher's authority and likewise, teachers are never to criticize a parent in the presence of a student. Open communication is the best preventative measure for all involved.
  - (2) To contact a teacher, please use the teacher's email account, send a note to school via your child, or call school and leave a message for the teacher.
  - (3) All problems should be solved at the lowest level whenever possible.
  - (4) If a problem occurs the line of discussion is:
    - a. Teacher
    - b. Counselor and/or Dean of Students
    - c. Appropriate member of the School Leadership Team
    - d. Principal
- **Only signed or "in person" communication will be acted upon. No response will be made to any anonymous message in any format.**

## **SCHOOL – HOME PARTNERSHIP**

The administration and faculty of St. Catherine School are only delegates of the parents undertaking those phases of education that can be carried on more effectively in school. In the best interest of the child, all involved in the education process must work together.

It is of utmost importance that parents or guardians cooperate closely with the school in this task. The fact that the child is registered in St. Catherine School indicates that the rules and regulations have been examined and accepted by parents and guardians. Therefore, we expect that the judgment of school authorities concerning the education and discipline of the students will be rightfully understood and supported by the parents or guardians as an effective means of home and school training.

**When there is evidence of the lack of a working partnership between the school, the parents, and the student, the school reserves the right to ask for the student's withdrawal.**

#### **PARENTAL INVOLVEMENT IN THE ACADEMIC SUCCESS OF CHILDREN:**

- Begin the learning process at home - more learning takes place in the first five years of a child's life than during the rest of his/her lifetime.
- Read to your child daily - this will certainly develop a love and interest in books.
- Instill in your child a good self-image and confidence.
- Talk to your child about school - show an interest in your child's work.
- Teach your child that sharing, taking turns, verbalizing, and making decisions are important daily survival skills.
- Encourage your child to play and be creative.
- De-emphasize television - with the exception of a few well-chosen educational programs. most television viewing has no value in a child's learning process and impedes development.
- Restrict computer placement in your home to an area visible by you at all times.

#### **MONEY COLLECTIONS**

Permission from the administration is required for collecting money for special school events. Collection of money for a non-school sponsored activity is prohibited on school grounds. In any case where money is submitted to school for a sanctioned activity, please send checks.

#### **FINANCES**

All tuition for the upcoming school year must be paid in FULL by the designated date set by the school. REGISTRATION FEES AND OTHER FEES ARE NON-REFUNDABLE. Incoming fifth grade students will be charged a required fee covering the cost of a Chromebook and its peripheral programs. School tuition will be refunded on a pro-rated basis.

1. Between August 1 and the 1st full day of school ---- a tuition only refund less any administration costs
2. Within the 1st 9 weeks ---- 75% tuition only refund
3. Within the 2nd 9 weeks ---- 50% tuition only refund
4. Within the 3rd 9 weeks ---- 25% tuition only refund
5. Within the 4th 9 weeks ---- no refund

Tuition may be paid by personal check, using a money order, a cashier's check, or by bank draft through First Bank & Trust. **Tuition and other school fees are to be paid between May 1 and May 15.** Tuition can be paid at the school office (400 Codifer Blvd., Metairie, LA 70005) by contacting our Bursar. **All families must either pay tuition in full to SCS or set up a loan through First Bank and Trust by May 15.** Failure to do so will result in the student's removal from the school roster.

First Bank's Archdiocesan Tuition Loan Program will provide loans to parents who want to finance all or part of their children's education. These loans will have a ten (10) month term, beginning in July and maturing in April. The loan will have a fixed rate of interest and the interest will be computed on a simple interest basis. Loans must be secured by June 1. If a loan is not made by June 1, a 9 month loan can be given, but with a 10% down payment.

The first loan payment is due in July 1 by the date selected by each loan applicant. **If loan payments are behind 45 days, borrower will receive a reminder phone call. For your child to begin school in August the loan must be current. The 1st and 2nd payment MUST be made.**

**If parents choose to cancel a loan, the parents are responsible to notify the bank on or before JUNE 15. The parents are responsible for the outstanding principal, interest, late fees, or other charges accrued and charged against the school's account.**

At the end of the loan year, any outstanding loan balances are charged to the school. **In the event that your loan balance is charged back, you will not be allowed to take out a loan in the next school year.** It is the responsibility of the parents to be sure that all payments are paid on time to the bank/school and that the school is kept informed about the current tuition status.

**By enrolling your child/children at St. Catherine of Siena School, you are agreeing to meet all financial obligations the school sets forth.**

**PARISHIONERS ONLY:**

A parishioner is a person who has registered with the parish, regularly attends Mass, and contributes to the financial support of the parish in accordance with the Stewardship Program of St. Catherine of Siena. The Stewardship Program asks parishioners for continuous support of the parish mission in proportion to their family income. Weekly envelopes are available through the church office and contributions are recorded weekly. Church records are reviewed annually. To qualify as a parishioner for the purpose of school tuition you must have contributed a minimum of \$500 (for 1 child attending SCS) or \$700 (for 2 or more children attending SCS) for the PREVIOUS CALENDAR YEAR; the calendar year ends on December 31<sup>st</sup>.

Questions concerning tuition and fees should be directed to the Bursar in the School Office at 831-1166.

**MASS**

School Masses are normally scheduled on Wednesdays at the 9:00 parish Mass.

Parents are invited to join their children at the school Masses. Parents are to refer to the school calendar and weekly bulletin for the Mass. Scheduled Masses are subject to change without notice.

**ATTENDANCE**

GRADES	ARRIVAL	DISMISSAL	2:30 DISMISSAL	12:00 DISMISSAL
1 <sup>st</sup> -7 <sup>th</sup>	7:45-8:20	3:30	2:30	12:00

**Half-Day Absences:**

A student in Grades 1-7 will be marked with a half-day absence:

- If student checks in after 9:00 a.m. on any school day
- If a student checks out any time before 2:59 p.m. on a regular school day and is not participating in a school sponsored activity.
- If a student checks out before 1:30 p.m. on a 2:30 p.m. dismissal day.
- If a student checks out at any time on a day when school dismisses at 12:00 p.m.

**Quarter Day Absences:**

- If a student checks out any time between 3:00 and 3:30 on a regular school day and is not participating in a school sponsored activity.
- If a student checks out any time after 1:30 on a 2:30 dismissal day and is not participating in a school sponsored activity.

**\*On Wednesdays, school dismissal is 2:30 p.m. for faculty meetings.**

**NO STUDENTS ARE ALLOWED IN THE SCHOOL YARD BEFORE 7:45 a.m. STUDENTS WHO ARRIVE BEFORE 7:45 a.m. ARE REQUIRED TO GO TO BEFORE SCHOOL CARE, REGARDLESS OF GRADE LEVEL, AND WILL BE CHARGED THE APPLICABLE FEES. STUDENTS NOT INVOLVED IN EXTRA CURRICULAR ACTIVITIES AND STILL ON SCHOOL GROUNDS AT 3:50p.m. ARE REQUIRED TO GO TO AFTER SCHOOL CARE, REGARDLESS OF GRADE LEVEL, AND THE PARENTS WILL BE CHARGED THE APPLICABLE FEES.**

**TARDY-----**Children are marked tardy if they are not in homeroom when the morning bell rings at

8:30 a.m. Louisiana House Bill 1133, which was passed in Summer 2008, requires school officials to meet with parents after a student is tardy a specific number of times. **Notification of five or more tardies will be sent home at the end of each nine weeks.**

Any absence from school is a hindrance to students in their school work. Parents and students should bear in mind that the attendance record is part of the student's permanent file. Absences should be limited to real illness or death in the family. Family vacations should be planned within the holiday dates listed on the school calendar. Local events and festivities should not interfere with school attendance. **PLEASE NOTE THAT SCS DOES NOT RECOGNIZE "EXCUSED" ABSENCES AT ANY TIME.**

Recent changes by the State Board of Education now require **elementary students to be in attendance at school a minimum of 167 days each school year.** For a student to be eligible to receive credit for the courses taken, this regulation must be fulfilled. The school is required to keep an accurate record of daily attendance, absence, and tardiness. If a student is absent without an excuse, or the school has reason to suspect the validity of an excuse, the parents will be called in order to verify the absence. Cases of frequent absenteeism or tardiness will require a conference with the parents. **Notification of five or more absences will be sent home at the end of each nine weeks.**

**Attendance regulations specify that if a student has a communicable disease or has been absent five (5) consecutive days, a physician's statement is required for the student to be readmitted to school.**

Parents must notify the school office of a student's unanticipated absence and request homework **by 9:00 a.m.** on the day of absence. All teachers are required to post homework on Plus Portals. **DO NOT ASK FOR AN EARLIER DELIVERY.** Classroom announcements will not be made for absent students' work. The grade level or homeroom teachers in grades 3-7 will assign a buddy to record the missed work and place it in the appropriate grade level cubby downstairs in the Junior Building. Teachers and/or assistants in grades 1-2 will record the missed work and place it in the appropriate grade level cubby downstairs in the Junior Building. Work will not be brought to a sibling's classroom. All absent work is to be picked up from the cubbies beginning at 3:25 p.m. or later.

The student is responsible for work missed during his or her absence. It is the student's responsibility to procure and complete classroom and home assignments covered during the period of absence. In addition, students must talk with the teacher to reschedule any missed tests. Students may receive a zero for work not completed.

**Make-up tests and quizzes are given at a time convenient to the teacher and must be taken within three (3) school days of an absence or at the discretion of the teacher. If tests are not taken in a timely manner, the student will receive a zero for the test or quiz. All final decisions are left up to the administration.** Tests and work during absences of convenience may be made up at the discretion of the principal and teacher **after the student returns to school.**

**If a student is not in school all day of a school sponsored activity, the student will not be able to participate or attend the event or team practice. When a school function is scheduled on a weekend or a holiday, a student must attend school on the last school day prior to the function.**

**PERFECT ATTENDANCE** is awarded only to those students who have been present daily from the 8:30 a.m. bell until dismissal time. This means students who are absent, who are tardy to school, or who have exited school prior to the end of the school day will not be eligible for the Perfect Attendance Award. **If a student leaves school for any appointment and returns to school, that student is considered absent for one-half of a day.**

**EARLY PICK-UP----** A student will not be released early from school without the knowledge of his/her parents and the school office. At no time will a student be allowed to sign out or go home alone. Students must make up all work missed as soon as possible after returning to school.

**Parents may not go to the classroom to get the student, except in cases of unforeseen circumstances. The parent must sign the early dismissal book in the school lobby.**

In the case of illness or any other emergency, a student is to use the office telephone to call a parent/guardian.

The student will be dismissed from the school office (**not from the classroom or outside of the school building**). **NO STUDENT IS ALLOWED TO WAIT OUTSIDE FOR PARENTS, AND PARENTS ARE NOT TO TELL STUDENTS TO MEET THEM OUTSIDE.**

### ARRIVAL/DISMISSAL PROCEDURES

**NO STUDENT SHOULD ENTER OR LEAVE THE SCHOOL THROUGH THE FRONT GLASS DOORS ON CODIFER. EVERY CAR IN THE PICK UP LINE MUST HAVE A SIGN VISIBLY DISPLAYED ON THE RIGHT SIDE OF THE WINDSHIELD WITH OLDEST CHILD'S LAST NAME.**

#### **WALKERS:**

**Students crossing at Bonnabel/Metairie Road and on Bonnabel/Codifer Blvd. should use crosswalks and be vigilant while crossing the street.**

#### **BICYCLE RIDERS:**

Bicycle riders must **walk** their bicycles onto and off the school grounds. It is highly recommended that all bicycles be **locked** when parked on the school grounds.

### ARRIVAL

- The only area parents are permitted to drop off students is Bonnabel Blvd., along the black fence. Students must enter through the two large gates on Bonnabel Blvd.
- **STUDENTS MAY NOT ENTER CAMPUS THROUGH THE SCHOOL OFFICE. Exceptions are made for students who are tardy or have some valid medical reason.**
- When arriving, please pull up as far as you can before stopping so we can eliminate as much congestion on Metairie Road as possible.
- Students are to have all book-bags, lunches, etc. in hand at drop-off time. For safety reasons students are not allowed to walk behind or between cars, which means no placing backpacks in the trunks. This is a safety issue, and it delays drop off and causes traffic congestion.
- Parents and guardians are asked not to enter the school yard during arrival.
- **Students are not allowed in the school building prior to the 8:20 bell unless they have a pass from a teacher, business in the library, or if accompanying parents to a meeting.**
- Students who arrive **prior to 7:45 must report to Before School Care.** Students are to remain in the yard until the 8:20 bell rings.
- For the protection of all, we ask that all parents follow safe driving practices around our school.
- Upon arrival, Middle School students may visit their lockers between 7:45-8:25. Instruction begins at 8:30.

### DISMISSAL

No car will be allowed to hold up the traffic while waiting for a student. If the student is not nearby and ready to leave, the driver **will be asked to pull forward and wait.**

All dismissal changes will be announced school wide at 3:20 daily. Changes in dismissal must be called in to the school office by 3:00 p.m. Any calls received after the designated time may not be able to be delivered to the student. Parents should not email teachers for dismissal changes. All children not picked up at dismissal will be sent to aftercare.

At 3:30 p.m. the homeroom teacher will walk all students outside and students will proceed to their dismissal locations.

- PreK3, PreK4, and Kindergarten students will be picked up by their older siblings in the cafeteria.
- Siblings in grades 1-7 will meet their brothers and sisters at their dismissal location (Church gate, Barrett ramp, carpool, or aftercare).

#### **FYI**

- **Only cars are allowed through the gates on Bonnabel Blvd. NO ONE should walk onto the yard or across driveways during dismissal. This rule IS ENFORCED due to insurance and safety concerns.**

- Students walking home should leave campus through one of two areas: the walk gate located near the rear of the Church or the Barrett Complex ramp.
- Cars are not to pick up students at “walk” gates.
- Students still at “walk gates” at 3:40 will be sent to the carpool line.
- Carpool dismissal will end at 3:50 at the latest. Any students not picked up by this time will be sent to aftercare.
- All students who are given permission by parents to walk home will be issued a “walker’s tag.” This tag must be attached and visible to the outside of the school bag at all times in order to exit the gate.

### **BEFORE/AFTER SCHOOL CARE PROGRAMS**

BEFORE-SCHOOL CARE

Begins at 7:00 a.m.

(No children accepted before 7:00 a.m.)

AFTER-SCHOOL CARE

Available from 3:30 - 5:30 p.m.

Information for school care is available upon request from the school office at 831-1166.

**Before and After School Care supervision is provided for students who are enrolled in St. Catherine of Siena School only.** Both programs function under the same disciplinary rules and policies that are in effect for the school. Any parent who wishes his/her child(ren) to attend one of these programs must fill out an application form and send in the registration fee for each child. Forms can be obtained from the school office or from the supervising teacher.

**Any student not picked up by the end of carpool is sent to “After School Care” and the parent is charged accordingly (these students can be picked up in the cafeteria). It is the parents’ responsibility to make all payments on time. If payment is not current, your child will not be administered quarterly exams, tests, grades, and/or receive report cards.**

**Parents have the option of pre-paying by the semester for “Before/After School Care.” To be considered current, monthly payments are due the first day of the month; weekly payments are due the first day of the week; daily or drop-ins are due the day the student(s) attends.** For disciplinary reasons, the student may also be dismissed from the program. The final decision regarding students enrolled is left to the discretion of the administration.

### **STUDENT RECORDS**

A **CUMULATIVE RECORD** is permanently maintained on each student in fireproof files. The cumulative record follows each student during his/her school career. **Information placed on the cumulative record includes the accurate recordings of yearly attendance and academic achievement.**

**When a student transfers from St. Catherine to another school,** the first responsibility of the parent(s) is to pay all financial obligations owed to St. Catherine. Parents are then to give their **written** consent to have the records of the student(s) sent to the transfer school. Upon receiving this request from the transfer school, the cumulative record or the transcript of the cumulative record is photocopied and mailed to the school of transfer.

**The Administration and faculty members are not to write letters of recommendation for students transferring to another school.**

### **WEEKLY POSTING OF GRADES**

Teachers are required to update student grades in a timely manner. Grades will be most accurate and updated by the end of Tuesday each week.

### **PARENT-STUDENT-TEACHER CONFERENCES**

Parent-teacher conferences are scheduled each semester. **Students in grades 3-7 should attend the conferences with their parents and give a verbal report of their progress.** These meetings are short, so if additional time is desired, kindly contact the teacher thru voice mail, email or write a note for an appointment. In addition, if you are unable to attend a parent-teacher conference and feel you need a conference, you are requested to contact the teacher asking for a special appointment. **DO NOT TELEPHONE THE TEACHER AT HOME.** Ad hoc and impromptu conferences at the grocery, social functions, schoolyard, cafeteria, etc. should not

occur. If a concern is worthwhile, it is worth a scheduled conference. Scheduled conferences put emphasis on the concerns and the child's well-being.

## REPORT CARDS AND GRADING

Report cards are issued at the end of each quarter. Parents are able to determine the type of work their child(ren) is doing in school based on the report card grades and/or comments which include daily work, tests, quizzes, exams, homework, projects and class participation.

Final report cards are handed to the students on the last day of the fourth quarter. **FINAL REPORT CARDS ARE NEVER E-MAILED.**

\*Students in grades two through seven receive number grades in all major subject areas. First grade students receive a "skills based" report card in the first quarter only. Beginning with the second quarter, first grade report cards include number grades.

The grading scale is as follows:

A = 94 – 100	Outstanding
B = 86 – 93	Above Average
C = 78 – 85	Average
D = 70 – 77	Below Average
F = 0 – 69	Unsatisfactory

For enrichment/activity classes:

S = Satisfactory
M = Making Progress
I = Improvement Needed

**A student who does not take a quiz or test, or who does not turn in an assignment will receive a grade of zero.**

**In addition to academic grades, conduct grades are given to students each quarter.** The conduct grade reflects the student's behavior inside and outside the classroom, before and after school, in line, moving through hallways, in restrooms, in the cafeteria, at recess, during field trips, when at Mass, and during all other "unstructured times".

## HONOR ROLL

### **ALPHA HONOR ROLL**

To be on the Alpha Honor Roll, a student must have an "A" in all major subject areas and an "A" in conduct.

### **BETA HONOR ROLL**

To be on the Beta Honor Roll, a student must have "A" and "B" in all major subject areas and "A" or "B" in conduct.

At the end of the school year, St. Catherine of Siena recognizes students who show consistent academic excellence. **ALL ALPHA HONOR ROLL** is awarded to students who were on ALPHA HONOR ROLL in all four quarters. **BETA OR BETTER HONOR ROLL** is awarded to students who were on either ALPHA or BETA HONOR ROLL in all four quarters.

## PROMOTION POLICY

All children who successfully complete the work of a grade are promoted to the next grade. All phases of the child's development contribute to his/her advancement. Children mature at their own rate. Growth cannot be hurried. **Children who require more time to find their own place in the school program should be given that time. It is important that the students, their parents and their teachers consider this as an extended time for growth, rather than failure.**

### **GRADES 1-7:**

❖ A student who fails **ONE subject** must receive 30 hours of private tutoring from a certified teacher.

**NOTE:** \*Proper documentation must be mailed to St. Catherine of Siena School from the certified teacher including a copy of the teacher's state certificate before a promotion is approved.

❖ **A student who fails TWO or more subjects, or has 2 or more “F” grades in the fourth quarter, will not be promoted, and will not be able to return to St. Catherine of Siena.**

### **HOMWORK POLICIES**

Homework is an outgrowth of lessons taught in class. Both written and study assignments serve **to reinforce and extend the student's knowledge**. Parents are asked to help their child/children organize the time necessary to complete assignments, to encourage them to put forth personal effort, and to provide a quiet atmosphere free from television and other distractions. Study work is equally as important as written work. It is the student's responsibility to write down homework assignments and submit them on time. **Homework on the weekends is permissible and should be anticipated.**

In addition to assigned homework, students should plan for at least 15 minutes each night of pleasure reading (i.e. AR books, library books...). Occasional special projects which may involve additional time generally are assigned well in advance, and should not be delayed until the night before they are due. Frequent statements of **“I have no homework”** should motivate contacting the teacher to verify this statement. Parents are encouraged to check the student's agenda books or **Plus Portals** for homework assignments to see that they have completed all assigned work properly. Failure to submit homework assignments could result in a lowered grade for the period.

Plus Portals is provided as a supplemental resource for the listing of a student's homework. It is the responsibility of the student to correctly copy homework on a daily basis.

### **MINOR ADJUSTMENT/STUDENT EVALUATION GUIDELINES**

St. Catherine of Siena does not provide special education services or facilities. The school, the administration, the faculty, and the staff are required only to make reasonable, minor adjustments in the school's education program to attempt to meet special needs of the student(s). The nature and extent of such minor adjustments is within the sole discretion of the administration of the school.

Should the administration of the school determine in his/her own discretion that minor adjustments in the school's education program have not resulted in the best interest of the school and/or of the child/student, and that the child/student should be in a more appropriate learning environment, then the administration may ask the parent to withdraw the child/student from the school and/or the student will be removed from the rolls of the school and/or not allowed to re-enroll.

**Registration does not guarantee the possibility of a place in the school if the school is not able to serve the needs of the student.** There is an Individual Needs Committee (INC) to consider student academic concerns as recommended.

Any parent or educational consultant/psychologist who requests a teacher to fill out an evaluation on any student must obtain permission from the administration. **Parents must submit in writing a letter to the administration authorizing the school to release information and/or to speak with an educational consultant.** Information will be mailed directly to the consultant. Parents should provide an addressed stamped envelope to the school for this purpose. **Under no circumstances will evaluation paperwork be given directly to the parent.** Student evaluations must be finalized on or before the last day of school. **The final decision regarding minor adjustments guidelines and student evaluation and testing is left to the discretion of the administration.**

### **STANDARDIZED TESTING PROGRAM**

Each student in grades 3-6 take ACT Aspire. Students should bring two (2) #2 pencils and a healthy snack---**no sweets or soft drinks.**

## SCHOOL LIBRARY

The St. Catherine of Siena School library is open daily from 8:00 a.m. to 3:30 p.m. to students in pre-kindergarten thru seventh grade. Story time is available to the pre-kindergarten and kindergarten classes once a week for 30 minutes. Students in grades 1-7 have access to the library throughout the school day. Our library, with numerous professionally cataloged books, holds a wealth of wonder for students. Our collection of books, periodicals and curriculum-based videos grows each year and includes the most recent materials available. The library is an additional location for research. The library utilizes a computer system and each student is assigned a number for library checkout that he/she will use throughout his/her years at St. Catherine of Siena School. This number is also used in the cafeteria. It is the student's responsibility to memorize this number. The library holds a book fair each year. The students are encouraged to participate in the public library's summer reading program and get a library card.

Students are responsible for replacing any library book that is lost or damaged while checked out to them. **All library books and videos must be turned in and accounted for by the end of the school year, or the final report card will be held.**

## SCHOOL COUNSELING PROGRAM

Counseling services are provided as part of the overall school program. The program consist of a variety of services and activities, including individual and group counseling, parent and teacher consultation, classroom guidance, information services, and referral assistance to other programs and services in the community. The primary services of the school counselors are to provide direct assistance to the students. For this reason, a major portion of the counselor's day is scheduled with services for the children. Parents or school personnel may refer students to the school counselors; students may refer themselves as well. Unfortunately, school counselors are unable to provide intensive long term counseling services or testify in court in child-custody matters. **The school counselors work in conjunction with specialists, not as a substitute for them.**

## HEALTH RECORDS

### COMMUNICABLE DISEASE CONTROL POLICY

The Louisiana Department of Education will work cooperatively with the Louisiana Department of Health and Human Resources for the prevention, control, and containment of communicable diseases.

Students are expected to comply with the required immunization schedule. After parental notification that a student's immunization is not up-to-date, the principal, under Revised Statute 17:170, is required to exclude a student from school until evidence has been presented that the required immunization program is in progress.

A school record of health shall be maintained on each student according to the schedule approved by the State Department of Health and Human Resources.

The **minimum immunization requirements** for each child to remain in school are:

- 4 DTP (Diphtheria, tetanus, pertussis combined)
- 3 Oral Polio (last dose must be administered on or after the 4th birthday)
- 2 MMR doses (1 AT 15 months; 1 after the 4<sup>th</sup> birthday)
- 1 Rubella (German Measles)
- The last DTP and Polio must have been given AFTER THE 4TH BIRTHDAY
- HEB (3-shot series) for all new students
- HIB flu
- 1 Varicella vaccine (chicken pox)

A parent shall provide satisfactory evidence of current immunization against meningococcal disease and any other age appropriate vaccine as a condition of entry into sixth grade. Any student who has attained the age of eleven years or who is entering a grade other than grade six shall provide satisfactory evidence of current immunization against meningococcal disease and any other age appropriate vaccine as a condition of entry into that grade (pursuant Acts 152 and 342, Louisiana State Legislature).

## HEALTH & ILLNESS POLICIES

- **Please do not send children to school if they have fever, a contagious disease or condition, or had been sick during the night especially vomiting. We do not have facilities or personnel to care for sick children. It takes much time and many arrangements to send them home. We often hear "I was not feeling well, but my mother told me "I had to go to school." Or I was sick all night, and my mother told me "I had to go to school."**
- Students who are ill or have been ill should remain home not only to regain their strength and good health, but to prevent the spread of illness among other students and staff members.
- First aid is administered to all children in a timely manner. Regularly, parents are informed with a phone call of the nature of the student's illness or injury.
- First Aid permission/emergency information forms are sent home with the students in the beginning of the school year. They must be completed and returned to school in order to administer basic care. **Without written permission from the parents, no first aid can be administered.** The school office retains these forms in the first aid center.
- A written note from a physician is required for re-admittance of those students who have been **absent for three or more days** or who have had a communicable disease. This note must be presented to the teacher and **MUST** be maintained on file in the school office.

### **GUIDELINES TO DETERMINE IF YOUR CHILD SHOULD STAY HOME TO RECUPERATE FURTHER ARE AS FOLLOWS:**

FEVER- Fever is defined as an oral temperature greater than or equal to 100.5 degrees F. If your child has a fever (as defined), your child needs to remain at home UNTIL your child is "fever-free" (an oral temperature less than 100.5 degrees F) for 24 HOURS WITHOUT the use of anti-fever medications such as Acetaminophen (Tylenol) or Ibuprofen (Advil, Motrin).

VOMITING and/or DIARRHEA- If your child has been ill with vomiting or diarrhea (frequent and greater than 3 loose stools per day), your child MAY NOT return to school until he/she is able to tolerate 2 typical meals of solid food without symptoms of vomiting or diarrhea; additionally, your child may not return to school until 24 hours have elapsed without the above symptoms.

- Parents should inform school officials regarding any physical handicap or injury that may prevent a student from participating in physical education and other activities. If necessary, this information will be kept confidential. **DO NOT SEND STUDENTS TO SCHOOL SICK AND TELL THEM TO CALL HOME IF THEY GET WORSE. KEEP YOUR CHILDREN AT HOME IF THEY ARE SICK.**
- Students requiring the use of crutches or the elevator during school hours must have a physician's note on file in the school office.

## NO NIT POLICY

**St. Catherine of Siena has a NO NIT POLICY regarding Head Lice.** A parent will be called to school to pick up their child if a child has evidence of head lice, nits, or egg casings. School personnel will determine if screening of other students for possible infestation is necessary. If a child at school has been identified with head lice, an informational handout will be sent home to parents as needed. Students with evidence of head lice should remain home and receive treatment before returning to school. All evidence of nits or egg casings must be removed in order for the student to return to school. Any child with head lice must be examined and cleared by school personnel before being readmitted to class. If your child has head lice, the parent has the responsibility of notifying the school. In the event a case of head lice is discovered, school personnel will check all students in the affected class.

- In the event that lice returns more than once for the same child, the child must receive a certificate from a certified professional before returning to school.

## SCIENCE SAFETY POLICY

We believe that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment. With the cooperation of the instructors, parents, and students, a safety

instruction program can eliminate, prevent, and correct possible hazards. You should always be aware of the safety instructions that your student will receive before engaging in any laboratory work.

Your signature on the final page of this handbook indicates that you have read this policy, are aware of the measures taken to ensure the safety of your student in a science classroom/laboratory, and will instruct your student to uphold his/her agreement to follow all rules and procedures in the science classroom/laboratory.

Students will review safety rules and instructions with their science teachers at the beginning of the school year. Students will be required to read and sign an agreement, promising give cooperation to ensure safety and to follow all oral and written instructions given by the teacher in order to help maintain a safe science classroom/laboratory.

## EMERGENCY RECORDS

Emergency numbers are kept in the school with information as to how and where to contact parents in case of emergency. **PLEASE NOTIFY THE SCHOOL OFFICE (831-1166) IF YOU OR ANYONE YOU HAVE LISTED ON THE FILE HAS A TELEPHONE NUMBER CHANGE.** We must know whom to contact in case of illness or accident.

## MEDICATION

**St. Catherine of Siena School staff members and/or teachers are never allowed to issue prescribed medication to any student nor are students allowed to carry any type of medication on them.**

School personnel will dispense Acetaminophen (Tylenol), Ibuprofen (Advil, Motrin) and/or Diphenhydramine (Benadryl) **ONLY with written consent from the parent/guardian at the time of administration.**

**It is the responsibility of parents to notify the school of a student's allergies through use of the FIRST AID FORM, which is distributed at the beginning of each school year.**

### EpiPens

**If a student requires the use of an EpiPen, it is the parent's responsibility to notify the school through the FIRST AID FORM. Additionally, it is the parent's responsibility to provide the school with a current EpiPen, and to replace and dispose of any expired EpiPen. We encourage parents to supply an EpiPen to aftercare if the child attends aftercare regularly. Additionally, we highly encourage that another EpiPen be given to your student's homeroom teacher. A student is not allowed to carry an EpiPen on them as it is an endangerment to others.**

## STUDENT INSURANCE

Student accident insurance is a **secondary coverage** for students during school hours, when going to and from school, and on all school-sponsored activities. This insurance is available on a group basis and is included in your school registration fee. **If students are injured at school or in a school sponsored function, they must see a doctor within twenty days of the injury. The school must be notified within three (3) days of that injury.**

For the insurance company to honor a claim, the proper claim form must be filed with the insurance company regarding the accident. The parents are responsible for obtaining a claim form from the school office and for filing the necessary claim with the insurance company. **Benefits will be payable for covered expenses that are not recoverable from another plan providing medical expense benefits.**

## EMERGENCY CLOSING

In the event of a weather emergency, St. Catherine will follow the emergency procedures of the Archdiocese of New Orleans School regarding the cancellation of school. Official announcements concerning emergency closing of archdiocesan schools will be made during the local news on the radio and on any local television station. **It is not necessary to call the school office to confirm closings if they have been announced by these local stations.**

**\*\*\*\*\*In the event SCS has an emergency which directly effects our school, notification will be sent to all parents' phone numbers and emails that we have in our electronic database\*\*\*\*\***

## SCHOOL TELEPHONE

Our school phones are for business use only. Please handle all pickup and other arrangements with your child before he or she comes to school. Students will not use the office phones to call home. Parents of students in grades 3-7 will be called by office personnel if their child is sick. Office personnel will NOT call home for missed assignments, projects, materials, etc. Please check daily with your children before they leave home to be sure that they have all their books and assignments and have made proper arrangements for after school pick up.

If a student has left lunch at home the office personnel will call home. If lunch is not brought to school for the student by the beginning of the lunch period, the student will eat lunch in the cafeteria. Lunches may only be dropped off at the school office.

## FIELD TRIPS AND OUTINGS

Field trips planned with an **EDUCATIONAL OBJECTIVE** are permitted and encouraged with proper supervision. Permission in writing must be obtained from parents of students who wish to go on scheduled trips. Information to the parents will include the date, purpose, and destination of the trip, the expense, and means of transportation and probable time of return. Clarification on insurance will be given to parents when private vehicles are used. The principal may refuse permission for a student to attend a field trip due to poor conduct or academic grades. A standard field trip permission form is used.

## CAFETERIA

The cafeteria is maintained as a vital part of the health program of the school. A well-balanced lunch is offered at a reasonable price. Your child is expected to eat lunch every day, either the lunch served in the cafeteria or a lunch brought from home. For a child to function properly in the afternoon, he/she must have a nutritious noon meal.

The lunch program is governed by the Federal (U.S. Department of Agriculture) and State Department of Education regulations, as well as policies that the local board of education deems necessary. The pre-approved monthly menu adheres to federal, state, and Archdiocesan guidelines and is sent home monthly.

Students bringing their own lunch should adhere to the following guidelines: "Any food or beverage consumed by children or adults in the food service department during the meal period will be limited to a food or beverage item normally served in the lunch meal." (Policies of Operation: LA Department of Education). **Soft drinks, commercially wrapped or fast food containers, carbonated drinks and glass are not allowed and should not be sent from home or brought to school for the student.**

There is a reduced or free lunch for anyone who comes under certain income guidelines. Forms for receiving these lunches are distributed to students upon request of parents at registration. Only the administration and the cafeteria manager know names of the children receiving free or reduced lunches.

Since the cafeteria utilizes a computer system, students are assigned a number that he/she will use throughout his/her years at St. Catherine's. The student's responsibility is to memorize his/her number (which is the same as the student's lunch number).

Students are not allowed to charge any items in the cafeteria. Parents are to keep money in their child's account so that they can receive lunch each day. If there is no money in the account, the student will be given milk and a cheese sandwich.

The lunchroom management and your fellow students will appreciate cooperation in observing the following: wash hands before eating, deposit all lunch litter in wastebaskets, return utensils to the dishwashing area, leave the table and floor in a clean condition, abstain from all unnecessary noise.

## HEALTHY SNACKS

St. Catherine of Siena School wishes to promote good nutrition and hydration among our students. Further, we wish to help the students have the energy needed to make it through the rigorous academic day. For those reasons, we are implementing two new policies:

- **HEALTHY SNACK**
  - Each day, during a designated time, students will be allowed to eat a “healthy snack” during class.
  - A “healthy snack” would be a food that has a combination of carbohydrates which provide quick energy for the brain work which will supply the slow energy needed to get the student through the rest of the morning academic periods and into lunch. Suggested snacks of **protein**: hard-boiled or deviled egg, cheese, roasted soybeans, tuna and of **carbohydrates or carbohydrate/protein combos**: fruit, ½ sandwich, bagel, oatmeal breakfast bar, cereal breakfast bar or snack bars (one that has at least 8-10 grams of protein, but no more than 25 grams of carbohydrates).
  - **There may be restrictions on the snacks students may bring if any student in the class has a severe food allergy.**
  - The times of the day for these “healthy snack” breaks are:
    - First grade – 9:30 AM
    - Second grade – 9:30 AM
    - Third grade – During second period (9:40-10:25)
    - Fourth grade – During second period (9:30-10:20)
    - Middle School – MORNING: approximately 10:00  
AFTERNOON: approximately 1:50
- **WATER BOTTLES**
  - Students will be permitted to fill and carry water bottles during the school day.
  - Students are asked to be careful with water around electronic equipment (for example, if the Chromebook is on the desk, sit the water bottle on the floor).
  - Students should fill their bottles during restroom breaks.

## **VISITORS**

For reasons of safety and security, all parents and visitors are asked to enter the school building only through the glass doors nearest the front office. All must sign in for authorization to enter the school buildings. Parents should not go to classrooms except in cases in which a previous appointment has been made with the teacher. Unannounced or unscheduled visits to the classrooms are disruptive to the teaching/learning environment.

All visitors to our campus are required to sign in and receive a visitor’s pass. Depending on the type of visitor pass issued, the visitor will be asked to leave his/her driver’s license with the receptionist for the duration of the visit.

The administration, counselors and faculty are very happy to meet with parents, but ask that you make an appointment with the office so that we can give you the time and attention that you deserve. Walk-in appointments will not be accepted unless it is determined to be a true emergency that requires immediate assistance. To schedule an appointment you may call the school office at 831-1166 or email the individual administrator, teacher, or counselor.

These procedures are in effect in order to provide a safe and secure environment for your children.

**For the safety of all students, the Archdiocese of New Orleans requires that all volunteers who will be the sole supervisor (without a faculty member present) of any number of students must complete the Safe Environment Program. Such volunteers are also required to have background checks.**

## **TEXTBOOKS/MATERIALS**

St. Catherine of Siena yearly purchases all textbooks and consumable books for student use. Students who lose a book **MUST** pay for the lost book. Grades will not be issued until payment is received for lost or damaged books. **TEXTBOOKS SHOULD BE COVERED AT ALL TIMES. DO NOT USE SMALL “BOOK SOCS” AS THEY DAMAGE THE BOOK SPINE. DO NOT USE PASTE OR SCOTCH TAPE. DO NOT USE CONTACT PAPER OR ANY SELF-**

## STICK BOOK COVERS ON NON-CONSUMABLE TEXTBOOKS.

Students are to carry their books to and from school in a **book bag**; loose papers are to be organized in folders.

## **SCHOOL PARTIES AND NON-SPONSORED SCHOOL EVENTS**

Permission from the administration is required for school parties. **For non-sponsored parties, dances, trips, etc. invitations may not be distributed in the classrooms or on the school grounds, unless all students or all students on the same gender in the class are invited. The name "St. Catherine of Siena School/SCS" should not appear on any invitations, plaques, T-shirts, class trips, etc. that are not sponsored by the school.**

## **STUDENT DELIVERIES**

Students may not bring balloons or flowers on campus, and should not receive them during the school day. Students are not allowed to bring or wear crowns, sashes, hats, or other accessories of the sort. Students may not receive celebratory deliveries of any kind.

## **SCHOOL UNIFORMS PROVIDED BY SCHIRO'S AND SCHUMACHER'S SHOES BY PONSETI'S AND SCHIRO'S**

The school uniform represents the school and the ideals it upholds. All students are expected to comply with the uniform regulations every day of the school year. Uniforms must be neat and clean and are not to be over or undersized. There are disciplinary consequences for students who do not follow the uniform regulations. The administration will make final decisions concerning the appropriateness of grooming, uniform, and outerwear. **School administration will make the final decision concerning the appropriateness of a student's grooming, uniform, or outerwear.**

**\*As a general reminder, all personal property should be marked with the owner's name and homeroom to facilitate the return of any lost items.**

### **Boys:**

<b><u>Grades 1-6</u></b>	<ul style="list-style-type: none"><li>*Navy short or long-sleeved knit shirt with "St. Catherine of Siena" screened on the left chest</li><li>*A plain white undershirt may be worn</li><li>*Khaki uniform pants or knee-length shorts; shorts may be pleated, or neat long pants are allowed</li><li>*A black, brown, or khaki web belt must be worn at all times</li><li>*White crew socks.</li><li>*Outerwear consists of either a navy SCS sweatshirt or navy cardigan (additional outer garments should be worn over, not in place of, SCS outerwear)</li><li>*Solid black tennis shoes with shoe laces and a non-scuff black side, sole, and heel must be worn</li></ul>
<b><u>Grade 7</u></b>	<ul style="list-style-type: none"><li>*Boys in Grade 7 will follow the uniform policy for Grades 1-6, and will be allowed to wear the SCS Middle School T-shirt on permitted days</li></ul>

### **Girls:**

<b><u>Grades 1-3</u></b>	<ul style="list-style-type: none"><li>*Round collar white uniform blouse</li><li>*A plain white undershirt may be worn</li><li>*Plaid uniform jumper</li><li>*White crew socks.</li><li>*Navy blue or white footed stockings for cold weather</li><li>*Outerwear consists of either a navy SCS sweatshirt or navy cardigan (additional outer garments should be worn over, not in place of, SCS outerwear)</li><li>* Blue and white saddle (tennis or soft top) shoes</li><li>*P.E. shorts must be worn under skirts on P.E. days</li></ul>
<b><u>Grades 4-6</u></b>	<ul style="list-style-type: none"><li>*Oxford style collared white uniform blouse</li><li>*A plain white undershirt may be worn</li></ul>

	<p>*Plaid uniform skirt (<b>no shorts</b>)</p> <p>*White crew socks.</p> <p>*Navy blue or white footed stockings for cold weather</p> <p>*Outerwear consists of either a navy SCS sweatshirt or navy cardigan (additional outer garments should be worn over, not in place of, SCS outerwear)</p> <p>*Blue and white saddle (tennis or soft top) shoes</p> <p>*P.E. shorts must be worn under skirts on P.E. days</p>
<b><u>Grade 7</u></b>	<p>*Girls in Grade 7 will follow the uniform policy for Grades 4-6, and will be allowed to wear the SCS Middle School T-shirt on permitted days</p>

### **Haircut (Boys):**

Male students must have a neatly groomed, moderate haircut that must not extend below the top of the collar of the school shirt in the back, not hang in the student's eyes in the front, be neatly cut above and around the ear, and is not excessively bushy. Extremes (i.e. wedge cuts or shaved heads) are to be avoided. No highlights or colored hair is permitted. Boys are not allowed to wear earrings at school.

### **Haircut and Cosmetics (Girls):**

Female students must keep a clean, neatly groomed head of hair that is cut appropriately. No highlights or hair color is allowed. Hair accessories must be kept simple and in keeping with the school color scheme. No cosmetics or make-up of any kind should be worn by students during the school day. Girls may wear nail polish that is clear or of a light color and has no ornamentation. French manicures are also acceptable.

**The school administration reserves the right to send a student home if he/she has a haircut that does not meet the handbook requirements. This student will not be allowed to return until his/her hair meets policy.**

### **Jewelry (Boys and Girls):**

Boys and girls may wear a watch (without remote control capacity, calculating capacity, the ability to message, the ability to access the Internet or audible beeps and alarms). Boys and girls may wear a small link chain with a religious medal or cross. Girls may one small earring per ear lobe in gold, silver, or solid colors of the uniform. Boys are not permitted to wear earrings of any type. Students should wear only one bracelet per wrist.

**\*Permanent or temporary tattoos are not acceptable for any student, male or female.**

### **"GATOR DAY" Dress Code:**

On "Gator Days" ("dress down days"), all students are allowed to wear an SCS shirt of some kind, jeans or shorts (of an appropriate length- use the "fingertip" rule- no "**Soffes**"). Leggings must be worn with any shorts that do not meet the "fingertip" rule. Tennis shoes may be worn on "Gator Days" (no Crocs or sandals). These "Gator Day" policies extend to any "dress down day" offered by SCS, unless otherwise stated.

**\*The administration makes the final decision concerning the appropriateness of grooming, uniform, and outerwear.**

## **DISCIPLINE**

### **Mission and goals:**

The code of conduct for St. Catherine of Siena School is meant to impart Catholic values on students and prepare them to be good examples in the world. To achieve these goals, students must know their responsibilities and roles within the school community. We wish to teach the students self-reliance, self-discipline, and self-motivation.

St. Catherine of Siena's code of conduct is in effect and enforceable on campus at all times and at any school-sponsored or school-sanctioned event, even if those events take place off campus.

To sum it up, SCS uses a "CARE" framework – "Consistent Accountability, Reasonable Expectations".

### **Partnership:**

Educating students in good conduct is, by no means, an exclusive duty of the school itself. A strong support structure within the school as well as the cooperation of parents and guardians is vital to ensure we are successful in our endeavors. It is our belief the good discipline originates in the home. We state our expectations openly and clearly in order to foster the understanding necessary to make sure each and every student is successful.

*How families can assist the school in promoting good conduct:*

- Recognize that the teacher takes the place of the parent during the school day
- Teach your student respect for rules and authority, the rights of others, and how to value private and public property
- Arrange prompt and regular school attendance
- Understand and support school rules and decisions
- Work with the school to carry out disciplinary recommendations and disciplinary actions
- Show an active interest in your student's day at school

### **Disclaimer:**

School administration reserves the right to waive and/or deviate from the disciplinary framework for just cause, at their discretion.

School administration may find it necessary and, therefore, reserves the right, to send a student home if that student causes physical harm to himself/herself or to anyone on campus. Further, administration reserves the right to send home any student who may be a danger to others, or any student who causes serious disruption to the learning environment.

### **Proactive Measures in use at SCS:**

- Strong Catholic identity with a discipline program based on values
- A commitment to education of the whole student: both mind and heart
- High behavioral expectations that are clearly spelled out and consistently enforced
- Clear, easy to understand rules and a warm school environment
- A visible, supportive administration
- Delegation of the majority of disciplinary authority to the teachers
- Strong, open communication among all stakeholders: faculty, parents/guardians, and students
- A structured conduct system that allows for zero-point infractions ("rule reminders")

### **The "Colossians" Virtues:**

The code of conduct for St. Catherine of Siena School draws heavily from the virtues mentioned in Paul's letter to the Colossians. These are the virtues that are the bedrock of our plan:

- Kindness – Being friendly, generous, and considerate.
- Compassion – Being concerned about your fellow students and others on campus- their thoughts and feelings.
- Humility – Being humble- helping others and knowing when to ask for help.
- Gentleness – Being kindly and polite in disposition.
- Patience – Being tolerating of others.
- Forbearance – Being restrained and exercising self-control.
- Forgiveness – Being a willing participant in an act of mercy and grace – to pardon another and rebuild a relationship with that person.
- Love – Being supportive of others – to be selfless and one who gives to others.
- Unity – Being a responsible and respectful part of the "whole": our school community
- Peace – Being willing to seek the "path of least resistance" to solve a problem – to work for order and civility.
- Thankfulness – Being expressive in gratitude, being appreciative of others and what is around you.

### **Discipline Flowchart:**

Within the school's disciplinary framework, each teacher has the responsibility of enforcing all school rules and creating a structured, caring, well-disciplined environment in the classroom. Each teacher is required to have his/her own set of classroom rules and procedures in the place. Each teacher's classroom management plan is the "first line of defense" when there are issues. Teachers will promote an atmosphere in their classrooms that include clearly understood, clearly posted, consistent, proactive, age-appropriate rules as well as fair consequences.

When warranted, the teacher will use the school's "Conduct Notification Form" (CNF) to send a written "rule reminder" home with the student. This "rule reminder" does not deduct points from the student's quarterly conduct grade, rather, the "rule reminder" is meant to communicate to parents that ordinary classroom interventions have not found success in enforcing good student behavior. **Once three "rule reminders" are received by a student in a quarter (whether all from one teacher or from some combination of many teachers), the student's next and all following infractions that quarter will result in a CNF being sent home and points being deducted from the student's quarterly conduct grade.**

Disciplinary infractions that occur after three "rule reminders" are issued in a quarter will result in a deduction from the student's quarterly conduct grade. There are three categories: 3 points for "minor" infractions, 6 points for "moderate" infractions, and 15 points for "major" infractions. "Major" infractions will result, at minimum in a student serving detention.

In all instances that a CNF is issued, whether as a "rule reminder" or for any of the infraction categories, the student will complete a "restorative action" as a means of taking ownership of one's choices and to "make whole" the situation. Teachers and students will dialogue to determine the appropriate "restorative action" for the situation.

### **Archdiocesan Anti-Bullying Policy**

St. Catherine of Siena school enforces a ZERO TOLERANCE policy for all behaviors that meet the definition of "bullying"- repeated and persistent verbal, written, physical, or psychological action, implied action or communication intended to cause harm, fear or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person, even if the person did not initiate the behavior but perpetuates it.

Any comments of a violent nature (especially threats) will be taken seriously. Threats of a violent nature may require a student to be removed from school, not to return until the school has received a written, professional evaluation from a board-certified psychiatrist or psychologist certifying that the student is not a danger to himself/herself or others. Depending on the severity and type of threat, it may be necessary to notify local law enforcement.

### **Conduct Notification Forms and Grading**

St. Catherine of Siena uses "Conduct Notification Forms" (CNFs) to communicate disciplinary issues with parents and the disciplinarian, as well as a means to quantify the student's quarterly conduct grade.

A CNF will be sent home with your student either as a "rule reminder", with zero points deducted, or as notice that your student's conduct grade has changed. Copies of all CNFs are sent to the disciplinarian to be reviewed and put on file.

Upon issuance of a CNF, your student may be asked to complete a "restorative action". This "restorative action" is a small act of service for the school that corresponds with and attempts to "cancel out" the conduct infraction committed by the student.

***There are three levels of disciplinary infractions on the CNF:***

- Level 1 – This is a “rule reminder”. This is given after verbal warnings in the classroom. The teacher writes in what the infraction was so that the student can be aware that this behavior is not permitted at school. **No points** are deducted from the conduct grade for a “rule reminder”.

**\*Please note: Once a student receives 3 “rule reminders” from a teacher (or some combination of teachers), those “reminders” a “demerit” will be written for the next, and all following infractions that quarter.**

- Level 2 (Moderate Infractions) – This level is a “demerit”. Students who receive a Level 2 CNF will have **3 points** or **6 points** deducted from the quarterly conduct grade. Teachers may apply Level 2 to an infraction not listed on the CNF. The listed Level 2 violations include:
  - Dress code violation (3 points)
  - Unsigned non-academic papers (3 points)
  - Missing academic materials (3 points)
  - In school building without permission (3 points)
  - Food/drink without permission (3 points)
  - Out of desk without permission (3 points)
  - Littering (3 points)
  - Chewing gum (3 points)
  - Not following directions (6 points)
  - Lack of cooperation (6 points)
  - Disrupting the learning process (6 points)
  - Writing/passing notes (6 points)
  - Copying/allowing the copy of homework (6 points)
  - Disrespect (6 points)
- Level 2 conduct forms will result in require the student to complete a “restorative action”. The purpose of the “restorative action” is to add deeper meaning for the student than just having conduct points deducted from the quarterly grade, hopefully assisting the student in taking “ownership” in the problem. Student and teacher will work together to determine an action that the student can complete to either “repair” the disciplinary issue caused by the student or to give the student an opportunity to serve the school community in some way.
- Level 3 (Major Infractions) – This level is an “automatic detention”. Students who receive a Level 3 CNF will have **15 points** deducted from the quarterly conduct grade. Administrators may apply Level 3 to an infraction not listed on the CNF. The listed Level 3 violations include:
  - Cheating on an assessment
  - Forgery
  - Cell phone use
  - Unauthorized videoing and/or posting of video to the Internet
  - Harassment
  - Profanity
  - Unsafe behavior
  - Extortion/gambling
  - Theft/robbery
  - Vandalism
  - Pulling a fire alarm
  - Bullying
  - Fighting
  - Bringing a dangerous item to school
  - Significant property damage

In grades 3-7, students will begin each quarter with a conduct grade of “A”. When a Level 2 or Level 3 CNF is issued, points will be deducted from the student’s conduct grade that quarter. At the end of the quarter, the student will be issued a letter grade in conduct, following the grading scale SCS uses in academic classes. The

average of the four quarterly conduct grades (using the "quality point" value of each letter grade) will constitute a student's final average in conduct for the school year.

In grades 1 and 2, conduct grades will be tabulated according to the policies set forth in those grade levels by the teachers in their individual classroom management plans. Students in these grade levels may also receive CNFs, but the point deductions listed can be altered by the teacher.

### **Accumulation of Conduct Infractions**

In certain situations, when all interventions proscribed by the school's conduct policy have been exhausted, it may become necessary to take more profound action.

- Any student who finishes a quarter with a conduct grade of "C" or lower will be issued an automatic detention by the disciplinarian.
- Detentions are held after school and scheduled with the disciplinarian.
- Four detentions in a quarter will result in an in-school suspension.
- Two suspensions in a school year may result in expulsion from St. Catherine of Siena School.
- School personnel may decide, at any time, that a face-to-face conference with parents/guardians is necessary to promote communication and correct disciplinary issues.

### **Conduct Grades**

At the beginning of each quarter, the student's conduct grade will be 100. After the application of individual classroom management plans and after the student receives three "rule reminders" in the quarter, CNFs will be sent home that will result in the student losing points from his/her conduct grade.

At the end of the quarter, the student's numeric conduct grade will be applied to the school's letter grade system. Therefore, the conduct grade at the end of the quarter will be a LETTER grade.

### **Situational Rules and Expectations**

The following are rules and expectations for students in specific instances and locations (this is by no means an exhaustive list).

#### **CAFETERIA**

Students are expected to:

1. Wait in an orderly, single-file line. No "breaking in line".
2. Speak softly.
3. Respect cafeteria workers and cafeteria volunteers.
4. Clean up your space after eating.
5. Leave the cafeteria only when directed to by a teacher on duty.

#### **CHURCH**

Students are expected to:

1. Enter and exit Church in a quiet, orderly, and reverent manner.
2. Actively participate in the Mass or service as befitting the ceremony.
3. Display appropriate behavior in the house of God.

#### **CLASSROOM**

Students are expected to:

1. Be attentive.
2. Bring all materials, assignments, and covered textbooks to class each day.
3. Respect the rights of classmates in the classroom setting.
4. Respect the teacher, substitute teacher, or any guest to the classroom.
5. Follow the Code of Conduct for St. Catherine of Siena School and any specific or unique rules of the individual classroom or teacher.

## HALLWAY

Students are expected to:

1. Move from class to class in a quiet and orderly fashion.
2. Quickly and quietly run any errands.
3. Show hall pass to any faculty member requesting to see it.

## RECESS

Students are expected to:

1. Stay in assigned areas.
2. Use the water fountains on the outside of the Junior building and the bathrooms on the first floor of the Junior building or in the Cafeteria hallways.
3. Not enter the Senior building during recess.
4. Keep all games open to everyone.
5. Keep hands, feet, and objects to yourself.
6. Exercise good judgment and play safely.
7. Get a hall pass from a teacher on duty if you wish to enter the Junior building for any other reason than visiting the restroom.

## UNIFORMS

Students are expected to:

1. Wear the complete school uniform according to the school policy.
2. Keep uniforms neat and not deface them in any way.
3. Be neatly groomed and maintain an appropriate personal appearance.
4. Wear white socks that are visible above the shoe, all the way around the leg.
5. Have the appropriate uniform for PE on days when that class takes place.

## **ELECTRONIC EQUIPMENT**

Any personal electronic equipment should be left at home unless instructed by the teacher to do otherwise. If a student does have such a device in school, it should not be visible and not in use on the school grounds. Unauthorized use of these devices will result in disciplinary action and confiscation of the equipment. Such equipment includes but is not limited to cell phones, mp3 players, electronic games, headsets, recording devices or music players. Cell phones may be brought to school or a school related function under the following conditions:

- Phones must be kept in the OFF position and in the students' book bag at any time the student is on campus during a school day.
- No cell phone may be used for picture taking.
- No harassment or threatening of persons via the cell phone is permitted.
- Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
- Apple Watch or any like devices are not permissible.

Those students who violate any of the rules regarding cell phones will have their cell phones confiscated and may forfeit their privileges of bringing them to school. In the event a student's phone is confiscated, a parent or guardian must pick the phone up from the school in person.

It may become necessary during the course of the school year for the school to collect phones from students during the school day. If this measure is implemented, parents will be notified either through e-mail or a letter sent home.

Chromebooks are governed by a separate document (the Chromebook "Acceptable Use Policy") which is enforced on every school day during the year.

## **SEARCH AND SEIZURE POLICY**

St. Catherine of Siena School is the exclusive owner of the school premises and all desks and furnishing within the building assigned to any student, and any other areas of the school or grounds set aside specifically for the personal use of students. Any school official may inspect any building, desk, cubby, area, or grounds at any

time, without prior notification to the student. In addition, any school official may inspect a student's notebook, textbook, purse, briefcase, sport's bag or book bag when there is reasonable cause to believe that the student has in his/her possession any substance or item in violation of school policy. Nothing herein shall be construed to afford a student an expectation of privacy that would not otherwise exist.

### **FIRE ARMS**

The carrying of a firearm or dangerous weapon by a student on school property, at a school-sponsored function, or in a firearm-free zone is unlawful in the State of Louisiana. It is unlawful for a student to carry or possess any firearm or dangerous weapon at any time while on a school campus, school transportation, or at any school-sponsored function or within one thousand feet of any school campus. Carrying and/or possessing a firearm or dangerous weapon by a student is a major offense and may incur immediate expulsion. The administration, in accordance with state law, shall immediately report the name of any student who violates this policy to the police department or sheriff's department and shall deliver any firearm or weapon seized to that agency. The principal will also immediately notify the student's parents or guardians.

### **ASBESTOS**

In accordance with Asbestos Hazardous Emergency Response Act, AHERA, a Management Plan has been prepared and approved by the State Department of Environmental Quality, DEQ. This management plan is available for you to review in the Principal's office during school hours. If you desire a copy of the plan it will be made available to you at the cost of \$25.00 which covers the cost of reproduction.

### **EXTRA-CURRICULAR SCHOOL ACTIVITIES**

Students participating in extra-curricular activities must have a signed permission slip from their parents or guardians. It is understood that neither the Archdiocese of New Orleans nor St. Catherine of Siena Parish and School provides transportation for these activities. Participants are responsible for their own transportation to and from all events. Participants and their legal guardian(s) must agree to hold harmless, defend and indemnify the Archdiocese of New Orleans and St. Catherine of Siena Parish and School from any and all claims for damages that might arise as a result of their participation in the event.

No student is to leave an activity without permission from the coach and/or supervising designee. The school reserves the right to keep a student from participating in extra-curricular activities. The final decision regarding students participating in extra-curricular activities is left to the discretion of the coach(s), designee, and/or administration. Students represent SCS when participating in or attending extra-curricular activities, and are therefore expected to abide by the code of conduct SCS sets forth.

**\*Note: For a student to be eligible to participate in an extra-curricular activity, the student must have at least a 2.0 GPA each quarter and may not receive a grade of F in any subject.**

- All extra curricular organizations exist under the direction of, and are subject to the authority of, the principal or designee within the school administration.
- Extracurricular activities exist at St. Catherine of Siena School to provide a safe and positive enrichment experience for the students involved. All activities of any extracurricular organization, including but not limited to practices, performances, and competitions, must be directed toward this goal. At all times, coaches of extracurricular activities must conduct themselves as role models to the students, exhibiting in their demeanor the Christian values upon which St. Catherine of Siena School is based.
- **Coaches of extracurricular organizations and parents of the participants owe to each other a duty of mutual respect and courtesy.**
- The academic pursuits of the students have priority over extracurricular activities. The duration and frequency of practices of any extracurricular organization should reflect this priority. Specifically, school-night practices may end no later than 9:15pm unless prior approval has been obtained from the principal or designee. **Practices during exam week should be held to an absolute minimum.**

- Practices for extracurricular activities must be scheduled in a timely manner. Scheduled practices for every curricular activity must begin and end punctually, and coaches and participating students must be on time. This is required to allow for reasonable planning by both coaches and participants and for efficient utilization of the school's physical plant.
- For those extracurricular organizations that require participants to leave St. Catherine of Siena School grounds, each participant will be given a St. Catherine of Siena permission slip to be completed and signed by a parent along with a Field Trip Driver Information sheet if a parent will be transporting any children to the activity. The coach of the extracurricular organization has the responsibility to ensure that these forms are completed, and to give a copy of the forms to the principal or designee. No student may leave the school grounds for any extracurricular activity unless the above forms have been completed and submitted on the students' behalf.
- Students will always return to St. Catherine of Siena with the same driver designated on the form unless a signed parental note stating otherwise is presented to the coach or activity coordinator.

St. Catherine of Siena School regularly offers its students participation in the following extra-curricular activities:

STUDENT COUNCIL  
 CHRISTIAN LEADERSHIP CLUB  
 CYO  
 BOY/CUB SCOUTS  
 CHEERLEADERS  
 VOLLEYBALL  
 SOFTBALL  
 YEARBOOK

CHOIR  
 CHESS CLUB  
 GIRL SCOUTS/BROWNIES/DAISIES  
 DANCE TEAM  
 BASKETBALL  
 TENNIS  
 CROSS COUNTRY

LACROSSE  
 ALTAR SERVERS  
 BAND  
 FLAG FOOTBALL  
 BASEBALL  
 SWIMMING  
 SOCCER

### COOPERATION

St. Catherine of Siena School clearly recognizes the role of parents/guardians as the primary educators of their children and the school exercises its authority "in loco parentis." The relationship between parents/guardians and St. Catherine of Siena School is in the nature of a partnership. **Cooperation between parents/guardians and St. Catherine of Siena School is therefore vital to ensure that each student receives an appropriate secular and Christian education.**

Normally, a student is not and should not be deprived of a Catholic Education because of the actions of a parent or guardian. **However, from time to time the actions or lack of action of a parent or guardian is so persistently and overtly uncooperative with the school staff in violation of clear policies, regulations, programs or strong recommendation that it undermines the authority of the school administration to the detriment of the school's ability to serve the best interest of the child/children of that parent or guardian or the good of other students. In such cases, after reasonable efforts to elicit the minimum parental cooperation, and after reasonable efforts to elicit the minimum parental cooperation, and after appropriate consultation with the pastor and/or other authorities of the Archdiocese, the school administration reserves the right to request or require the withdrawal of the student/students enrolled in St. Catherine of Siena School.**

### FINAL NOTE:

**The principal is the final recourse and reserves the right to amend this handbook at any time. Parents will be given prompt notice of changes.**



**SCS POLICIES SHEET**

**(Do not detach any part of this page; return it, completed to school tomorrow; return one page per student enrolled)**

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Student Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_

I have read, understand, and agree to abide by the policies set forth in the **Parent/Student Handbook**.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

*(only students in Grades 1 and up need to sign their own name)*

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**PERMISSION TO PUBLISH WORK/PHOTOS**

I (check one) \_\_\_\_\_ DO/ \_\_\_\_\_ DO NOT give permission to St. Catherine of Siena School to release for publication my child's name and/or likeness, work and/or photograph to media outlets and the St. Catherine of Siena School website, which appears on the Internet and World Wide Web. I hereby further release, indemnify, and hold harmless St. Catherine of Siena School, the Roman Catholic Church of the Archdiocese of New Orleans, their directors, officers, agents, priest(s), employees, and insurers from any and all claims and/or damages on behalf of myself and my child arising from the publication of my child's name, photograph, work, or likeness on St. Catherine of Siena School's website, which appears on the Internet and World Wide Web.

Parent's Signature \_\_\_\_\_ Date: \_\_\_\_\_

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**PERMISSION TO WALK HOME FROM SCHOOL**

I, hereby, give my student(s): \_\_\_\_\_ permission to walk home from St. Catherine of Siena School on any scheduled school day.

Custodial Parent's Signature: \_\_\_\_\_