

August 11, 2010

Dear Parents,

Welcome to the 2010-2011 school year. We look forward to providing your child with an enriching and enjoyable school year.

**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.**

We believe that each child is a unique and important individual and we will attempt to provide for the needs of each child. We believe parents are the primary educators of their children. We have developed spiritual, intellectual, social, emotional and physical goals and objectives for our students and ourselves. We ask for your assistance in helping us to reach these goals and objectives.

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 work to promote 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 2010-2011 school year at St. Elizabeth School. Revisions will be sent to you as needed. Please keep it available throughout the year.

**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.

We feel this year will be a positive experience for your child and family and that our combined efforts will lay the foundation for spiritual growth, good morals, and great academic success for your child. Our best wishes to each of you for a successful school year.

Together we **CAN** and **WILL** make a difference!

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

Respectfully,

Paula Simoneaux, Principal

**PLEASE SIGN AND RETURN TO YOUR OLDEST CHILD'S HOMEROOM TEACHER  
BY FRIDAY, AUGUST 20, 2010**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Homeroom Teacher

I have read the St. Elizabeth School Parent/Student Handbook for the 2010-2011 school year and understand the policies and procedures therein. I will abide by these policies. 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. **I understand that tuition for the 2010-2011 school year will be paid in 12 months beginning in July and ending in June. I further understand that all tuition and fees must be paid to FACTS monthly or my child/children will be dismissed from school with incomplete grades.**

\_\_\_\_\_  
Parent's Signature

**Photo and Video Tape Consent**

I agree to allow my child to be photographed and/or video-taped and I understand that only general information concerning school activities will be published. I understand that I may withdraw my consent in writing at any time.

\_\_\_\_\_  
Parent's Signature

Student Honor Code

As a student of St. Elizabeth School I will tell the truth, do my own work at school and at home, and keep only what belongs to me. I will treat myself and others with respect. I know that my words, actions, and my choices have an effect on others. I understand that lying, stealing, and cheating are serious violations of the Honor Code. I also realize that the teacher's decisions regarding correction and punishment in his/her classroom are final. I will accept correction with obedience and respect.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

**Each student in the family should sign the Student Honor Code**

## 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.**

## 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**

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 school 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.

## **2.2 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 Tuesday and 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.

## **2.5. Ethical Issues**

2.5.1. 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.

2.5.2. 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.

2.5.3. 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.

## **2.6. 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, physical education, and library.

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 – (94-100) 4 quality points

B – (86-93) 3 quality points

C – (78-85) 2 quality points

D – (70-77) 1 quality point

F – (0-69) 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, then grades for the remainder of the year for major subjects.

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

Spelling - 1<sup>st</sup> grade

Science, Social Studies, Handwriting – 1<sup>st</sup> and 2<sup>nd</sup> grades

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 failing in two major subjects is not eligible for promotion. A student who fails one subject 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. Major subjects in grades K-3 are Religion, Reading, Math, and Language Arts.

B. Major subjects in grades 4-8 are Religion, Reading, Math, Language Arts, Science, and Social Studies.

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.

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.

- 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 the Stanford Kindergarten Readiness Test to determine eligibility to enter Kindergarten.
- B. Students in Kindergarten and First Grade are administered the Fox in the Box assessment to determine the students’ mastery of basic academic skills.
- C. Students in grades 2-8 take the Terra Nova Achievement Test each spring to assess individual academic progress as well as to provide information on school effectiveness.

D. The ACRE test is administered in grades 5 and 8 to determine knowledge 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.

A. 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.

1. Contact the teacher directly.
2. Meet with the teacher and the principal.
3. Meet with the principal one on one.
4. Contact the resident pastor.
5. Notify the Diocesan Superintendent of Schools in writing.

## **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 and St. Benedict 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 PreK does not guarantee admission into Kindergarten.

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.

A. 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. There is no penalty for missing one (1) hour or less. 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 1:50 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 suspended 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.

C. 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.

#### 4.2.8. Departures

A. Students who walk home will be dismissed from the bus loading area on Convent Street after the 1<sup>st</sup> load of buses have left.

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 requests for departure changes will be accepted in the office at 985-369-1527 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.

#### **Code of Conduct**

In all areas of learning, discipline must be considered in the development of the whole person. The Code of Conduct is based on the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons is encouraged and nourished by the Code of Conduct. To achieve these ends, parents, faculty and students work together to create a Catholic school environment. These basic components include:

- Teachers have a right to teach. No student will stop the teacher from teaching.
- Students have a right to learn. No student will stop another student from learning.

Based upon the Catholic moral values and loving respect for others taught by Jesus, students:

1. Will be honest and committed to integrity.
2. Will be respectful and courteous toward all teachers and adults.
3. Will refrain from harassment of any kind.
4. Will use appropriate language.
5. Will speak respectfully to and about others.
6. Will complete all assignments and participate fully in class.

7. Will respect all school and personal property (see also Care of School Property).
8. Will refrain from any deliberate disruption in the school.
9. Will adhere to the school's cell phone policy.
10. Will comply with the Internet Acceptable Use Policy.
11. Will demonstrate good sportsmanship when engaged in all school-sponsored co- and extra-curricular activities.
12. Will be present for all required activities unless officially excused by the administration.
13. Will adhere to the dress code.
14. Will not give or receive unauthorized assistance on tests, quizzes or assignments.
15. Will not leave school grounds during the school day for any reason without permission from the principal/administration.
16. Will not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, fireworks, laser devices, or any facsimile thereof. It is understood if this term is violated, suspension or expulsion may result.
17. Will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school.
18. Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities.
19. Will, at all times, whether at school or in the community, conduct themselves in a manner which reflects the Catholic values and principles of St. Elizabeth School.

The school observes this Code of Conduct because it is built on fundamental Catholic moral and social teachings. The role of the principal/administration, staff and faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

Because it is impossible to foresee all problems which arise, this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy and code of conduct of St. Elizabeth School, even though not specified.

In justice to the other students, circumstances may dictate that a student be removed temporarily or permanently from the particular school setting.

#### USE OF DISCIPLINARY ACTION

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will communicate with the principal/administration regarding the circumstances. They will assist in the development of a course of action to be taken to correct the situation.

Students who lack self-discipline or who violate the rights of others can expect disciplinary action. Each offense will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case. Repeated infractions can result in more serious consequences, up to and including suspension and/or expulsion, but there is no requirement for progressive discipline.

##### 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 yourself
- 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 - 8

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.

2. Grades 4 – 8 - If a student serves 3 detentions within one week, or commits a serious act, he/she will serve an after-school detention. (2:00 - 3:00)

a. Fourth After-School Detention: Out of School suspension with “F” on all work.

b. Three Suspensions will result in expulsion from school.

c. Possession of any type of weapon, drugs, or alcohol 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 day suspension

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

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

c. Inappropriate classroom, playground, or cafeteria behavior

d. Inappropriate language

e. Disrespect of authority

f. Disrespect of self or others

g. Tardiness to class

h. Eating, drinking, or gum chewing without permission

i. Grooming and dress policy violations

j. 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.

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

f. Vandalism/Stealing - If a student is caught stealing, 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.

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 or a suspension

\* Each after-school detention will lower the conduct grade by one letter.

C. Harassment/Bullying Policy

The schools of the Diocese of Baton Rouge do not condone harassment/bullying of any kind. All students of St. Elizabeth School are to be treated with dignity and respect. Harassment of any form is prohibited. This prohibition against acts of harassment applies to all people engaged in all school related activities; all students, regular or temporary, part-time or full-time employees; volunteers, itinerant instructors, and consultants. It also applies equally to clergy, religious, and lay persons.

1. Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature.
- b. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the students.
- c. Such conduct has the purpose or effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

2. Verbal harassment shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.

3. Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movements.

4. Written or electronic communication harassment includes communication of any threat of, or act of sexual, verbal and/or physical harassment.

#### D. 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.

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 chain and cross and one pair of earrings which do not protrude below the lobe of the ear are acceptable. Anything other than this is unacceptable. Earrings may be worn by girls only. Only one earring may be worn in each ear lobe.

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. Students are not allowed to wear extra hairpieces or extensions. Hair must be its natural color (no artificial hair coloring).

1. Boys' hair must be cut one inch above the collar and tapered. 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.

2. 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 with a barrette.

H. Uniforms are required for pre-k through 8th grade.

#### 4.4.2. Boys Basic Uniform

A. Outer shirts. Boys must wear the navy uniform knit shirt. Crest is preferred. 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)

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

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

F. Shoes. Solid black tie, low-quarter shoe. Any brand shoe will be acceptable; however, the entire shoe must be solid black. 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. Pre-k students must wear solid black shoes with Velcro fasteners. Shoes with lighted heels will not be allowed. 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. 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-k – 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 from Nov.1-March 31st. However, during the month of October if the temperature drops to below 50 degrees pants may be worn. 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)

No type of trimming on the pants will be allowed.

G. Socks. Solid white and must cover the ankle. No decorations or colorations allowed. White or navy leotards may be worn under the uniform skirt.

H. 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. Pre-k students must wear solid white shoes with Velcro fasteners. Shoes with lighted heels will not be allowed. Students with an injured foot must come with a slipper, flip flop, or croc on the hurt foot only.

I. Hair Ribbons. Hair ribbons may be worn, but they must be navy blue, white, burgundy, or uniform plaid.

H. Barrettes. Barrettes 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, sweatshirts, wind breakers should be solid navy blue with the exception of articles purchased through SES.

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

C. 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. Navy blue is preferred. No articles of clothing should be decorated with names, pictures, advertisements, logos or team emblems. The only authorized decorations will be St. Elizabeth Cubs and/or the "SES crest" monograms.

D. Starter Jackets, Denim, Camouflage, quilted vests and sleeveless coats or jackets are not acceptable.

E. Logo on coats must be small and inconspicuous.

#### 4.4.6. Sodality Uniforms

##### A. Boys.

1. White long sleeve shirt
2. White undershirt
3. Tie
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.

#### 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 problems are asked to inform the school office at the beginning of each school year or as the problem 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 either must be in the original prescription bottle or must be accompanied by a note from a physician or 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 taken. 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. Meals should be prepaid monthly by the 1<sup>st</sup> of each month.

- 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. One class period per week is allotted for 1<sup>st</sup>–4th grade to visit the library. All students are instructed in library skills by the librarian during this period.
- B. 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.
- C. 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.
- D. 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. Often they see no reason for missing a meeting or activity without a good excuse. 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. A form will be sent at the beginning of the year stipulating regulations for each of these clubs. We would like you and your child to sign them if interested. 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.

#### 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" (including 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. Student Council

Student Council members are elected from grades 5th-8th. They assist the school in various leadership roles during the school year.

#### F. 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 two 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.

#### G. 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 and lip sync productions as well as sponsoring trips to attend dramatic productions in the nearby community.

## **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 busses, 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, and School Reach 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.

#### 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.
- B. The student shall not access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- C. 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.
- D. 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.
- E. The student shall not agree to meet with someone he/she met online.
- F. The student shall not abuse or waste network resources through frivolous and non-educational use.
- G. 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.
- H. 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.
- I. 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.
- J. 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

