

# St. Catherine of Siena School

2011-2012

## Parent/Student Handbook



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**St. Catherine of Siena School: Parent/Student Handbook**  
**2011-2012**  
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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 willing 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 at 900 students.

The school consists of six 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 1 through 5 and the school offices. The section built in 1957, has classroom facilities for Middle School, a large library, and a pre-Kindergarten classroom. The cafeteria facility, gym, and the two three-year-old classrooms, are located between the junior and senior buildings. The Incarnate Word Building completed in 1966; it houses pre-kindergarten classrooms, a boardroom, a first-aid 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 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.

## 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 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 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 need 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

Saint Catherine of Siena School is accredited by AdvanED, 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), Louisiana Middle School Association (LMSA), National Middle School Association (NMSA), 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, Pre-Kindergarten Four if they are four years old, Kindergarten if they are five years old, and First Grade if they are 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 recommended.**

St. Catherine of Siena will accept students as they fall into the following order of categories until class size is full: (Pre-K = 20 to 24, K=25, 1<sup>st</sup> through 7<sup>th</sup> = 25 to 27).

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

### **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 Disciplinarian
  - c. Principal

### **COOPERATION**

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. Collecting money for a non-school sponsored activity is prohibited on school grounds.

#### **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. School tuition is 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 in cash, by personal check, using a money order, a cashier's check, or by bank draft through First Bank & Trust. Tuition is to be paid by May 15. Tuition can be paid at the school office (400 Codifer Blvd., Metairie, LA 70005).

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 July 1. **For your child to begin school in August the loan must be current. The 1st and 2nd payment MUST be made.**

**If loan payments are behind 45 days, borrower will receive a reminder phone call. If loan payments are behind 60 days, the parent will be asked to keep the child or children at home until the balance is made current.**

**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. Additionally, children will not be allowed to take exams and/or report cards will be withheld until all outstanding tuition balances are made current.**

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.

**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.

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

**MASS/PRAYER SERVICES**

School Masses are normally scheduled on Wednesdays at the 9:00 parish Mass. Prayer Services for the younger children are scheduled for most religious holidays and special occasions.

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

**ATTENDANCE**

**SCHOOL HOURS:**

PRE-KINDERGARTEN HOURS	SCHOOL DAY: 9:00-2:45 (Students may arrive as early as 8:10)
KINDERGARTEN	SCHOOL DAY: 8:40-3:05 (Students may arrive as early as 8:10)
FIRST – SECOND GRADES (WITH NO OLDER SIBLINGS)	8:20 a.m. to 3:25 p.m. (Gates open at 7:45)
THIRD – SEVENTH GRADES (and younger siblings)	8:20 a.m. to 3:30 p.m. (Gates open at 7:45)

**Half-Day Absences:**

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

- If he/she checks in after 9:00 a.m. on any school day
- If he/she checks out any time before 3:00 p.m. on a regular school day
- If he/she checks out before 1:30 p.m. on a day when school dismisses at 2:00 p.m.
- If he/she checks out at any time on a day when school dismisses at 12:00 p.m.

**\*On the first Tuesday of each month, school dismissed is 2:00 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, 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.**

**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. **The homework will be posted on Edline** by the teacher(s). The teacher will also select a "class buddy" to take the student's work throughout the day. If parents do not have access to a computer, the teacher(s) will compile the work and send it **no later than 3:30p.m. to the cubbies at the end of the hall in the Junior Bldg, or the work may be given to another student if specified by parent.** **PLEASE DO NOT ASK FOR AN EARLIER DELIVERY.** 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.**

**TARDY----**children are marked tardy if they are not in homeroom when the 8:30 a.m. bell rings. 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. Additional tardies can result in fines and/or jail time (<http://www.nola.com/timespic/stories/index.ssf?/base/library-151/1215667410111320.xml>). Notification of five or more tardies will be sent home at the end of each nine weeks. One recess will be lost for every 5 tardies a student accrues each quarter.

**EARLY PICK-UP----** A student will not be released early from school without the knowledge of their 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.**

**No student is to be checked out after 3:15 unless there is an emergency.** Repeatedly signing your child out of school early is a violation of the state attendance law.

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 AND APPROPRIATE GRADE LEVEL.**

### WALKERS:

Students crossing at Bonnabel/Metairie Road and on Bonnabel/Codifier Blvd. in the morning and in the afternoon 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 can enter through the walk gates nearest the church at Bonnabel and the Barrett Complex.
- 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.
- School gates on Bonnabel Blvd. are closed at 8:25 each morning.
- For the protection of all, we ask that all parents follow safe driving practices around our school.

## **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**. **On a rainy day, parents may not check students out between 2:45 and 3:25.**

### Pre-K3 and Pre-K4

- Oldest and only children will be dismissed on the Barrett ramp from 2:45-3:05.
- Any child not picked up by 3:05 will go to aftercare.
- Children who have older siblings will be housed in the cafeteria where they will meet their siblings at 3:30.
- On a 2:00 dismissal day, students will be released at 1:20.

### Kindergarten

- Oldest and only children will be dismissed on the Barrett ramp from 3:05-3:20
- Any child not picked up by 3:20 will go to aftercare.
- Children who have older siblings will be housed in the cafeteria where they will meet their siblings at 3:30.
- On a 2:00 dismissal day, students will be released at 1:45.

### Grades 1-3

- At 3:25 the homeroom teacher will walk all students outside through the Junior Building doors closest to the cafeteria.
- If a student in grades 1-3 has any siblings in grades 4-7, they will wait for them in the cafeteria.
- If a student must pick up a younger sibling, they will do so at this time.
- Students without older siblings will be allowed to head to their departure point at this time.

### Grades 4-7

- At 3:30 the homeroom teacher will walk all students outside.
- If a student must pick up a younger sibling, they will do so at this time.

- Students without siblings to pick up will be allowed to head to their departure point.

**FYI**

- **Only cars are allowed through the gates on Bonnabel Blvd. NO ONE should walk onto the yard or across driveways during dismissal.**
- Students walking home should leave campus through one of three gates: the walk gate located near the rear of the Church or the walk gate next to the Barrett Complex
- Students still at “walk gates” at 3:40 will be sent to the carpool line.
- Carpool dismissal ends at 3:50. Any students not picked up by this time will be sent to aftercare.

**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. 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 3:50 p.m. 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.

Fees to transfer records are as follows:

- A student transferring to a school outside the metropolitan New Orleans area: \$5.00
- Additional records sent to a high school on behalf of SCS seventh graders: \$5.00
- A student NOT entering eighth grade and transferring to another school in the metropolitan New Orleans area: \$25.00

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

**PROGRESS REPORTS**

Teachers are required to post student grades to Edline each Tuesday. Through this weekly updating,

parents can be best informed of their student's progress on a regular basis.

If parents or guardians do not have access to a computer or the Internet, the school can provide a hard copy of the progress report **upon written request**.

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

Parent-teacher conferences will be scheduled twice during each school year. **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 THREE times a year through **E-Mail**. 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. Daily work, tests, quizzes, exams, homework, projects, class participation, attitude, behavior, and responsibility determine a student's grades.

If parents or guardians do not have access to a computer, to the Internet, or to Edline, the school can provide a hard copy of the report card **upon written request**.

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 letter grades in all major subject areas. First grade students receive a "skills based" report card in the first semester. In the second semester, 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 or after school, lining up, movement in hallways, bathroom, cafeteria, inappropriate uniforms, tardies, lack of responsibility (not returning signed papers or forms), field trips, playground, and church. The weekly posting of grades will keep parents informed of the disciplinary standing of each student.

### **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 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 attend, and pass, a certified summer school and receive 60 hours of instruction.

If a student receives an **"F" in the fourth quarter** in any class (except religion), promotion is conditioned on one of the following:

- a) He/she must get a passing grade in an certified summer school program\* **or**
- b) Receive 30 hours of private tutoring from a certified teacher.

**NOTE:** \*Proper documentation must be mailed to St. Catherine of Siena School from the summer school program or 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 will not be promoted, and will not be able to return to St. Catherine of Siena.**

## HOMEWORK 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 **Edline** 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.

## 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 accommodate 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 2 through 7 takes the TerraNova Test during the second semester of each school year. 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 staffed by a certified librarian and a full time assistant is open daily from 8:00 a.m. to 3:45p.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 and for first aid. It is the student's responsibility to memorize this number. The library has two book fairs each year, one in the fall and one in the spring. The students are encouraged to participate in the public library's summer reading program and get a library card.

To foster responsible library habits, It is necessary to fine students in grades 2 through 7 **five cents per day for overdue books.** In case of illness or school closing, there will be no fine charged to the student. 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. Parent and teacher consultations are usually scheduled before or after school hours. 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 student 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).

### **SICK CHILDREN**

**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."**

### **FIRST AID ROOM/HEALTH & ILLNESS POLICIES**

- The first aid center, located in the Incarnate Word Building, is staffed by the school nurse between 10:30 and 1:30 daily. Only those students who are ill or injured along with the first aid staff, are allowed in this room. Overcrowding with unnecessary visitors results in less effective attention to those in need.
- 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 nurse retains these forms in the first aid center.
- Illnesses and injuries occurring at home **should not be referred** to the First Aid Room for diagnosis or treatment. The First Aid Room is open primarily during recess hours for treatment of injuries and illnesses occurring at 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.
- A written note from a physician is required for re-admittance of those students who have been absent for five 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 First Aid Room.

### **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 the permission of the school nurse and a physician's note on file in the First Aid Room. Students will not be allowed to borrow crutches from the First Aid Room.
- 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. The school nurse 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. The school nurse is also available for consultation. 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 the school nurse, or other designated school personnel, before being readmitted to class. If your child has head lice, the parent has the responsibility of notifying the school nurse.

### EMERGENCY RECORDS

Emergency numbers are kept in the school office and in the first aid room indicating 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

**ALL** medication, prescription and over the counter medications (i.e. Tylenol, Advil, aspirin...) must be registered with and dispensed by the school nurse. Prescription and over the counter medications should never be sent to school with a student, the parent must personally deliver and register the medication with the school nurse. Prescription medication should be sent in the original non-breakable container (with doctor's name, dosage, etc.) **St. Catherine of Siena School staff members and/or teachers are never allowed to issue medication to any student. All students taking prescribed medication are required to complete the Archdiocesan Medication Form.**

Please contact the school nurse to make arrangements and file the appropriate paperwork necessary for medication to be administered to your child during school hours. The school nurse will make allowances as necessary for the administration of Acetaminophen (Tylenol), Ibuprofen (Advil, Motrin) and/or Diphenhydramine (Benadryl) **ONLY with written or oral consent from the parent/guardian at the time of administration.**

### 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 radio (105.3 FM/AM 870) and on local television (WWL-TV). **It is not necessary to call the school office to confirm closings if they have been announced by these local stations.**

### **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 cannot call home during the school day to have supplies, homework, or uniforms brought to them; likewise, we ask that parents not deliver these sorts of items to school.** Relaying messages to students will be limited to emergency calls only. Students will be allowed to use the office phone for emergencies only. Emergencies do not include calling to ask parents to bring forgotten items nor calling for permission to make social and/or after school arrangements. 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 pickup.

### **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.

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.

### VISITORS/VOLUNTEERS

Parents are not allowed in the halls or classrooms at any time without proper clearance. Visitors to our campus are asked to enter the school building only through the glass doors nearest the front office. **ALL visitors, including parents who are working on school grounds in any capacity, must check in at the desk in the school lobby and be issued a pass, which must be worn while on school grounds.**

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

**For the safety of all students, the Archdiocesan Office requires that all volunteers must complete the required 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 TEXTBOOKS.**

Students are to carry their books to and from school in a **book bag**; loose papers are to be organized in folders. Textbooks for the student's grade level may be rented during the summer for a non-refundable fee. **Any parent wanting to rent a textbook for the summer must do so before the last school day. No parents will be rented a textbook after that time.**

### 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.

### SCHOOL UNIFORMS PROVIDED BY SCHIRO'S

#### SHOES BY PONSETTI'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>PK and K</b>	*Navy short or long-sleeved knit shirt with "St. Catherine of Siena" screened on the left chest *A plain white undershirt may be worn *ELASTIC WAIST khaki uniform pants or knee-length shorts; shorts may be pleated, but no pleated, cuffed, or baggy pants are allowed *White socks that are visible when wearing shoes. *Outerwear consists of either a navy SCS sweatshirt or navy cardigan
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	(additional outer garments should be worn over, not in place of, SCS outerwear) *VELCRO solid black tennis shoes
<b><u>Grades 1-6</u></b>	*Navy short or long-sleeved knit shirt with "St. Catherine of Siena" screened on the left chest *A plain white undershirt may be worn *Khaki uniform pants or knee-length shorts; shorts may be pleated, or neat long pants are allowed *A black, brown, or khaki web belt must be worn at all times *White socks that are visible when wearing shoes. *Outerwear consists of either a navy SCS sweatshirt or navy cardigan (additional outer garments should be worn over, not in place of, SCS outerwear) *Solid black tennis shoes with shoe laces and a non-scuff black side, sole, and heel must be worn
<b><u>Grade 7</u></b>	*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

***Girls:***

<b><u>PK and K</u></b>	*Plaid gingham uniform dress *Solid white crew socks (NO ankle socks) *Navy blue or white footed stockings for cold weather *Outerwear consists of either a navy SCS sweatshirt or navy cardigan (additional outer garments should be worn over, not in place of, SCS outerwear) *VELCRO navy "Mary Jane" shoes
<b><u>Grades 1-3</u></b>	*Round collar white uniform blouse *A plain white undershirt may be worn *Plaid uniform jumper *White socks that are visible when wearing shoes. *Navy blue or white footed stockings for cold weather *Outerwear consists of either a navy SCS sweatshirt or navy cardigan (additional outer garments should be worn over, not in place of, SCS outerwear) * Blue and white saddle (tennis or soft top) shoes *P.E. shorts must be worn under skirts on P.E. days
<b><u>Grades 4-6</u></b>	*Oxford style collared white uniform blouse *A plain white undershirt may be worn *Plaid uniform skirt ( <b>no shorts</b> ) *White socks that are visible when wearing shoes. *Navy blue or white footed stockings for cold weather *Outerwear consists of either a navy SCS sweatshirt or navy cardigan (additional outer garments should be worn over, not in place of, SCS outerwear) *Blue and white saddle (tennis or soft top) shoes *P.E. shorts must be worn under skirts on P.E. days
<b><u>Grade 7</u></b>	*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

***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. Administration reserves the right to send a student home if the student has an unacceptable haircut. The student will not be allowed to return to school until the student's hair meets the school's uniform policy.

***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. Administration reserves the right to send a student home if the student has an unacceptable haircut. The student will not be allowed to return to school until the student's hair meets the school's uniform policy.

**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, or audible beeps and alarms). Boys and girls may wear a small link chain with a religious medal or cross. Girls may wear 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. SCS does not allow students to wear "silly bands". Students should wear only one bracelet per wrist.

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

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

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

On "Gator Days" (previously known as "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"), and tennis shoes (no Crocs or sandals). These "Gator Day" policies extend to any "dress down day" offered by SCS, unless otherwise stated.

## **DISCIPLINE**

- I. Mission and goals
- II. Individual classroom management plans and the code of conduct
- III. Conduct Notification Forms (CNF's) and usage
- IV. Situational Rules and Expectations

### **I. Mission and goals:**

The code of conduct for St. Catherine of Siena School is based on Catholic values and helps the student to know his/her role in the school community and prepares the student for the responsibilities they will face in the world. The purpose code of conduct is to assist students in learning self-reliance, self-discipline, and self-motivation. The code of conduct is in effect during all the academic and extracurricular endeavors at St. Catherine of Siena School.

Educating students in good conduct is by no means an exclusive duty of the school itself. Strong cooperation among the faculty, the administration, students, and parents is vital to ensure success. It is our belief that good discipline originates in the home. We state our disciplinary guidelines openly and clearly in our code of conduct in order to foster the understanding and cooperation necessary for each and every student to be successful.

Students should always refrain from immorality in talk or action, as well as any conduct that is detrimental to the school. Students are to conduct themselves as St. Catherine of Siena students should, and to exhibit the expected behaviors.

**School administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.**

### **The following is a list of proactive discipline practices that SCS is proud to utilize:**

- ❖ A commitment to the education of the whole student: both mind and heart
- ❖ High behavioral expectations and a strong Catholic identity
- ❖ Clear, easy to understand rules and a warm school environment
- ❖ A visible, supportive administration

- ❖ Delegation of most discipline authority to teachers
- ❖ Strong open communication among all actors in the school: faculty, parents, and students

In addition, the following are a list of suggestions of how parents can best help develop good behavioral habits and proper attitudes towards SCS:

- Recognize that the teacher takes the place of the parent during the school day
- Teach the student respect for law and authority, the rights of others, and private and public property
- Arrange for prompt and regular school attendance and comply with the established attendance rules and procedures
- Understand and comply with all school rules
- Work with the school in carrying out recommendations and disciplinary actions made in the best interest of the student and his/her development
- Talk with your student about all school activities, not just academics; show an active interest in all records given (report cards, progress reports, etc.)

### **IIa. Individual classroom management plans**

In the SCS disciplinary framework, each teacher has the responsibility of enforcing all school rules and creating a structured, well-disciplined atmosphere for the classroom. Each teacher must have his/her own set of classroom rules and procedures in place. The only requirements are that the rules and consequences must be fair, clearly understood, clearly posted, consistent, proactive, age-appropriate, and fit the goals and philosophies of Catholic schools in general and St. Catherine of Siena School in particular.

Teachers are required to use Conduct Notification Forms when warranted, and to follow the discipline framework (that is, exhaust all options) before turning a discipline problem over to someone else. In addition, no classroom rule should conflict with any established school-wide rule.

### **IIb. Code of Conduct**

In order to meet the goal of a successful, welcoming, Catholic school environment, the following code of conduct will be in effect at all times. Students and parents should familiarize themselves with the school's rules and expectations.

Although we fully realize that a majority of our students are traditionally very cooperative and eager to learn, we still feel strongly that a code of conduct should be in place in order to avoid disruptions to the learning process. The policies listed in our code of conduct are based on Catholic values and have been created with the best interest of the school community in mind.

Because a proactive model is in place, there will be small rewards and recognitions from time to time for students who model good behavior and adhere to the code of conduct.

SCS continues to enforce a **ZERO TOLERANCE** policy for behaviors that qualify as bullying, dishonesty, or unlawfulness.

For the purpose of clarity, SCS defines bullying as:

1. Aggressive behavior intended to hurt, control, intimidate or humiliate another
2. Being carried out repeatedly over time
3. Occurs in relationships with an imbalance of power

As a framework for the school's discipline policy, the faculty and staff keep in mind the acronym "CARE"- "Consistent Accountability, Reasonable Expectations".

### **III. Conduct Notification Forms**

Conduct Notification Forms (CNF's) are one of the primary tools at the disposal of SCS faculty in order to communicate with parents.

A CNF will be sent home with your student when he/she exhibits a behavior that runs counter to the school's rules and expectations. Disciplinary violations are divided into levels of severity, with different disciplinary actions to be taken at each level. Copies of all CNF's handed out are sent to the disciplinarian to be put on file.

In grades 3-7, issuance of Conduct Notification Forms will reflect negatively on the student's conduct grade for the quarter. Students in these grades will have one conduct grade on their report cards each quarter. Each student starts the month with a conduct grade of 100, with points being deducted as conduct forms are issued. The average of the student's nine monthly conduct grades will constitute the student's conduct grade for the quarter.

A monthly conduct grade of "C" will result in an automatic detention being issued. Four detentions in a quarter will result in a suspension. Two suspensions in a school year may result in expulsion from St. Catherine of Siena School.

Conduct grades will be posted to Edline regularly.

In the event that a month extends from one quarter to the next, the student's grade for the month in question will be tallied at the end of the quarter. A new monthly grade will then begin at the start of the next quarter.

In grades 1 and 2, conduct grades will be tabulated according to the policies set forth in those grade levels. Students in these grades may also receive conduct forms, but the point deductions listed will not apply to these students.

#### 3 Point Deductions:

- Dress code violation (excluding haircut)
- Not checking in with the office when tardy
- Missing materials

**CONSEQUENCES: 3 points deducted from student's monthly conduct grade**

#### 5 Point Deductions:

- Haircut violation
- In school building without permission
- Consuming food/drink in school building without permission
- Out of desk without permission
- Not following directions (after a warning has been issued)
- Lack of cooperation (after a warning has been issued)
- Disrupting the learning process
- Littering
- Chewing gum on campus
- Unsigned papers (after one "grace day")

**CONSEQUENCES: 5 points deducted from student's monthly conduct grade; student will write an explanation of what occurred, to be turned in to the issuing teacher by the end of that day**

#### 10 Point Deductions:

- Writing/passing notes in class
- Harassment
- Disrespect
- Misconduct at a special function (including Mass)

**CONSEQUENCES: 10 points deducted from student's monthly conduct grade; student will write an explanation of what occurred, to be turned in to the issuing teacher by the end of that day**

#### 15 Point Deductions:

- Teasing/Bullying
- Use of profanity
- Vandalism

- Unsafe behavior
- Forgery
- Cheating (including copying or allowing the copy of homework)
- Use of cell phone on school grounds during regular school hours

**CONSEQUENCES: 15 points deducted from student's monthly conduct grade, automatic detention issued, student will call parents, possible conference**

20 Point Deductions:

- Pulling fire alarm
- Fighting
- Extortion/gambling
- Bringing a dangerous item to school

**CONSEQUENCES: 20 points deducted from student's monthly conduct grade, automatic detention issued, conference, possible suspension or expulsion**

**IV. 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 from the time the student comes on campus in the morning to 4:00pm.
- 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.

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.

### **BALLOONS**

Students should not bring balloons to school at any time.

### **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  
GOLF  
AMBASSADORS  
BOY/CUB SCOUTS  
CHEERLEADERS  
VOLLEYBALL  
SOFTBALL  
SWIMMING

ACADEMIC GAMES  
NEWSPAPER  
CHESS CLUB  
GIRL SCOUTS/BROWNIES/DAISIES  
DANCE TEAM  
BASKETBALL  
HOCKEY  
TRACK & FIELD  
SPIRIT SQUAD

QUIZ BOWL  
CHOIR  
ALTAR SERVERS  
BAND  
FOOTBALL  
BASEBALL  
TENNIS  
CROSS COUNTRY

**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: \_\_\_\_\_