

August 2016

Dear Parents,

Welcome to the 2016-2017 school year. We are truly blessed to have you as part of our SES family and look forward to a year full of faith, hope, charity (love) and new learning. **The MISSION of St. Elizabeth School** this year, as in the past, **is to promote a Catholic Christian family devoted to spiritual growth and academic excellence in a caring and safe environment.** The cardinal virtue that we will focus on this year is LOVE (Charity). This is particularly fitting as we conclude the Jubilee Year of Mercy.

“The Theological virtue of charity (love) is given to us in baptism. It allows us to love God with all our heart, mind and strength, and our neighbor as ourselves. Like any other virtue, we must grow in charity by practicing charity. St. Paul reminds us that no matter how great or how glorious our deeds, if they lack charity, these good deeds are empty, while St. John reminds us that the true test of our love for God is how we treat our neighbor” (*Virtues in Practice*, 36).

We believe that each child is a unique and important individual that God has created for a specific purpose, and we want to be a part of nurturing each child as he or she learns to respond to God’s call to holiness. We have developed spiritual, intellectual, social, emotional and physical goals and objectives for our students and for ourselves. Because we understand that you, the parents, are the primary educators of your children, we ask for your assistance in helping us to reach these goals and objectives.

*“As it is the parents who have given life to their children, on them [lays] the gravest obligation of educating their family. They must therefore be recognized as being primarily and principally responsible for their education. The role of parents in education is of such importance that it is almost impossible to provide an adequate substitute. It is therefore the duty of parents to create a family atmosphere inspired by love and devotion to God and their fellow-men which will promote an integrated, personal and social education of their children” (Vatican Council II, Declaration on Christian Education, Paragraph 3).*

This parent handbook explains policies, expectations and procedures and gives general information concerning St. Elizabeth School. We believe that the handbook is very important. We urge you to read and familiarize yourselves with the contents. The policies you will find are for the benefit of all students and have been adopted to help ensure everyone’s safety. Through these policies we can work together to promote spiritual growth, educational excellence and good order for all children. If all of us: students, parents, and faculty, know and understand these policies and live by them, we can confidently look forward to a school year rich with growth developing experiences. This handbook will be used throughout the 2016-2017 school year at St. Elizabeth School. Revisions will be posted as needed. Please revisit throughout the year.

We look forward to this school year as we all grow in the virtue of charity and in holiness. We welcome the successes and challenges that are certain to come as part of our mission as Christians united in the cross and in the love of Christ. We pray that this year will be a positive experience for your child and for your family and that our combined efforts will lay the foundation for spiritual growth and academic success for your child. Our best wishes to each of you for a successful school year.

We ask the Father, who so loved families that He sent his Son to be a member of our SES family, to hold your own family close in His love.

In the Peace of Christ,

Mollie M. Landry, Principal

**DISCLAIMER:** By no means is this handbook all-inclusive. The school retains the right to alter or vary the application of these rules. The handbook is intended to help parents, students, and school personnel work together. Many guiding statements are included in this document but by no means does it cover every situation. As new policies or regulations are developed by the Diocesan School Board, the State, or Federal Statutes, additions and/or deletions will be made to the handbook. Every effort will be made by school employees to help students understand what is expected of them.



## FOREWARD

The rules, regulations, policies, and other provisions outlined in this edition of the SES handbook are a material condition of the contractual agreement between St. Elizabeth School, the parents, and each student enrolled in the school. At the beginning of each school year, each family will be given a contractual agreement to sign and return it to the homeroom teacher within the first two weeks of school.

In developing the policies and rules for St. Elizabeth School, the administration has tried to anticipate as many circumstances and problems as possible.

However, as new and unusual situations arise, the Principal will have the authority to use his/her discretion in whatever circumstances the handbook rules do not precisely address.

**Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student's removal from the school.**

Please note that St. Elizabeth School remains neutral in custody matters.

## PURPOSE OF THIS HANDBOOK

This handbook is designed to serve several important purposes:

It provides a handy source of virtually all the basic information the student needs for carrying out his or her course of study and extracurricular activities.

It serves as an official source of school policies and requirements for participation in academic, extracurricular, and social activities.

It is useful to parents because it provides information to enable them to assist and support their child's efforts and activities.

## Section I - Organization of St. Elizabeth Interparochial School

- 1.1 Mission Statement
- 1.2 Philosophy
- 1.3 Objectives
- 1.4 Authority of the Bishop
- 1.5 Superintendent
- 1.6 The Diocesan School Board
- 1.7 The Catholic Schools Office
- 1.8 The Pastor
- 1.9 The Principal
- 1.10 St. Elizabeth Interparochial School Board
- 1.11 Relationship with State and Accrediting Agencies

## Section 2 – Catholic Identity and Ethics

- 1.12 The Catholic Nature of St. Elizabeth School
- 1.13 The Teaching and Practice of Religion
- 1.14 Religion Curriculum
- 1.15 Ethical Issues
- 1.16 Compliance with the Buckley Amendment (Family and Education Privacy Act)

## Section 3 – Curriculum/Program

- 3.1. Curriculum
- 3.2. Textbooks
- 3.3. Library Books and Materials
- 3.4. Academic Policies
- 3.5. Assessment and Reporting Student Progress

## Section 4 – Student Issues

- 4.1 Admission of Students
- 4.2 Attendance
- 4.3. Student Conduct
- 4.4 Dress Code
- 4.5 Student Health Care
- 4.6. Student Services

## Section 5 – Safety

- 5.1 Issues of Safety

## Section 6 – Finances

- 6.1 Control of Finances
- 6.2 Tuition
- 6.3 Money Collection

## Section 7 – Public and External Relations

- 7.1 The Media
- 7.2 Representing the School
- 7.3 Technology and the Internet

## REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL AND RELEASE FROM LIABILITY

### Section 8- Personnel Issues

- 8.1. Hiring Procedures
- 8.2. Preference for Catholics
- 8.3. Background Check
- 8.4. Contracts
- 8.5. Supervision of Employees
- 8.6. Evaluation of Staff
- 8.7. Appeals
- 8.8. Termination for Cause
- 8.9. Professional Conduct with Students
- 8.10. Being Alone with Students
- 8.11. Confidentiality

### Section 9- School Policies and Procedures

- 9.1. Professional Code of Ethics for Teachers
- 9.2. Professional Responsibilities

## **Section I - Organization of St. Elizabeth Interparochial School**

### **Vision Statement**

The vision of St. Elizabeth School is to inspire and cultivate the spirit, mind, and body of the next generation of Catholic leaders to live out the Gospel values of Jesus Christ and become beacons of light to the world. United in our diversity, we exemplify academic excellence, spiritual growth, and community spirit at all levels. St. Elizabeth School strives for all students to reach their full potential and aspire to be life-long, Christian learners committed to the truths of the Gospel.

#### **1.1. Mission Statement**

The mission of St. Elizabeth School is to promote a Catholic Christian family devoted to spiritual growth and academic excellence in a caring and safe environment.

#### **1.2. Philosophy**

The St. Elizabeth School community is committed to the work of the Catholic Church through the ministry of education.

We, the principal and faculty, strive to instill in each child the basic Christian and human values. We aim to create an atmosphere of positive concern relating to God, to self, and to others.

We believe in a well-balanced program to meet the needs of all students, with a staff that keeps abreast of the times and seeks to identify the level of the child's needs.

We strive to teach the whole person, considering the child's capabilities and life experiences. We try to provide an education that will form this unique individual into a caring, knowing, productive, serving child of God.

We are committed, along with each family, to promote emphasis on spiritual development while guiding the moral development, aiding the emotional development and fostering physical development. We are further committed to fostering an attitude of respect for authority, recognizing our parents' role as first and primary teacher of our students.

We hope to educate youngsters in good Christian living, founded on principles of trust, sharing, tolerance, love, and knowledge. We want to foster patriotism by teaching the statutes of democracy, as well as responsible citizenship.

The greatest accomplishment we can achieve is to help each student develop those talents given to him/her by God. We intend to instill in each one a deep-rooted concern for eternal values which lead all to everlasting rewards.

### **1.3. Objectives**

A. To instill in the students the Christian attitudes and values which prepare them to assume their responsibilities in a meaningful way in our modern and democratic society.

B. To develop healthy personalities in the students by directing, inspiring and contributing to their full growth and development.

C. To encourage appreciation of the dignity of all human persons.

D. To use teaching methods to meet the intellectual needs of the students in an effort to strive for academic excellence.

E. To cooperate with the Church and parents so as to assist, guide, inspire, and instruct the children.

F. To give service beyond the school community.

G. To solicit input from parents in the continual periodic review and evaluation of spiritual and educational programs.

H. To provide professional enrichment opportunities, both individual and communal, for faculty members so they in turn can enrich their school.

I. To promote mutual respect, concern and a sense of independence among faculty members, students and parents.

### **1.4. Authority of the Bishop**

St. Elizabeth Catholic School and its personnel are subject to the supervisory and regulatory authority of the bishop and his delegates.

### **1.5. Superintendent**

1.5.1 St. Elizabeth School recognizes the authority of the superintendent as delegated by the bishop to provide direction to ensure the Catholic identity of this school.

1.5.2. This school accepts the authority of the superintendent of schools in oversight of curriculum matters.

### **1.6. The Diocesan School Board**

1.6.1 The Diocesan School Board is recognized as a board that is advisory to the bishop for the schools in the Diocese of Baton Rouge.

## **1.7. The Catholic Schools Office**

1.7.1 St. Elizabeth School works with the Catholic Schools Office in the areas outlined in the diocesan administrative manual.

1.7.2 This school and its board recognizes that, while governance of the school is at the local level, the board, pastor and principal are committed to observing the requirements of the policies and guidelines approved by the bishop and disseminated by the Catholic Schools Office.

## **1.8. The Pastor**

1.8.1 In accordance with the Catholic Church law and the policies of this diocese, the pastor has final approval the policies of this school. The board understands that the pastor will follow diocesan policies. No policy decision of the board will take effect until ratified and signed by the pastor.

## **1.9. The Principal**

1.9.1. The principal is the administrative head of the school and is responsible for its effective operation as an educational institution.

## **1.10. St. Elizabeth Interparochial School Board**

1.10.1. The board is formed at the request of the Roman Catholic Church of the Diocese of Baton Rouge and the Church parishes of St. Elizabeth, Paincourtville, LA; St. Jules, Belle Rose, LA; Assumption of the Blessed Virgin, Plattenville, LA; St. Anne, Napoleonville, LA; St. Philomena, Labadieville, LA; St. Benedict the More, Bertrandville, LA; and St. Joseph the Worker, Pierre Part, LA for the purpose of aiding in the operation of the St. Elizabeth Interparochial School Board, Diocese of Baton Rouge, LA and in consideration of the pastors of the aforementioned parishes. The board serves in an advisory role to the pastor and administration of St. Elizabeth School.

## **1.11. Relationship with State and Accrediting Agencies**

1.11.1. St. Elizabeth School abides by all state laws and regulations that apply to it.

1.11.2. This is accredited by the state of Louisiana and SACS/AdvancedEd.

## **Section 2 – Catholic Identity and Ethics**

### **2.1 The Catholic Nature of St. Elizabeth School**

2.1.1. St. Elizabeth School is a Catholic school of the Diocese of Baton Rouge and, as such, is recognized by the bishop as a Catholic school.

2.1.2. The primary purpose for which St. Elizabeth School exists is the teaching of the Catholic faith.

2.1.3. While a primary goal of the school is academic excellence, the academic and all other programs of the school exist within the primary framework of the Catholic Church.

2.1.4. Catholic students are given preference in admission.

2.1.5. In keeping with the ecumenical spirit of the Catholic Church, all religious traditions are respected and, space permitting, students from other faith traditions are welcome in the school.

2.1.6. In order to promote a continuation of Catholic education for the children of St. Elizabeth School, directory information will be provided to Catholic High Schools in the diocese as well as any other pertinent entity.

### **2.2 The Teaching and Practice of Religion**

2.2.1. Catholic liturgy, sacraments, traditions, and prayer shall be taught as an integral part of the school's curriculum. The liturgy is celebrated regularly, prayers said daily, and Catholic traditions celebrated according to the liturgical season.

### **2.3 Religion Curriculum**

2.3.1. The curriculum for religion will be consistent with the teachings of the Roman Catholic Church and conforms to the guidelines of the diocese as appropriate. All supplementary material used in the curriculum must conform to Catholic moral teaching and doctrine.

2.3.2. St. Elizabeth Catholic School shall provide structured opportunities for students to participate in community service that will benefit the parish, local community, and humanitarian efforts here and abroad.

2.3.3. Teachers of religion must be practicing Roman Catholics. Whenever possible, religious shall teach religion classes at St. Elizabeth School. They shall participate in education offered for teachers of religion by the diocese.

2.3.4. Religious instruction is an important part of the school day and is based on the grade level of the child. Celebration of the Eucharist is held weekly on

Friday mornings. Parents and other family members are invited to attend. As parents you are called on to act with a consciousness of Christ's presence in your family life. Since the home is the center of family life, it is of the greatest importance that parents attend Mass on weekends with their children because it is vital that parents teach their children by their example the value of attending Mass and receiving the Eucharist.

2.3.5. It is the responsibility of parents, as primary educators, to create a climate of joy, love and peace in the home. Through prayer and example in the family the child will grow in love and knowledge of God and in gratitude for the gifts of faith. The prayer life of the child is richly nourished within the family circle. Parents are encouraged to motivate, support and assist in the formal programs of religious instruction for their child both at school and in their respective parish. To come to know Jesus is a lifelong experience.

2.3.6. Diocesan policy states that the following prayers and other formulas are to be committed to memory at the grade level specified:

Grade 1 - Sign of Cross, Our Father, Hail Mary, Glory Be, and the name of the Sacrament of Baptism.

Grade 2 - Simple Morning Offering, Act of Contrition, Mass prayers (as possible), name of the Sacraments of Baptism, Penance, Holy Eucharist.

Grade 3 - Morning Offering, Apostles Creed, name of the Sacraments of Baptism, Penance, and Holy Eucharist.

Grade 4 - Prayer at Mass, Rosary, Hail Holy Queen.

Grade 5 - Acts of Faith, Hope and Love and all above.

Grade 6 - Sacraments, Ten Commandments, Eight Beatitudes, Seven Precepts of the Church (cf. Basic Teachings). Corporal and Spiritual Works of Mercy, Holy Days.

Grade 7 - Eight Beatitudes, Ten Commandments, Seven Precepts of the Church, and Capital Sins, Angelus.

Grade 8 - All of the above.

## **2.4. Ethical Issues**

2.4.1. Ethical Behavior. At all times, the conduct of the religious, educational, and support personnel, students, and parents of this school shall reflect adherence to the highest standards of ethical behavior.

2.4.2. Duty to Safeguard Reputation. The reputations of all in the school community shall be considered sacred and shall be safeguarded at all times. This obligation extends to matters outside of the school facility and include but are not limited to speech and writing in the form of electronic communications such as text messages, and postings on social websites.

2.4.3. Confidential Records. All personnel and student records shall be kept in secure locations and only those school officials with a legitimate need to access the records shall be granted access to them.

## **2.5. Compliance with the Buckley Amendment (Family and Education Privacy Act)**

This school complies with the provisions of the Buckley Amendment and parents may view their children's files upon request.

## **Section 3 – Curriculum/Program**

### **3.1. Curriculum**

St. Elizabeth School shall ensure that its curriculum and standards shall meet or exceed the educational standards of other schools in the area.

3.1.1. The curriculum is approved by the State of Louisiana and the Catholic Diocese of Baton Rouge and exceeds the requirements of the State Board of Education. In addition to Reading, Language Arts, Science, Social Studies, and Math, students have daily classes in Religion. The curriculum is enriched and enhanced through classes in computer and physical education.

3.1.2. The school's basic curriculum teaches Christian values, respect for human rights, curriculum content, and appropriate skills.

### **3.2. Textbooks**

3.2.1. This school will use secular as well as religion textbooks approved by the Catholic Schools Office and by the state of Louisiana.

### **3.3. Library Books and Materials**

3.3.1. Selection of Materials. All books and materials must be related to some aspect of the school's educational program.

3.3.2. Request to remove Books or Materials. A written statement of concern and request for a meeting must be submitted to the principal. The principal shall respond to the parent's statement within one week. The decision of the principal is final.

### **3.4. Academic Policies**

#### 3.4.1. Grading.

A. The grading scale used by all teachers in grades 1-8 is as follows:

A – (93-100) 4 quality points

B – (85-92) 3 quality points

C – (75-84) 2 quality points

D – (67-74) 1 quality point

F – (0-66) 0 quality points

B. PreK and Kindergarten students are assessed with developmental assessments that are periodically reported to parents.

C. First grade students are graded with "S", "N", and "U" the first grading period, and then letter grades for the remainder of the year for major subjects.

D. "S", "N", and "U" are given for the following subjects:

Social Living - 1<sup>st</sup> and 2<sup>nd</sup>

Handwriting, Computer & P.E. – 1<sup>st</sup> – 4<sup>th</sup> grades

#### 3.4.2. Composition of Quarterly and Final Grades.

A. In grades 1-4, a minimum of 5 assessments and a participation grade will be averaged to determine the quarterly grade.

B. In grades 5-8, a minimum of 4 assessments must be given in each subject area during each grading period. In addition, a participation grade will be averaged with these 4 grades to comprise 75% of the quarterly grade. Quarterly 9 weeks exams are given in grades 5-8. And count for 25% of the report card grade.

C. The participation grade cannot pass the student for the 9 week period.

D. Final grades are the average of the 4 quarterly grades.

3.4.3. Progress Reports and Report Cards. Parents and students can view student progress using Option C, a web-based program. Report cards are issued in nine-week intervals and progress reports at the midpoint of each grading period. These reports are to be signed by the parents and returned to the homeroom teacher.

3.4.4. Promotion/Retention. A student who fails reading or math in the 1<sup>st</sup> grade is not eligible for promotion. A student failing in two major subjects in 2<sup>nd</sup>-8<sup>th</sup> grades is not eligible for promotion. A student who fails one subject in 2<sup>nd</sup>-8<sup>th</sup> grades is passed conditionally. The student must attend an approved summer school or complete 20 hours of tutoring by a qualified tutor to remove the condition. A committee consisting of the student's teachers and the principal will meet on each child with failing grades to assess the child's eligibility of a provisional promotion on a case by case basis.

A. Subject Areas K-3

1. Major subjects are Religion, Reading, Math, and Language Arts.
2. Minor subjects are Social Living (Science and Social Studies), Spelling, P.E., Computer/Library, and Handwriting.

B. Subject Areas 4<sup>th</sup>-8th

1. Major subjects are Religion, Reading, Math, Language Arts, Science, and Social Studies.
2. Minor subjects are Spelling, P.E., Computer, and Handwriting in 4<sup>th</sup> grade.

C. An overall "D" (1.0) average in each subject is required in order to advance to the next grade. The student must have 4 quality points in each subject to receive credit. 2 quality points are required in the last semester, 1 must be in the last grading period.

D. Letter grades for conduct are given to all students 1st-8th grade and are determined by records kept with the disciplinarian.

3.4.5. Honor Roll. Students are recognized for academic grades each grading period with the exception of First graders who are not eligible for the honor roll until the 2<sup>nd</sup> grading period. Students earning only A's and B's with no N's or U's in all graded subjects on the report card will merit honor roll status.

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|---------------------------|-----------------|
| A. Superintendent's List: | 4.0 gpa         |
| B. Principal's List:      | 3.50 – 3.99 gpa |
| C. Honor Roll:            | 3.00 – 3.49 gpa |

3.4.6. Homework. Homework is the oral or written reinforcement and/or enrichment of concepts presented in class. Homework is essential for the student's success. Both written work and study work are of great significance. Some review work should be done nightly even though it may not be assigned.

A. Students are responsible for missed class work and homework assignments through any absence to be made up after the students return to school.

B. Monday through Thursday are nights of assignments. Students are free from assignments on weekends, except when absolutely necessary, to ensure time to be spent with family.

3.4.7. Transcripts and Records. No transcripts or students records will be released from St. Elizabeth School until all financial obligations have been met.

### **3.5. Assessment and Reporting Student Progress**

3.5.1. Standardized testing. In order to measure and evaluate our school's progress along with individual progress, students are administered standardized tests yearly. Results of these assessments are available to parents.

A. Students in PreK are given a developmentally appropriate test to determine eligibility to enter Kindergarten.

B. Students in grades K-2 take the Terra Nova Achievement Test each spring, students in grades 3-8 take the ACT Aspire 3 times per year with 2 interim computer assessments used as benchmarks (September and May) and one complete paper and pencil test (in November) to assess individual academic progress as well as to provide information on school instructional effectiveness.

C. The ACRE test is administered in grades 5 and 8 to determine achievement in religion.

3.5.2. St. Elizabeth School issues report cards on a quarterly basis as well as progress reports at the midpoint of each grading period.

3.5.3. Parent/Teacher Conferences. Parents are urged to have a conference with their child's teacher whenever any serious problem arises. Since class time belongs to the children, these conferences are not to be scheduled during school hours, except during the teacher's planning period. Any parent wishing to schedule a conference with a teacher must send a written request to the teacher or call the office 24 hours in advance.

#### Chain-of-command.

- Most problems occur because of some misunderstanding. We ask that you attempt to rectify the problem where it originated using the chain-of-command listed below.
- Parents are asked to respectfully adhere to the proper procedure any time a problem arises, except with circumstances of an extreme nature.

The ascending order of authority of communication is:

1. Teacher or School Staff Member
  2. Principal or Administrator
  3. Local Appeals Committee of the Local School Advisory Board
  4. Diocesan Appeals Committee of the Diocesan Advisory Board
- The pastor will be notified of any appeals brought to the Local Appeals committee and may sit in on the appeals process, if desired.

## **Section 4 – Student Issues**

### **4.1 Admission of Students**

4.1.1. Statement of Non-Discrimination. St. Elizabeth School is Brumfield-Dodd approved and is open to all children regardless of race, color, national or ethnic background.

4.1.2. Priority for Admission

#### **A. Guidelines**

1. SES, St. Benedict, and St. Philomena graduates are considered the same.
2. Priority is given to children of residents of the SES Interparochial School System.
3. Continuous education is for more than one year.
4. Physical move is considered from outside the interparochial school system into the interparochial school system.
5. Any transfer that does not involve a physical transfer shall be considered as a transfer from another school.

#### **B. Priority**

1. Child whose older sibling started SES in PreK or Kindergarten and the parent is an SES graduate.
2. Child whose sibling transferred from a Catholic School and the parent is a graduate of SES.
3. Child whose sibling started SES in PreK or Kindergarten and whose parents are Catholic school graduates.
4. Child whose sibling started SES in PreK or Kindergarten.
5. Children and grandchildren of faculty members.
6. The first child of a parent who is an SES graduate.
7. The first child of a parent who graduated from a Catholic school.
8. Child whose sibling is a transfer student from a Catholic school and the parent is a Catholic school graduate.

9. Child whose sibling is a transfer student from a Catholic school and the parent does not have a Catholic school background.
10. Child whose sibling transferred from another school.
11. The first child of Catholic parents.
12. The child of Catholic parents.
13. The first child of non-Catholic parents who allow the children to participate in the school's religious education program other than the actual reception of the sacraments.

C. Registration in PreK3 does not guarantee admission in to PreK4. Registration in PreK3 and PreK4 do not guarantee admission into Kindergarten.

D. Priority Ranking

	Point Value	
Sibling of an SES Student who began PreK or K at SES	5	_____
Sibling of an SES Student	5	_____
Sibling of an SES student who transferred from a Catholic School	4	_____
Sibling of an SES student who transferred from Public School	3	_____

Mother is graduate of SES, St. Philomena or St. Benedict	5	_____
Father is graduate of SES, St. Philomena or St. Benedict	5	_____
Mother is a graduate of Catholic School	3	_____
Father is a graduate of Catholic School	3	_____

Children & Grandchildren of faculty members	5	_____
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The first child of Catholic Parents	5	_____
The first child of Non-Catholic Parents	3	_____

Enrollment in the PreK 3 Program	5	_____
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Both Parents are Catholic	5	_____
One Parent is Catholic	3	_____
Child is Catholic	5	_____

Total \_\_\_\_\_

The preceding criteria will be used to determine a student's priority of acceptance. Final determination of acceptance is subject to the approval of the pastor.

4.1.3. Parents who seek a Catholic education for their child/children at St. Elizabeth School enter into a contractual agreement with the School and agree to adhere to the rules and policies outlined in the philosophy of the school. As part of the contractual agreement there are explicit and implicit expectations placed on both the parent and the administration. These rules and regulations are included in the student handbook and in school communications.

4.1.4. All students admitted to St. Elizabeth School are admitted on a one year probation. If, at the end of the student's first year of attendance, it is deemed by the administration that the student's academic performance and, or conduct is not aligned to the expectations of students enrolled in this school, future enrollment may be denied.

## **4.2. Attendance**

4.2.1. Regular, prompt attendance is essential for success in school. Unless excused for illness or another serious reason, students are expected to attend school.

State law requires that elementary students shall be in attendance a minimum of 160 days per school year. Attendance at school is mandatory. If a student is not present a minimum of 160 days, the child will not pass to the next grade. Exceptions can be made for extraordinary circumstances only with the approval of the principal and pastor.

4.2.2. Parents are expected to notify the school by telephone if the student will be absent. For your convenience, you may leave a message on the answering machine before 6:45 a.m. This measure is taken to ensure the safety of the children.

4.2.3. Parents are asked to request doctors' appointments at times when school is not in session whenever possible. If an appointment cannot be scheduled outside of school hours, the students should bring a written excuse to the teacher at the beginning of the school day stating the time and reason for dismissal.

4.2.4. If a student must be signed out of school early, they must be signed out by 1:45 p.m., otherwise we will ask parents to wait until the first dismissal bell at 2:05 p.m.

4.2.5. Parents are requested to plan vacations at times when school is not in session. If a parent decides to take a student out of school for vacation, it must be understood that it may not be possible for teachers to give makeup work in advance.

4.2.6. Absences

A. If an absence is unavoidable, a note indicating the date of the absence and/or tardiness, and the reason, must be presented to the teacher. If the absence includes a Friday, the student is not permitted to participate in any extra-curricular activity taking place during the weekend, unless approved by the principal.

B. Minutes will accumulate when a student is tardy or is checked out of school early. If a child is absent for more than one (1) hour but less than four (4) hours, he/she is recorded as one-half day absent. Two half days will equal one day missed. If a child is absent for more than four (4) hours, he/she is recorded as one day absent. (One hour refers to one class hour.)

C. Homework is to be requested through the office before 9:00 a.m. Homework may be picked up from the office after 2:05 p.m.

D. A written request for make-up work must be submitted to the office prior to a planned trip to be considered for make-up of work that will be missed.

E. Types of absences and policy for make-up work.

1. Excused absences: The student is absent for a justifiable reason, such as illness, death in the family, etc.

Make-up Policy: Missed tests are to be made up within three days of the student returning to school, except for extended absences. The teacher will reschedule these tests.

2. Un-excused Absence: A student is absent for unjustifiable reasons, or suspension.

Make-up Policy: Students missing school as a result of an unexcused absence or a suspension shall be counted as absent and shall be given failing grades for those days with no make-up work or tests.

#### 4.2.7. Arrivals

- A. School begins at 7:30 a.m. and ends at 2:05 p.m.
- B. Students may arrive as early as 6:45 when a staff member arrives for duty at the bus loading area on Convent Street. Children who walk to school or who are brought to school by private vehicle are not to arrive before 6:45 a.m. No supervision is provided before this time.
- D. School begins at 7:30 a.m. daily. Children arriving late are considered tardy and must be taken to the office for an admit slip by an adult. Parents will be assessed a fine of \$10 for each 7 tardies. **Never drop a child off at the gates without a teacher present to greet the child.**
- E. Students should not be walked to class by a parent without first checking in with the office. For the safety of all children, no parent should be on campus (within the gates of the school building) without notifying the office. Meeting with teachers before school should be scheduled and take place in the office.

#### 4.2.8. Departures

- A. Students who walk home will be dismissed from the bus loading area on Convent Street after carline is complete.
- B. Students who are to be picked up by car must be picked up in the bus loading area. No student will be released except to a parent or car pool driver as they drive through the bus loading area.
- C. Students are to be picked up from the car line by 2:15. Students not picked up by this time will be sent to aftercare and charged for a minimum of one hour.
- D. Students will be dismissed by their normal mode of transportation unless a request is made in writing by the parent.
- E. Students not picked up on time from practices or other afterschool activities will be sent to aftercare with a minimum one hour charge.
- F. For the safety of the children, no one should be dropped off or picked up outside of this area.
- G. Students going home by bus are released to the bus pick-up area under the supervision of duty personnel. Students are to ride their regular bus unless approval is obtained in advance in writing from the office.

H. If there is an emergency or if a permanent bus change is required, please contact the office for directions.

4.2.9. After-care. After school care is available to all SES students.

A. Aftercare begins at 2:15 daily.

B. Students are to be picked up by 5:30 p.m.

C. Parents are expected to abide by the aftercare agreement signed yearly in regards to payment and policies of the program.

4.2.10. Bus Transportation

A. Bus Transportation is provided by the Assumption Parish School Board for those students living in Assumption Parish who attend St. Elizabeth School. Students who ride the public school buses are expected to follow the directions of the driver as well as following rules for loading. Students not behaving properly on the bus will be subject to disciplinary action, including possible bus suspension.

4.2.11. Change in Departure Plan

A. A request to change a child's dismissal plan must be sent in writing to the office with the child in the morning. Each child must have a note. (Do not send one for all children in the family, or in the car pool.)

B. Faxed or emailed requests for departure changes will be accepted in the office at 985-369-1527 or [mlandry@sescubs.com](mailto:mlandry@sescubs.com) before noon.

C. Phone call requests to change will be accepted only in case of emergency and must be approved by the principal.

4.2.12. Release of Students during the School Day.

Students shall be released only to custodial parents or persons authorized in writing by the custodial parents to pick up their children.

4.2.13. Parking. The area in front of school may be used for parking except during bus loading times of 6:45-7:40 and 1:45-2:15. Other available parking is on church property.

### 4.3. Student Conduct

Students of St. Elizabeth School must conduct themselves on campus, off campus, and traveling to and from school in a manner consistent with their status as a member of the Catholic school community. Students have a responsibility to dress and appear on the school campus according to standards of modesty, safety, and health as prescribed by this handbook and the St. Elizabeth School Code of Conduct.

#### 4.3.1. General School Rules

- Be respectful to self, others, and property
- Always use good manners
- Follow directions the first time given
- Adhere to the dress code
- Stay in assigned areas
- Keep hands, feet, and objects to oneself
- Walk inside and outside except in designated play areas
- Ask permission to enter buildings when classes are not in session
- Enter and exit church in silence and in reverence
- Participate reverently in all religious ceremonies and prayers
- Observe “Silence for Jesus” in cafeteria during Lent.

A. Formal Discipline Plan -The discipline policy of St. Elizabeth School is in effect during the school hours as well as during after-care, field trips, and any other school sponsored event.

#### 1. Grades K - 3

1st Warning - Name on Board, No Consequence

2nd Warning - One check, recess detention

3rd Warning - Two checks, after-school detention

Note: Parents will be notified in writing with each detention. A parent signature will be required for students to be removed from the detention list.

ST. ELIZABETH SCHOOL DISCIPLINE LADDER Grades 4-8 (other grades as necessary)

OFFENSES	CONSEQUENCES
Level 1 – Teacher Managed	Teacher signs conduct card each offense.
<ul style="list-style-type: none"> <li>• Inappropriate language, gestures, drawings, pictures</li> <li>• Teasing</li> <li>• Non-compliance/disobedience</li> <li>• Unsafe or rough play</li> <li>• Disturbances in the classroom, cafeteria</li> <li>• Tardy</li> <li>• Dishonesty</li> <li>• Eating, drinking, gum chewing</li> <li>• Dress code violations</li> </ul>	1 <sup>st</sup> offense – Warning 2 <sup>nd</sup> offense – Recess detention. 3 <sup>rd</sup> offense - Moves to level 2 and receives after school detention.
Level 2 – Administration Managed	
<ul style="list-style-type: none"> <li>• Profanity</li> <li>• Credible threats</li> <li>• Aggressive physical contact</li> <li>• Disrespect of authority/ other students</li> <li>• Destruction of property</li> <li>• Major Dishonesty/forgery</li> <li>• 3<sup>rd</sup> offense of level 1</li> </ul>	1 <sup>st</sup> offense – 1 hour after school detention 2 <sup>nd</sup> offense – 2 - 1 hour after school detentions. 3 <sup>rd</sup> offense – Moves to level 3 and may be suspended. *At any level, the consequences may be altered depending on severity at the discretion of the principal and pastor
Level 3 – Administration Managed	Teacher/Admin writes up student for office referral .
<ul style="list-style-type: none"> <li>• Bullying / Harassment</li> <li>• Fighting</li> <li>• Leaving school property</li> <li>• Major threats to students, faculty or staff</li> <li>• Stealing</li> <li>• Cheating</li> <li>• Cell phone violations</li> <li>• Inappropriate use of social media</li> <li>• 3<sup>rd</sup> offense of level 2</li> </ul>	1 <sup>st</sup> offense – 1 day suspension 2 <sup>nd</sup> offense – 2 – 3 days suspension 3 <sup>rd</sup> offense - Moves to level 4 *At any level, the consequences may be altered depending on severity at the discretion of the principal and pastor.
Level 4 – Administration Managed	Teacher/Admin writes up student for office referral .
<ul style="list-style-type: none"> <li>• Being under the influence</li> <li>• Assault</li> <li>• Major Vandalism</li> </ul>	2 – 10 day suspension and may include Expulsion *At any level, the consequences may be altered depending on severity at the discretion of the principal and pastor
<ul style="list-style-type: none"> <li>• Possession or use of weapons (or facsimile used as such), drugs, tobacco, alcohol, explosive devices</li> <li>• 3 suspensions</li> </ul>	Expulsion

\*At any level, the consequences may be altered depending on severity at the discretion of the principal and pastor.

## 2. Grades 4 – 8 – discipline/consequences

a. Three Suspensions will result in expulsion from school.

b. Possession of any type of weapon, drugs, alcohol, or explosive devices will result in immediate suspension pending an investigation with possible expulsion. Parents will be notified. Parent(s) and the student will be required to come in for a conference with the principal before the student will be allowed to return to school.

d. Any physical contact deemed as fighting for 4<sup>th</sup>-8<sup>th</sup> graders will result in a suspension from school.

1<sup>st</sup> offense – 1 day suspension

2<sup>nd</sup> offense – 2-3 day suspension

3<sup>rd</sup> offense – 3+ day suspension/expulsion

4<sup>th</sup> offense – expulsion

e. Any physical contact deemed as fighting for K-3rd graders will result in after-school detention.

1<sup>st</sup> offense – 1 day after-school detention

2<sup>nd</sup> offense – 2 day after-school detention

3<sup>rd</sup> offense – 3 day after-school detention

4<sup>th</sup> offense – 1 day suspension

## 3. Offenses that merit detention/office visit

a. Disobedience

b. Obscene gestures, drawings, pictures

c. Inappropriate classroom, playground, or cafeteria behavior

d. Inappropriate language

e. physical contact (not deemed fighting)

f. Disrespect of authority

g. Disrespect of self or others

h. Tardiness to class

i. Eating, drinking, or gum chewing without permission

j. Grooming and dress policy violations

k. Any other violation that would negatively affect the learning climate at St. Elizabeth School

## 4. Offenses that merit automatic after-school detention

a. Cheating on Test - copying work other than own, knowingly permitting others to copy work, violating

classroom rules regarding test-taking. The student will also receive an automatic "F" for that particular test. Parents will be notified.

b. Possession or use of electronic devices including cell phones.

1<sup>st</sup> offense – 1 day after-school detention, confiscate device and return to parent

2<sup>nd</sup> offense – 2 day after-school detention, confiscate device and return to parent in 30 days

3<sup>rd</sup> offense – 3 days after-school detention, confiscate device and return to parent on or after the last day of the school year

Note: Students who have parent permission to have a cell phone for safety reasons must give the phone to his/her homeroom teacher during homeroom and will have it returned to him/her at the end of the day. St. Elizabeth School is not responsible for cell phones that may be lost, stolen, or broken. Those having cell phones at school assume all risks.

c. Profanity, immoral or indecent behavior

d. Forgery - writing the name of another person or falsifying grades or other data on school forms

e. Harassment/Intimidation - any act or threat or challenge by force or verbalization by any student against another student, or an adult.

f. Vandalism/Stealing - If a student is caught stealing or vandalizing school or personal property he/she will face the possibility of immediate suspension. Parents will be notified and a conference arranged. Restitution will be required.

g. Serious or repeated violations of individual classroom or school rules and regulations.

Any student assigned detention must report on time. Failure to do so may result in suspension. Students will perform service tasks on campus or complete written assignment during detention.

5. Offenses that warrant suspension

- a. 4 after-school detentions
- b. Fighting 4<sup>th</sup>-8<sup>th</sup> grades
- c. Serious offenses at the discretion of the principal and pastor.

In the event of a suspension, the student shall be counted as absent and shall be given failing grades for those days suspended with NO MAKE-UP work allowed. Following a suspension, a parent must accompany the student, on the day he/she is scheduled to return, for a conference with the principal. Suspension means a student cannot attend school for a specified number of days.

6. Expulsion – At the discretion of principal and pastor. Expulsion means the student can no longer attend St. Elizabeth School for the remainder of the school year.

7. Corporal punishment is prohibited at St. Elizabeth School.

B. Conduct Grading Scale

- A - 0-2 detentions
- B - 3-4 detentions
- C - 5-6 detentions
- D - 7-8 detentions
- F - 9 or more detentions

\* Each after-school detention will lower the conduct grade by one letter. \* A suspension lowers the conduct grade by 2 letter grades.

C. Harassment, Hazing, Bullying Policy

To reflect Gospel values and to ensure a positive and safe learning climate, St. Elizabeth School prohibits harassment, hazing, or bullying of any kind. All school community members are to treat everyone with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication whether currently in use or any new electronic devices that may be developed in the future.

- 1. Harassment is unwelcome offensive conduct, whether physical or verbal, that is directed toward another person or group of persons when the person exhibiting the behavior knew or should have known that it would cause the person or persons to whom it

was directed to be fearful, anxious or emotionally upset as a result of the behavior. Offensive conduct may include, but is not limited to, offensive jokes, slurs, epithets or name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with school performance whether the interference is direct or indirect, unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

2. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Any of the above stated forms of harassment when they are unwelcome and create an environment or causes an atmosphere that affects a student's school performance in any way or affects a student's ability to take advantage of the school's programs.
3. Hazing is a form of harassment that involves intentional, knowing or reckless acts that induce pain, embarrassment, humiliation, deprivation or rights, physical pain or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team or other group. Culpability includes hazing practices mandated or voluntarily entered into by any party.
4. Bullying behavior is the repeated harassment and targeting of another person or group of persons with the intent to cause emotional, physical or psychological harm. One-time incidents may be deliberately mean or cruel but they may not be considered bullying. These behaviors will be subject to the school disciplinary policy.

- a. Students are instructed to report bully-like behaviors to their teacher, the disciplinarian, a faculty member, or the principal. Written reports will be investigated. If the act is determined to be bullying, the following actions will be taken at the discretion of the Bullying Advisor and Principal:

Bullying Consequences for incidences reported:

- 1<sup>st</sup> offense-Warning (write up)
- 2<sup>nd</sup> offense-Write up and phone call home
- 3<sup>rd</sup> offense-Write up and detention
- 4<sup>th</sup> offense-Write up and detention
- 5<sup>th</sup> offense Write up and detention
- 6<sup>th</sup> offense-Write up and afterschool detention
- 7<sup>th</sup> offense-Write up and afterschool detention
- 8<sup>th</sup> offense-Write up and one day suspension

9<sup>th</sup> offense-Write up and one day suspension

10<sup>th</sup> offense-expulsion

\* Serious incidences will be dealt with according to the discipline ladder of consequences.

Consequences for serious acts of harassment, hazing, bullying may include immediate after-school detention, suspension, or expulsion at the discretion of the principal and pastor.

#### E. Substance Abuse Policy

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

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

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

4. Illegal Drugs - An "illegal" drug is any drug, the possession of which is prohibited by federal, state or local law.

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

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

## 4.4 Dress Code

By enrolling in St. Elizabeth Catholic School, the student and his/her parents accept the rules governing dress and agree to abide by these rules. When a student is not dressed properly for school, it is understood that it is the responsibility of the parents to bring the proper dress when called. The administration is the official interpreter of uniform guidelines. Parents should check with the administration of the school before purchasing any school clothing that does not conform exactly to these regulations.

### 4.4.1. Uniform Regulations

A. All clothing should be modest. None should be too tight or revealing. Articles of clothing should be clean, neat and properly mended.

B. No articles of clothing should be decorated with names, pictures, advertisements, logos or team emblems. The only authorized decorations will be the St. Elizabeth Cub and/or the "SES crest" monograms, and initials on outerwear. For identification purposes, student initials in block letters no larger than ½" on navy or athletic sweatshirts and jackets will be permissible. Blouses are not to be personalized in any way.

C. All articles of removable clothing should be labeled with the child's full name.

D. Walking shorts are allowed except on school mass days.

E. Jewelry: The wearing of jewelry will be held to an absolute minimum. A wrist watch, a necklace bearing a cross or religious medal and one pair of earrings which do not protrude below the lobe of the ear are acceptable. No other jewelry, including bracelets, may be worn. Earrings may be worn by girls only. Only one earring may be worn in each ear lobe. Jewelry should be gold, silver, navy, white, maroon, or black. Other colors are not permissible.

F. Make up (including eyeliner, fingernail polish, artificial nails, and lipstick) is not allowed.

G. Hair - Students are expected to have neat well groomed haircuts. Hair cuts and hair styles are subject to the approval of the administration. Hair must be its natural color (no artificial hair coloring).

1. Boys' hair must not extend below the collar. Bangs must be no longer than the top of the eyebrows when combed. Hair must be

trimmed over the ear. No extreme type haircuts will be accepted. A notice will be sent home to parents if a child comes to school with an unacceptable haircut.

Facial Hair– No mustaches or beards allowed. Students are to shave on a daily basis once they begin. Sideburns must be no lower than the middle of the ear.

3. Girls must wear their hair as to not obstruct their vision. Generally, this means hair bangs must be above the eyebrows or pulled away from the face. Hair styles should be neat and not draw unnecessary attention or distract others. No extreme styles are allowed.

H. Uniforms are required for Pre-K3 through 8th grade.

#### 4.4.2. Boys Basic Uniform

A. Outer shirts. Boys must wear the navy uniform knit or performance type shirt with St. Elizabeth School crest. Crests may be iron on, stitched patch, or embroidered. Shirrtails are to be tucked in trousers at all times. Navy t-shirts are acceptable with the school crest for grades pre-k through 3rd grade. No plain navy t-shirts.

B. Undershirts. Plain white (no decorations or coloration) may be worn. They are not to be worn as outer wear. No long sleeve undershirts are to extend beyond the uniform shirt sleeve.

C. Pants. Pants shall conform to the following:

1. Regular long or short khaki (dark) uniform pants with belt loops
2. True khaki (dark) uniform (no sand or stone colors)
3. Loose fitting (not tight or baggy)
4. Regular fit leg bottoms (no slits)
5. No flaps on back pockets
6. No jean type, cargo or camp shorts allowed (no rivets)
7. Worn at the waist (not the hips)

\*\*\*Acceptable uniforms can be purchased from Jakes, Academy, Walmart, Uniform Post, Inka's, Young Fashions or other uniform dealers.

D. Belts. Plain brown, black, navy or khaki belts must be worn, and they must be the type that goes through the belt loops on the pants.

E. Socks. Solid white or black and must cover the ankle.

- F. Shoes. Solid black tie, low-quarter shoe. High tops are unacceptable. Any brand shoe will be acceptable; however, the entire shoe must be solid black. Students will be asked to color over silver on shoes if visible. Shoes must have black shoe laces. Shoes must have a rubber sole. Tennis shoes will be allowed but must be solid black. Shoe laces must be tied and visible at all times.
- G. Pre-K3 and PreK4 students must wear solid black shoes with Velcro fasteners. Shoes with lighted heels will not be allowed.
- H. Students with an injured foot must come with a slipper, flip flop, or croc on the hurt foot only.

#### 4.4.3. Girls Basic Uniform

- A. Blouses. Blouses must be plain white, short or long sleeve oxford or broadcloth uniform style. No long sleeve undershirts. Undershirts are not to extend beyond the uniform shirt sleeve. Knit polo style shirts are not acceptable. No type of color trim is allowed. Blouses must be tucked in at all times.
- B. White camisoles or white undershirts, plain with no writing or images, must be worn under blouses (not necessary if wearing a jumper).
- C. Jumpers. Blue plaid (#20), pleated, moderate length skirts are to be worn in Grades Pre-K3 – 5<sup>th</sup>.
- D. Skirts. Blue plaid (#20), pleated, moderate length skirts are to be worn in Grades 6<sup>th</sup> – 8<sup>th</sup>.

Note: Jumpers, skirts, and shorts must be no shorter than two inches above the knee when kneeling.

- E. Shorts. Only uniform walking shorts length may be worn.
- F. Pants. Long pants (in lieu of skirts) may be worn on days when the temperature drops below 50 degrees. This is optional. When worn, pants shall conform to the following:

1. Regular long khaki (dark) uniform pants with belt loops
2. True khaki (dark) uniform (no sand or stone colors)
3. Loose fitting (not tight or baggy)
4. Regular fit leg bottoms (no slits)
5. No flaps on back pockets
6. No jean type, cargo or camp shorts allowed (no rivets)
7. Worn at the waist (not the hips)

8. No type of trimming on the pants will be allowed.

\*\*\*Acceptable uniforms can be purchased from Jakes, Academy, Walmart, Uniform Post, Inka's, Young Fashions, or other uniform dealers.

G. Socks. Solid white and must cover the ankle. No decorations or colorations allowed. White, navy or gray leotards or leggings may be worn under the uniform skirt. Leggings must be tucked into the sock. Jogging pants are not allowed.

I. Shoes. Solid white tie, low-quarter shoe. Any brand shoe will be acceptable; however, the entire shoe must be solid white. Shoes must have white shoe laces. Shoes must have a rubber sole. Tennis shoes will be allowed but must be solid white. Shoe laces must be tied and visible at all times.

J. Pre-K3 and PreK4 students must wear solid white shoes with Velcro fasteners. Shoes with lighted heels will not be allowed.

K. Students with an injured foot must come with a slipper, flip flop, or croc on the hurt foot only.

L. Belts. Plain brown, black, navy or khaki belts must be worn on pants or shorts with belt loops.

L. Hair Ribbons/Bows. Hair ribbons and bows may be worn, but they must be navy blue, white, burgundy, or uniform plaid.

M. Hair Accessories. Barrettes, headbands, clips and all other hair accessories must be navy blue, white, brown, silver or gold.

#### 4.4.4. P.E. Uniform

Gym uniforms are required for grades 5 through 8. These can be purchased at Legend's in Donaldsonville.

#### 4.4.5. Cold Weather Wear

A. Long sleeve sweaters with zipper or buttons, sweatshirts, wind breakers should be solid navy blue or white with the exception of articles purchased through SES. Navy Uniform windbreakers can be purchased at uniform stores, Academy and Walmart. The "Charles River" style is preferred. Student initials in block letters ½" or less in size may be worn on jackets for identification purposes.

B. Sweaters/coats should be worn as intended and not tied around the hips.

- E. Heavy coats are those which are constructed in such a way as to be too warm to be worn in a heated building. These may be any color or type with navy blue preferred. Heavy coats may be worn on days when the temperature is at or below 32 degrees.

\*\*\* No articles of clothing should be decorated with names, pictures, advertisements, logos, team emblems, fur, beading, or other embellishments. The only authorized decorations will be St. Elizabeth Cubs and/or the "SES crest" monograms, and initials on outerwear. For identification purposes, students initials in block letters no larger than ½" on navy or athletic sweatshirts and jackets will be permissible. Blouses are not to be personalized in any way.

- F. Denim, Camouflage, quilted vests and sleeveless coats or jackets are not acceptable.

E. Brand name logo on coats and other articles of clothing are not allowed.

#### 4.4.6. Sodality Uniforms

##### A. Boys.

1. White long sleeve shirt
2. White undershirt
3. Tie- Light Blue (purchased through SES office)
4. Uniform pants and shoes

##### B. Girls.

1. Light Blue skirt (Style 16, color 04) SK02LB-16 – can be purchased at Young Fashions
2. Uniform blouse and shoes
3. Camisole

#### 4.4.7. Dress Down Day Guidelines

A. Students who are allowed to participate in Dress Down Days should dress appropriately for school. This includes:

1. No open shoes, platform shoes, sandals, slip on or boots. Shoes must be closed.
2. Regulation socks must be worn.
3. Usual rules for jewelry and makeup apply.
4. Shirts must not advertise alcohol, tobacco, offensive language, rock groups, or music.
5. No sleeveless shirts, tight-fitting pants, wind pants or sweatpants. Jeans must not be tight fitting or too baggy or have

holes in them. Wide bottom and low-waist pants are inappropriate. Pants must be worn at the waist.

6. No other inappropriate clothing is allowed. Clothing must completely cover the student's torso. No skin should be seen between shirt and pants.

7. Only uniform shorts are allowed. No other shorts may be worn. All pants must come to the ankle.

8. Belts must be worn if pants have belt loops.

B. Students who do not comply with Dress Down Day guidelines or have not prepaid for fundraiser dress down days will call home for their school uniform.

#### 4.4.8. Lost and Found

Clothing left at school is kept in the office for students to claim. Parents are asked to mark clothing so that identification and return of lost articles can be more easily accomplished. Items not claimed by the end of the school year will be given to the H&S uniform swap held each summer.

### 4.5 Student Health Care

4.5.1. St. Elizabeth respects the parents as persons responsible for the health care of their children. Parents with children who have special health concerns are asked to inform the school office at the beginning of each school year or as the need arises. The staff will cooperate with reasonable medical requirements, but parents must understand that the school is primarily an educational institution.

4.5.2. Immunizations. All students must have current immunization information on file verifying that all required inoculations as specified by Louisiana law are up to date. Children without these records will not be allowed to attend classes until updated records are provided.

4.5.3. Administration of Medication. School officials will administer only medication that has been prescribed by a physician or nurse practitioner. Medication must be in the original prescription bottle and there must be on file written documentation from a physician authorizing administration of such medication. This policy applies to all medication, both prescription and over-the-counter medication.

#### 4.5.4. Diocesan Medication Policy

Parents are advised to give medication (prescription and non-prescription) at home on a schedule other than school hours. If it is necessary that medication be given during school hours, the following procedure **MUST** be followed:

A. No medication of any form, (prescription or non-prescription) will be allowed on a student's person at any time. Parents shall be responsible for personally delivering medication to the office. All medication will be stored for the student. It will be the student's responsibility to take medication at the proper time.

B. The school will not provide any medication and school personnel will not administer any medication or injections. ("Administer" for the purposes of this policy does not include school personnel handing the medication to the child as per parental instruction).

C. A Medication Log will be maintained by the school for any medication dispensed.

D. All medication left in the office for more than a week after last dispensing date will be disposed of. (Exceptions will be made in the case of chronic illness.)

#### E. Medication Procedures

1. Parents will notify the office in writing of their request to dispense medication to their child, including all directions and special administrations, and shall supply all necessary items needed for the administration of the medication. Form located on last page of handbook.

2. If medication is not properly labeled, it will not be given. Medication must be brought to school by the parent/guardian in a container properly labeled by the pharmacy or doctor.

Note: Only medications prescribed by a doctor will be administered at school. Aspirin and other over-the-counter medications will not be allowed to remain at school. A parent/guardian must bring and administer any over-the-counter medication if needed by a child.

3. All medication must be self-administered or administered by the parent. If self-administered, the child must report to the office for the medication. ("Administer" for the purposes of this policy does not include school personnel handing the medication to the child as per parental instruction).

4. The school will keep all medication in a secure place.

5. The appropriate Medication and Release from Liability form must be completed.

6. Any medication that is required to be permanently at school for emergency situations must have a Medication and Release from Liability form completed.

7. A Statement of Physician form will be submitted by parents in the case of medication being kept permanently at school or for chronic illness.

Note: Most medications require no more than three doses per day. In this case parents are to give the medication before the child leaves for school, when the child returns from school and before he/she goes to bed. Unless a specific time for administering medication is listed on the medicated bottle or on the doctor's orders, all medication should be administered at home.

#### **4.6. Student Services**

4.6.1 School Lunch Program. The lunch program operates as a part of the Baton Rouge Diocesan School Food Service Program, providing a hot "Type A" lunch. All students are required to eat in the cafeteria daily but may bring their own lunches. Meals should be prepaid monthly by the 1<sup>st</sup> of each month. Students are only able to charge up to \$20.00.

A. Breakfast is served daily beginning at 7:15 am. Students eating breakfast should arrive by 7:20 am.

B. Students with food and/or milk allergies may be accommodated. A doctor's order must be provided before accommodations can be made.

#### **4.6.2. Library**

A. Students may use the library independently during recesses and for 15 minutes before school. When the librarian cannot open the library during these times, a notice will be posted on the library door.

B. Library books are checked out for one week for grades K-1 and for two weeks for grades 2-8. No fines are charged on overdue books; however, a student is not allowed to check out more books until the overdue materials are returned. Reminders are sent to

the students concerning overdue books. All books must be returned before the end of school to receive the final report card.

C. Students will be assessed a fee equal to the replacement cost for lost or damaged books.

#### 4.6.3. Student Organizations

There are many opportunities for boys and girls to participate in activities at St. Elizabeth School. We ask you to take some time to discuss these possibilities with your child. One of the difficulties we often encounter is that children do not honor their commitment to a club or team. We ask you to help us teach them that commitments are important and their contributions add to the success of the team or club's undertaking. Parents are responsible for the transportation of their child.

Note: Students are to follow all school rules and regulations on behavior when participating in extra curricular activities for or at SES.

Scholastic requirement for participation in extracurricular activities: students must maintain a 2.0 GPA and a "C" in conduct. An "F" in any subject will disqualify them for that nine weeks period.

##### A. 4-H Club

Any boy or girl from the 4th-8th grade may join the 4-H club. They are asked to enroll in certain projects of interest to them. Parents can help to see that they keep accurate records and encourage them to be faithful to working with their projects. Achievement Day is held once a year in spring during which individual members compete for ribbons and trophies in various contests. Dues are paid annually.

##### B. Cheerleaders

Students in 7<sup>th</sup> and 8th grades may be cheerleaders. Try-outs are held each spring. Scholastic rules apply to cheerleaders. (2.0 GPA and a "C" in conduct.) An "F" in any subject will disqualify them for that nine weeks period.

##### C. Choir

Different classes will serve as the choir as assigned.

#### D. Athletics

Boys from 5th-8th grade may sign up for cross country and basketball. Girls in 5th-8th grade may sign up for basketball, volleyball and cross country. To participate, students must have permission of parents, health insurance, pay the Diocesan participation fee annually, and meet the academic requirement (2.0 average and "C" in conduct). No "F" in a major subject or conduct will be permitted. Boys in 7th and 8th grade are invited to participate on the Ascension Catholic Middle School football team. Boys in 5th through 8th grade may participate in an Independent baseball league.

Sportsmanship Code - Parents', teams' and coaches' behavior at practice and at games should be based on Christian values. A site supervisor will be named for all home games and posted near the concession stand. Enforcement of the sportsmanship code is his/her responsibility.

Administration - It is understood that the principal has authority over athletics at our school. The Athletic Director works directly with the principal and the CSAL in making any decisions regarding athletics. The athletic director works directly with student athletes, parents, and coaches in organizing league activities. Uniforms are purchased and CSAL membership dues are paid by each individual athlete.

#### E. Quiz Bowl

The Quiz Bowl Team is composed of 5th through 8th grade students who excel at answering trivia questions on many different topics. Students are able to try out for the Quiz Bowl Team at the beginning of the school year. Multiple teams of four will be selected from the candidates. From the teams selected at try outs, two diocesan teams will be formed. The two diocesan competition teams will consist of the top three fifth, sixth, seventh, and eighth grade students selected at the St. Elizabeth School Quiz Bowl competition. These students will represent St. Elizabeth School at the Diocesan Quiz Bowl competition.

## F. Drama Club

Boys and girls from 6th through 8th grades may join the St. Elizabeth School Drama Club. The club promotes an appreciation of Fine Arts by encouraging participation in plays.

## Section 5 – Safety

### 5.1 Issues of Safety

Every member of the community is responsible for his or her own safety and the safety of others. Behavior that poses a threat to safety cannot be tolerated and will result in discipline. Serious infractions can result in dismissal from school.

#### 5.1.1. Student Information Cards

An information card is to be completed by the parents for each student. Please make sure that the card is filled out as accurately and completely as possible. The purpose of the card is for use in emergency situations including illness and emergency school situations. If a change of address, telephone number, place of employment, person(s) designated to check out a child(ren), etc. should occur, this change should be given to the office as soon as possible. This is the parents' responsibility.

#### 5.1.2. School Closures

St. Elizabeth School does not automatically follow the Assumption Parish Public School dismissal procedures. However, because we do utilize the public school buses, St. Elizabeth will in most emergency situations dismiss when Assumption Parish Schools are dismissed. In cases of extended closures, St. Elizabeth may or may not remain closed, depending on the situation. Parents are asked to listen to radio and TV stations, check the school website, check SES Facebook, and *Remind messages* for announcements concerning school closures during emergency situations.

#### 5.1.3. Fire, Tornado, and Emergency Drills

In compliance with state law, fire drills are conducted monthly. Other drills are held in compliance with the procedures of the Catholic Schools Office.

#### 5.1.4. Asbestos

Inspections are held bi-annually. The school contains no friable asbestos and is in compliance with state regulations. A copy of the Asbestos Management Plan is available in the school office for review.

#### 5.1.5. School Insurance

All St. Elizabeth students are enrolled in the diocesan insurance program which covers at school accidents and any accident occurring while engaged in authorized school activities. This policy provides secondary coverage with limited benefits. Injuries must be reported to the school office within 30 days and claims must be filed within 90 days.

#### 5.1.6. Child Abuse Reporting

St. Elizabeth and all faculty and staff comply with the child abuse reporting laws of the state of Louisiana and the Diocese of Baton Rouge. For more detailed information, see [www.diobrocyp.org](http://www.diobrocyp.org).

#### 5.1.7. Policy on Sexual Misconduct

St. Elizabeth School complies with the diocesan policies concerning sexual misconduct.

#### 5.1.8. Volunteers

St. Elizabeth School welcomes and encourages volunteer participation at school. The guidelines of the Diocese of Baton Rouge are followed, requiring fingerprints and background checks of any adult who works with children in the school. Parents can access these requirements at [http://www.diobrocyp.org/Index\\_Req.htm](http://www.diobrocyp.org/Index_Req.htm).

## **Section 6 - Finances**

### **6.1 Control of Finances**

All monies received and collected in the name of the school shall be under the control of the school principal.

6.1.1. Bank Accounts. The principal must give permission for any bank account to be opened under the name of St. Elizabeth School or any subsidiary operation. The principal must be a signatory on all accounts.

### **6.2 Tuition**

The school board of St. Elizabeth School sets the tuition for St. Elizabeth School each year. Tuition may be prepaid or parents may enter into a payment plan with the designated tuition collection provider.

6.2.1. Nonpayment of Tuition. Tuition accounts must be kept current to continue a student's enrollment. Late fees apply to delinquent tuition.

6.2.2. Student records and transcripts will be released only when all financial obligations to the school have been met. Health records will be released in accordance with state law.

6.2.3. Unless otherwise indicated, all fees are non-refundable.

### **6.3 Money Collection**

All money sent to school for payment of any fees or bills must be placed in a sealed envelope, clearly marked with the child's name and grade, purpose of payment, and teacher's name. Each fee must be in a separate envelope. These envelopes should be placed in the green envelope provided to each child. Make sure to complete the information on the front of the envelope since this serves as a receipt. Please instruct your child to give this envelope to the teacher during homeroom. Loose money to pay fees cannot be accepted. Post-dated checks will not be accepted.

## **Section 7 – Public and External Relations**

### **7.1 The Media**

7.1.1. Right to Refuse the Access. As a Catholic School, St. Elizabeth has the right to refuse to allow representatives of the media on school grounds.

7.1.2. Access to Students. Media representatives will be allowed to interview students at school only with the written permission of the parents. Pictures and film of students can be used only with written permission of parents.

### **7.2 Representing the School**

Only the principal and pastor or their designees may make official statements concerning the school.

### **7.3 Technology and the Internet**

Use of the Internet is incorporated into the educational curriculum. This resource provides students with access to a wide range of information. It assists in preparing them for success in our global society.

7.3.1. Procedures for Use of the Internet

- A. The level of access to the Internet will vary according to the educational purpose set by the teacher and the age of the child. Each student will have access to the Internet World Wide Web information resources through his/her classroom, library or school computer lab. Students will not have a personal e-mail account; however, he/she may be involved in e-mail projects under the direct supervision of the classroom teacher.
- B. The student has the responsibility to learn and follow the guidelines that are deemed appropriate in using our educational network. All access to the Internet will be teacher directed and will conform to the following rules. The administration retains the right to amend these rules at any time. The student will be notified of any changes.

#### 7.3.2. Rules for classroom use of the Internet

- A. The student shall use World Wide Web/and or other Internet tools only under the direction and supervision of teachers.
- C. The student shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- D. The student shall not post any e-mail or other messages or materials that are derogatory, obscene, profane, threatening or disrespectful. He/she shall not use any language online that is not permitted in the classroom.
- E. The student shall not post any personal information about himself/herself (last name, addresses, or telephone number) or about any other person. He/she will not forward personal mail without permission.
- F. The student shall not agree to meet with someone he/she met online.
- G. The student shall not abuse or waste network resources through frivolous and non-educational use.
- H. The student shall not plagiarize works that are found on the Internet. Plagiarism is taking ideas or writings of others and presenting them as one's own. He/she shall respect the rights of copyright owners. He/she shall properly cite the source of information accessed over the Internet.
- I. The student shall not make any purchases on the Internet while using school equipment or Internet service. The student shall promptly

disclose to the teacher or other school employee any message received that is inappropriate.

- J. The student shall immediately tell the teacher if he/she mistakenly accesses inappropriate information to protect him/her against a claim that he/she has intentionally violated this policy.
- K. The student shall avoid the inadvertent spread of computer viruses by downloading data.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will deem what is inappropriate use with their decision being final. Consequences for failing to follow these standards may range from loss of Internet privileges to expulsion from school, depending upon the nature and severity of the act.

It is possible that your child may find material on the Internet that you may consider objectionable. Although your child's use of the Internet will be supervised, we cannot guarantee that your child will not gain access to inappropriate material.

**REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL AND  
RELEASE FROM LIABILITY:**

I/we, the undersigned parents/guardian of the minor child, \_\_\_\_\_, a student at St. Elizabeth School, hereby request the school to allow said child to attend school while taking medication from \_\_\_\_\_ to \_\_\_\_\_.

If I/we furnish any form of medication, prescription or non-prescription, it must be labeled with said child's name, name of medication and dosage. It must be accompanied with instructions, including the specific time it is to be taken at school. I/we assume all responsibility for any mistake if furnishing incorrect dosage.

For and in consideration of allowing said child to attend school in spite of his/her special needs, we hereby release, relieve and discharge St. Elizabeth School, Parish and the Diocese of Baton Rouge, and/or any of its agents or employees, from any and all liability for any injury or damage to the health of said child having to take medication during school hours.

I/we further release St. Elizabeth School, Parish and the Diocese of Baton Rouge from any and all liability whatsoever, and for any cause whatsoever which may result from the storing of medications, prescription or non-prescription.

I/we have read, understand and agree to the school's regulations concerning giving medication at school.

Medication \_\_\_\_\_ To be administered by:  
\_\_\_\_\_ Parent/Guardian

Dosage: \_\_\_\_\_ \_\_\_\_\_ Child

Instructions:

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\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date



## **Section 8 Personnel Issues**

### **8.1. Hiring Procedures**

St. Elizabeth School follows the hiring procedures of the Diocese of Baton Rouge. SES does not discriminate in hiring or promotion on the basis of race, color age, gender, national origin, or disability.

### **8.2. Preference for Catholics**

Because SES is a Catholic school, preference in hiring will be given to practicing Catholics.

### **8.3. Background Check**

8.3.1. Fingerprint Check. All persons seeking employment at St. Elizabeth must give their fingerprints for submission to authorities for a criminal background screening and participate in the Diocesan child protection program.

### **8.4. Contracts**

St. Elizabeth School follows the policies of the Diocese of Baton Rouge with regard to the signing of contracts. Contracts are issued on a year-to-year basis and there is no expectation of continuing employment on either side. Intent to non-renew will be submitted to the appropriate party by the close of the school session.

### **8.5. Supervision of Employees**

8.5.1. Certified personnel. The principal shall supervise certified personnel on a regular basis. No fewer than two formal observations per year will be performed.

8.5.2. Non-certified Personnel. The principal is responsible for ongoing supervision of non-certified staff. Deficiencies in performance will be addressed promptly and documented in writing.

### **8.6. Evaluation of Staff**

The principal shall complete a written evaluation for each staff member, both certified and non-certified. The staff member will be given a copy of the evaluation and may add comments before the evaluation is placed in the individual's personnel file.

## **8.7. Appeals by Employee**

The ascending order of authority for communication is:

1. Principal/Pastor/Superintendent
2. Catholic Schools Office
3. Human Resource Department

## **8.8. Termination for Cause**

The following are grounds for immediate termination:

- A. Serious violation of contract or employment terms
- B. Incompetence
- C. Incapacity
- D. Insubordination
- E. Immorality
- F. Neglect of duty
- G. Serious violation of the laws of the Catholic Church
- H. Attitudes and/or behaviors that demean Catholic beliefs and/or practices
- I. Public scandal or public acts which violate the teachings of the Catholic Church
- J. Sexual abuse or harassment
- K. Abandonment of job
- L. Theft
- M. Fraud
- N. Conviction of a felony or misdemeanor which may affect one's ability to perform one's assigned duties
- O. Violation of ethical standards

## **8.9. Professional Conduct with Students**

All school employees are expected to exhibit the highest standards of behavior towards the students entrusted to their care.

## **8.10. Being Alone with Students**

No employee is to be alone with a single student unless the door to the room is open or a window or other opening allows persons to view the room or he/she is in an open area of the school or grounds.

## **8.11. Confidentiality**

Students have a right to expect that adults will keep their confidences. However, any information involving health, life, or safety shared with a teacher or other employee must be promptly reported to one's supervisor and to the student's parents.

## **Section 9 School Policies and Procedures**

### **9.1. Professional Code of Ethics for Teachers**

In fulfilling the obligations of his/her profession, the teacher should act toward each of the following:

#### **A. Student Relationships**

1. Deal justly and impartially with students.
2. Respect the right of every student to a good reputation by refraining from discussing unnecessarily his/her faults and short-comings among teachers, and never among unauthorized persons.

#### **B. Parental Relationships**

1. Seek to establish friendly, cooperative relationships with the home of each student.
2. Keep parents informed of the progress of their children so that they are properly prepared to accept the final accounting at the end of the school year.

### C. Colleague Relationships

1. Speak only constructively of other teachers and never criticize them or their work to pupils, parents or others.
2. Exhibit mutual support and loyalty to fellow teachers.

### D. Administrative Relationships

1. Work with the administrator to improve the education offered in the school.
2. Refrain from discussing confidential and official information with outsiders.
3. Inform the administrator of any issue with pupils or parents so that the office will be able to support you.

## 9.2 Professional Responsibilities

A. Professional Conduct and Dress Code. Employees of St. Elizabeth School should conduct themselves at all times in a manner befitting the way of life in a Catholic school. Our speech, mannerism and dress should reflect the value of our own dignity and that of the student with whom we come into contact. In posting pictures and personal information on social networks one should be mindful to safeguard one's status in the community as a Catholic school employee. At religious functions, parent gatherings, and in-service meetings held on or off campus, teachers' dress should reflect their standing in the professional community. Dress-down days will provide an opportunity to wear more casual clothes such as jeans, sweats, T-shirts, shorts, tennis shoes, crocs, etc.

### B. Attendance.

1. Teachers are to report to school by 7:20 am.
2. Duty teachers are to report at 7:10 am. If changes are made to the duty schedule for the rest of the year, please let the secretary know so corrections can be made.
3. All employees are to sign in at the office daily. Report to the office to sign in before going anywhere else on campus.
4. Faculty members are to report to the workroom at 7:25 am for prayer. The school bell will ring at 7:30am for morning assembly of teachers and students.
5. Calling in Sick - You are to call the principal's cell 225-715-4104 between 5:00 and 6:50 am, or the office after 6:50. Please do not leave a voice mail or send a

text message. Remember we may have to contact a substitute to take your place.

6. Faculty members are expected to attend all in-service meetings as well as monthly faculty and teaming meetings. All faculty and teaming meetings will be on Mondays. Teacher dismissal will be 3 pm on Monday and 2:10 Tuesday-Friday. Teachers are expected to sign out if leaving before 3 pm on Mondays. Teachers are expected to avoid making any appointments which conflict with scheduled school activities or meetings.

7. Leaving Campus –Faculty members must sign out in the office and sign back in upon return. Always notify someone in the office when leaving campus.

C. Office Procedures

1. Teachers should read all office correspondence and follow the directions as stated.

2. Teachers are to check their boxes daily.

3. All correspondence sent out either to an individual or to a group must be approved by the principal before being sent home.

4. Anyone having an announcement to be made should have the announcement written and in the office by 7:25 am. Announcements to be included in Weekly Notes should be in the office by 7:30 am on Monday morning.

5. Telephone messages. Telephone messages will be taken during the school day. Only in the case of an emergency will a teacher be called to the phone. No cell phones are allowed during the instructional time. Cell phones are to be used in the faculty lounge only and only during recess or planning periods. Cell phones are to be turned off during the day. The staff is to accept or make emergency calls from the phone in the conference room.

6. Club Accounts. All money to be expended from club accounts must have prior approval of the principal.

7. Materials and supplies. Each teacher will be able to purchase \$100.00 in supplies at the beginning of the academic year. A list of supplies purchased and the accompanying sales slip must be submitted to the office for payment or refunding. Teaching materials are tax exempt. Taxes will be reimbursed only if items are on a separate slip. Most merchants will give a 10% discount if the entire \$100.00 is spent with them. Please inquire from the merchant. General classroom supplies such as staples, rubber bands, liquid paper, ink pens, paper clips, sticky note, etc. are to be purchased with your \$100.00 allocation.

All materials and supplies must be inventoried before submitting the packing slip or invoice to the office. Your signature on any of these items will indicate that all has been received. Please identify any items not received. Deadline for requesting, Sept. 30.

8. Required Services- Required Service logs are to be completed on a monthly basis. Teachers and aides cannot both document for the same service rendered. Since teachers' salaries are more and we are reimbursed based on salaries, teachers are to document attendance, etc. on their logs.

#### D. Professional Expectations

1. Lesson plans must be kept up-to-date in planbook and posted by 7:30 on the first day of the school week. GLE's and CCS's should be indicated.
2. Each homeroom teacher is required to record online attendance and grade records. Each child will receive a Cub folder which will be sent home each Monday with the preceding week's papers and other necessary information. The graded papers are to be signed by parents and returned. A file folder will be kept by the teacher of these signed papers for the nine weeks period.
3. Each teacher has a planning period. Use this time wisely.
4. Copying Procedure. Teachers are to plan ahead and have all of their copying done before school, after school, or at recesses. Copy only what is needed for students to acquire a skill. Please monitor the amount of paper that you use. Duplex whenever possible.
5. Every teacher is responsible for maintaining a clean orderly classroom conducive to learning. Books, supplies, etc. must be cleared daily so that the custodians can do their job properly. Teachers are to teach the full time allocated for a class. Homework should be completed at home not in class.
6. Bulletin Boards. Maintain a neat room with attractive bulletin boards and displays. Please use bulletin boards effectively to teach a lesson or to display children's work. An attractive classroom helps to set an atmosphere for learning. Each class must have a religious bulletin board.

#### E. Supervision

1. Supervision of classes. No class should ever be left unsupervised. Regardless of circumstances, it is almost impossible for an administrator to defend a teacher if an accident occurs while he/she is absent from the classroom. If there is an emergency and you must leave the classroom for a few minutes, please ask an

aide to watch your class or contact the office. **TEACHERS ARE NOT TO ALLOW STUDENTS TO LEAVE A CLASSROOM DURING A CLASS PERIOD UNLESS AN EMERGENCY DEVELOPS.** Teachers are to encourage students who feel ill to remain in class (get a drink, use the restroom, put heads down, etc., before calling home). Remind them that if they check out before lunch, they will be counted absent for a full day. **STUDENTS MUST HAVE A HALL PASS AT ALL TIMES WHEN OUT OF THE CLASSROOM DURING INSTRUCTIONAL TIME.**

At no time is a child to be placed in the hall. If a child must be removed from the classroom, call the office for him/her to be removed.

2. Entrance order. Teachers are to anticipate the bell in the morning and at the end of each recess. They are to be at their class lines to lead the children into class after the bell. Students may not enter the building or stay in the classrooms before school or during recess unless the teacher is present.

3. Dismissal order. Teachers are to watch the children leave the classroom. The children are to stay on their side of the hall and keep silent until they are outside of the building at recess or until the bell has rung at bus time. Afternoon dismissal for early bus students will begin at 2:05 pm. All other students will be dismissed at 2:08 pm. Teachers are not to leave school until 3 pm on Monday and 2:10 pm on Tuesday-Friday.

4. Outdoor supervision. There must be three teachers on duty (along with the administrator when possible) whenever there are students on the playground.

- a. Morning duty reporting times:  
Employee assigned to bus duty – 6:45 a.m.  
Administrator/Designee– 7:00 a.m.  
Duty teachers - 7:10 a.m.
- b. During good weather students go outside for recess. No students are allowed in the front of the building or in the gym.
- c. Duty teachers should remain separated at all times in order to be more efficient in supervising.
- d. On rainy days all students will be taken to the gym to sit in their class place. No running or rough playing in the gym will be allowed. Rainy day schedule will include supervising students both in the gym and those going to the bathroom. Students should use the restroom before entering the gym.

e. Teachers are responsible for being on time for duty and also for using the “Buddy System”. When you’re absent your “buddy” takes your duty, and you will take his/her duty at a later date.

5. Bus Loading. Students are not to be placed on the bus until the bus driver is on the bus.

6. Cafeteria. Students are to speak softly while in the cafeteria. Silence for Jesus will be observed during Lent.

E. Daily Prayers

## PRAYERS FOR CLASSROOMS

Period	Time	Grade	Prayers
After morning		K – 8 <sup>th</sup>	Morning prayers in prayer garden
Homeroom/1st	7:30 – 8:35	K – 4 <sup>th</sup> 5 <sup>th</sup> – 8 <sup>th</sup>	Our Father, Hail Mary, Glory Be Prayer to St. Michael
2nd	8:35 – 9:25	5 <sup>th</sup> – 8 <sup>th</sup>	Acts of Faith, Hope and Love
3rd	9:25 – 10:15	5 <sup>th</sup> – 8 <sup>th</sup>	Prayer for Vocations
Recess	10:15 – 10:25		
4th	10:25 – 11:15	K 1 <sup>st</sup> – 2 <sup>nd</sup>  5 <sup>th</sup> – 8 <sup>th</sup>	Grace before meal Our Father, Hail Mary, Glory Be  Apostles’ Creed
Before lunch Lunch After lunch	11:15- 12:15	1 <sup>st</sup> – 8 <sup>th</sup>  1 <sup>st</sup> – 8 <sup>th</sup>	Grace before meal  Grace after meal
Recess	12:15 – 12:25		
After recess		K – 8 <sup>th</sup>	The Angelus
6th	12:25 -1:15	3 <sup>rd</sup> – 4 <sup>th</sup>  5 <sup>th</sup> – 8 <sup>th</sup>	Acts of Faith, Hope and Love  Hail Holy Queen
7th	1:15– 2:05	5 <sup>th</sup> – 8 <sup>th</sup>	The Memorare

Before dismissal		K – 2 <sup>nd</sup> 3 <sup>rd</sup> – 8 <sup>th</sup>	Guardian Angel prayer Act of Contrition (2 <sup>nd</sup> would pray this once they learn it)
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A. GENERAL POLICIES OF S.E.S.

1. **Field Trips.** Field trips are encouraged. Permission must be given by the principal a minimum of two weeks before any arrangements are made. Notification to parents about date, time, place, and cost of transportation should be done well in advance of the activity. Permission slips are required and are to be turned in to the office prior to the trip. If parental permission is not secured by the time the trip is taken, the child is not to attend. Make sure the students are prepared for the observations they will make on the trip. Students must participate in a post field trip activity. The following forms are to be completed for each field trip: SES 2, SES 3, SES 4, SES 5 and SES 6.

2. **DIOCESAN GUIDELINES**

- a. There must be a minimum of 5 ½ hours of instructional time and a minimum of ½ hour for religion.
- b. There is to be no less than 50% of the time spent on skill subjects (reading, language arts, math). The remaining times is divided for religion, social studies, science, art and P. E.
- c. Post the classroom schedule in each class.
- d. Classes are to begin and end with a prayer. (See appendix.)
- e. A crucifix must be displayed in each class. A picture or statue of the Blessed Mother should also be in each class.
- f. The American flag is to be displayed outside and in each classroom. The pledge is to be recited daily.
- g. Fire drills are to be conducted on a monthly basis. Instructions are to be posted and reviewed with the children on a regular basis.
- h. The fire alarm is one long continuous sound.
- i. Staff with CPR and 1<sup>st</sup> Aid training are to be identified.
- j. Religious Certification – Basic certification is required for teachers. Updating and renewal is required after acquiring certification. All persons are to earn a minimum of 20 hours

every three years; ten hours in course work and ten hours through approved conference/workshops.