

STUDENT HANDBOOK PREFACE

Welcome to St. Charles Borromeo Elementary School for 2009-2010! The SCB Student Handbook exists to acquaint parents and students with the goals and expectations of the school. Parents and students shall read the handbook carefully, become acquainted with its contents, and by their signatures acknowledge that they understand its contents. With a strong Catholic identity, clear expectations, a rigorous academic program, and the cooperation of our families, the year will be an outstanding one. We encourage parental commitment and support in helping the student grow and develop in accordance with the mission statement and the beliefs of St. Charles Borromeo School.

MISSION STATEMENT

The mission of St. Charles Borromeo School is to glorify God in our work, our play, all we do, and what we say. Our school is dedicated to providing our students with a strong Roman Catholic foundation and academic excellence, in a setting rich in values, tradition, and legacy.

BELIEFS

We at St. Charles Borromeo believe the following:

1. Christ should be brought to the center of each student's life through guided problem solving and decision making based on Gospel values.
2. A child-oriented program that has as its goal the growth and development of each student into life-long learners and successful contributors to our society and our church should be provided.
3. The dignity of all human beings should be appreciated through a multi-disciplinary approach.
4. Individual excellence should be encouraged by providing a learning environment that is conducive to the successful achievement of positive personal goals.
5. The development of sound communication skills should be achieved through the teaching of creative thinking, the use of higher level questioning techniques, and the fostering of originality of expression.
6. Student interest and participation in curriculum-related activities provided by the school and community should be encouraged.
7. The development of student leadership skills should be achieved through participation in various school organizations and community groups.
8. The capacity for learning should be optimized for all children, providing those services available for students with individual needs.

ADMISSIONS

NON-DISCRIMINATION POLICY

St. Charles Borromeo School admits students of any race, color, national and ethnic origin to all the rights and privileges, programs, and activities accorded or made available to students at the school. St. Charles Borromeo School will not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, extracurricular activities, and other school-administered programs.

CHILDREN WITH INDIVIDUAL NEEDS

Unfortunately, St. Charles Borromeo School is not equipped nor proposes to service individuals classified under the aegis of Individuals with Disabilities Education Act (IDEA). Codified at 20 U.S.C. § 1400 *et. seq.* (1997 Amendments). The Act itself states, "The primary goal of Congress was to open the door of public education to disabled children to the same extent as non-disabled children." St. Charles Borromeo School is not a public school but considers all children, both disabled and non-disabled, as children of God. It is unfortunate, but a stark reality, that the school is not equipped to implement the IEP (Individual Educational Plan); thus, if we do accept a disabled child, the Christian contract that the school and the parents perfect will not follow the guidelines of IDEA but will be reasonably calculated to afford the disabled child some benefits of a Catholic education.

St. Charles Borromeo School does not provide special education services or facilities. The school, its principal, faculty and staff are only able to make minor adjustments in St. Charles Borromeo School's education program to attempt to accommodate whatever individual needs the child/student may have as stated in the annual INC Plan. The nature and extent of such minor adjustments is within the sole discretion of the principal of St. Charles Borromeo School. Should the principal determine in her own discretion that minor adjustments in St. Charles Borromeo's education program have not resulted in satisfactory accommodation to the special needs of the child and that it is in the best interest of both the school and the child that he/she be placed in a more appropriate learning environment, then the principal may ask the parent(s) to withdraw the child/student from St. Charles Borromeo and/or the child/student will be removed from the rolls of the school and/or not allowed to re-enroll.

ADMISSION PROCEDURES

Admission is based on available space, the student's cumulative record/transcript, satisfactory conduct and teacher comments, student-parent interview, and standardized test results deemed necessary to determine educational needs and placement for the individual. The pastor and the principal make the final decision regarding admission. Students are accepted in the following order subject to specific criteria for admission where noted.

RETURNING STUDENTS: First priority (1) is given to students (parishioners or non-parishioners) presently enrolled who have paid all financial obligations owed to the school up to the time of registration. The principal reserves the right to withhold, or refuse to accept registration of returning students suspended or on disciplinary and/or academic probation. The principal also reserves the right to refuse registration of returning students whose parent(s) have demonstrated a lack of cooperation either non-responsive or counter-productive to their child's education and who have repeatedly violated school policies and procedures affecting the health, safety and general well being of the student body, faculty and administration.

NEW APPLICANTS: The criteria established in categories numbered 2-5 identify each new applicant. A lottery system determines placement when there are more applicants than space permits. Applicants meeting criteria in category # 2 have first priority. If there are more applicants than space available in that category, the school establishes the lottery. From within that category only, applicants are drawn. If space is still available after the applicants within category # 2 receive placement, then category #3, followed by category #4, and finally category #5 use the same lottery method. Representatives from the PTFO and the School Board are present to pull the lottery, based on the following criteria:

- (2) All faculty members employed by St. Charles Borromeo have priority in registering their children;
- (3) All families presently enrolled have priority in registering other family members. Students previously enrolled, were relocated, and have moved back into the area have equal priority as well as families with siblings who have graduated from SCB;
- (4) Parishioners have priority according to the three-fold definition of a parishioner as promulgated by the Archdiocese of New Orleans. Catholics who move into the church parish and register with the church will be accepted into the school as soon as room is available;
- (5) Catholics from parishes with no school, or a parish school without room who present a voucher have priority. Non-parishioners have priority as space permits, followed by non-Catholics.

Following new student registration week, and provided all lottery drawn applicants receive placement, any applications received, regardless of the applicant's category, are placed in a first-come, first-served basis.

ADMISSION REQUIREMENTS

A child who will be five years of age by September 30 of the current calendar year may enter Kindergarten. A child who will be six years of age by September 30 of the current calendar year may enter First Grade. An interview may occur for any new student entering St. Charles Borromeo.

Please present copies (never originals) of the following certificates at the time of registration:

1. The official registered State Birth Certificate (not the hospital certificate)
2. Certificate of Baptism
3. Immunization Records - The Louisiana State Board of Health requires schools to refuse pupils who do not furnish the following immunizations, signed and dated by a physician or Health Unit: 4 D.P.T.; 3 Polio; 1 M.M.R. (Measles, Mumps & Rubella); the 5th D.P.T.; 4th Polio; and the 2nd M.M.R., administered AFTER your child's 4th birthday and prior to entry into Kindergarten.
4. At the time of registration, Grades 2-8 students must present the certificates mentioned in items 1, 2, 3, and 4 along with the most current report card.
5. Decree of custody where applicable
6. Voucher from home parish (if applicable)

When available (usually in June), new students in grades 1-8 must present an official copy of the end of the current year report card showing verification of passing to the next grade and validating that all former financial obligations have been met. Students who wish to transfer to St. Charles Borromeo School from another school will be interviewed by the principal to determine admission.

Students applying for the Pre-school and the Pre-Kindergarten program must be "potty trained." (Potty trained is defined as the ability to use the bathroom without assistance.)

FINANCIAL

TUITION

Tuition is divided into 10 equal monthly payments from July – April. The first tuition payment is due on July 1, 2008. Tuition payments are not due during the months of May and June. Payments are due by the 15th of the month. There is a \$20.00 late charge assessed on delinquent tuition each month. As a more efficient way of crediting your account, we kindly ask that all tuition payments for the Pre-school and the Pre-Kindergarten program be made payable to SCB Church. Siblings in grades K-8 will require a separate check made payable to SCB School. Beginning in September, the tuition statement is sent home with the oldest or only child in the family. The payment for the privilege of school trips will not be accepted when tuition payment is more than two months in arrears.

PARISHIONER DEFINITION: The "Tuition Schedule" is distributed in January of each school year and again at the beginning of the school year. To be eligible for the "Parishioners Tuition Rate" one must follow the definition of a Parishioner, established by the Archdiocese of New Orleans. This definition is as follows: The Long Range Plan for Archdiocesan Elementary Schools calls for parishes to provide financial support for the children of registered, active, supporting parish families enrolled in Archdiocesan elementary schools. To be eligible for the support fee from your parish for the purpose of school tuition, your family must be (1) REGISTERED, defined as any individual or family who filled out a parish census form or some written document declaring membership in a particular parish accepted by the local pastor; and (2) ACTIVE, defined as the individual or family who is in regular attendance at Mass on Sundays and Holy Days of Obligation; and (3) SUPPORTING, the individual or family who is a regular financial contributor to the parish in accord with the stewardship program of that particular parish. A "parishioner" of St. Charles Borromeo Church uses church support envelopes and meets the stated stewardship contribution of \$250.00 per child by the end of the calendar year. At least one year's record of contributions must be on file prior to registration of the child. At the time of registration, families must be meeting the monthly church support for a period of one year prior to registration in order to qualify for the parishioners' tuition rate.

PLEASE NOTE: Students currently enrolled in St. Charles Borromeo School who fail to register during the “in-school” (returning student) registration period, must then register during “new student” registration. There is no guarantee of placement at our school for families who do not register on time.

DELINQUENT TUITION POLICY: The school expects tuition payments in a timely manner. We reserve the right to refuse to administer any educational services if tuition is delinquent. It is the responsibility of those who are temporarily unable to meet payment obligations to initiate contact with the financial secretary, the principal, or the pastor for further consideration in this matter. If a parent has not responded to repeated communications from the financial office regarding delinquent tuition, then the student will not return to school until the financial obligation is resolved. In extreme cases, parents may be required to pay the full tuition balance for the remainder of the year prior to re-admitting the student to school. Families may not participate in the registration process with outstanding financial obligations. Students may not participate in school sponsored trips or extracurricular activities which incur monetary fees unless tuition is current.

EdLine access will be denied to parents whose tuition account is 60 days past due. As per directive by the Archdiocesan auditors, any delinquent account at the end of the school year will be forwarded to a collection agency for their action.

DAY-CARE PAYMENTS: Day-care (before-care and after-care) checks are made payable to SCB School. Please keep these payments separate from your tuition payments. There is a \$10.00 registration fee for day-care. Before-care begins at 6:30 AM, and the charge for before-care is a set fee of \$3.00. After-care begins at dismissal (both 3:00 PM and early dismissal) and costs \$2.00 an hour, beginning at the top of each hour until 6:00 PM. The late fee is \$1.00 per minute, per child, after 6:00 PM.

FEES AND COLLECTIONS

REGISTRATION FEE: The Registration Fee is \$165.00 for the first child, plus \$150.00 for each subsequent child. The registration fee includes your Clarion Herald subscription fee as mandated by the Archdiocese of New Orleans. Because this fee guarantees a place for the child and is used by the school to plan for the opening of school, the registration fee is non-refundable and non-transferable.

MIDDLE SCHOOL FEE: There is a Middle School Fee of \$75 for one child; \$125 for two children; \$175 for three children. This fee is charged to all students in the 6th, 7th & 8th grades to help defray the cost of staffing to implement "Middle School Program" supported by Archdiocese policy. Approximately two (2) additional subject matter teachers are required to implement the middle school concept.

TECHNOLOGY FEE: The Technology Fee helps to pay for all of the support required for the computer lab, computers and technology equipment in classrooms, updating and replacing all technology and equipment on an ongoing basis, cost of the Archdiocesan network/Web host/email capability, licenses for software, equipment and server maintenance, and supplies.

NON-PARISH SUPPORT FEE: There is a Non-Parish Support Fee for Pre-School through Eighth grade of \$300.00 per child. Our school is a ministry of the Church Parish. The Church Parish supports the children of registered, active, and supporting Catholics in their Parish Elementary School. The Church Parish supports their Parish Elementary School with a minimum of \$250.00 per child of Catholic parents. For Church Parishes without schools, the parish will pay this fee for children of supporting Catholics at another school. This fee is charged to all Catholic families who do not meet their Parish Pastor's guidelines for "parish support". The fee is paid to the school.

SERVICE CHARGE AND PAYMENT POLICY: A \$20.00 service charge is assessed for each NSF check. The financial secretary shall make a determination if the office shall receive payments in either money order or cash if an NSF check is processed on a student’s financial account.

MONEY

Money sent to the school with children should be sealed in an envelope with the child's name, the teacher's name, the amount, and its purpose written on the envelope. All envelopes containing money shall be sent to the office, and room mothers or fundraising chairmen shall pick up the envelopes from the office. No money should be sent via children. Please do not send excessive amounts of money to school with the student. If you wish to pay in cash, please bring the money in person and give it to the financial secretary who will issue a receipt for the amount delivered. Your cooperation will result in a more efficient method of crediting your account.

ARRIVAL AND DISMISSAL PROCEDURES

CARPOOL

Arrival carpool for regular, non Early Childhood Building will enter the school parking lot from River Road by the cemetery, proceed along the roadway next to the school office, turn right behind the school office on to SCB Drive, drop off children in front of the John Phuc Education Center, and exit S. Destrehan Avenue. Regular 1st-8th, non-Early Childhood carpool dismissal will enter the same way and line up for children in front of the Education Center. Arrival and dismissal for Early Childhood carpool will enter SCB Drive from S. Destrehan Avenue, turn counterclockwise into the horseshoe driveway, and pull all the way around. Kindergarten dismissal at 2:55 PM shall enter from River Road with regular 1st through 8th carpool, turn counterclockwise into the EC horseshoe, pick up kindergarten student, and exit by merging back into regular carpool to S. Destrehan Ave.

There is no front carpool, and children can NEVER be picked up or dropped off in the front of the campus. Please remain in your vehicle at all times. Please do not enter or exit the campus using Church Street between the hours of 7:45 AM to 8:15 AM, and from 2:40 PM to 3:05 PM, as this road is designated as a one-way entrance/exit for buses. Try to arrive no earlier than 5 minutes prior to the arrival and dismissal times as this may cause cars to back up. Please be aware that the St. Charles Parish Police may issue citations for cars that block traffic on any roadways that are not property of the school. Please display a sign with your child's last name in the right hand corner of your windshield and proceed as directed by the duty teachers to the stations where your children will be waiting. Please send an umbrella and/or a raincoat with your child/ren on rainy days so they can stay dry at arrival and dismissal. All students must be picked up by 3:05 pm. After this time, all remaining students will be sent to after-care. Parents will be responsible for any fees incurred while in after-care.

ARRIVAL BY CARPOOL TO THE EARLY CHILDHOOD BUILDING AND THEIR SIBLINGS: Students in PS – K who attend classes in the Early Childhood Building and their siblings in all other grades will arrive between 7:40-8:00 from S. Destrehan, and remain in the right lane to the Early Childhood Building, enter the horseshoe driveway, drive counterclockwise all the way around the horseshoe, drop off children, merge into the regular carpool line, and exit S. Destrehan. At drop off, we ask that the car be placed in PARK. A teacher will open the door for the student(s) to exit the vehicle. All students will disembark at that time; a duty teacher will cross all 1st –8th students safely. We ask that the driver remain in the vehicle. Please note that this is not the time to give messages to the teacher. Please put all correspondence in your child's folder before arriving to school. All vehicles will exit to the LEFT and merge with regular carpool to exit S. Destrehan.

ARRIVAL BY CARPOOL OF STUDENTS IN GRADES 1 - 8: Students without siblings in the Early Childhood Building will arrive between 7:40-8:00 from River Road by the cemetery, turn right by the Office and Early Childhood Building, and drop off children in front of the Education Center. At this point, we ask that the car be placed in PARK. A faculty member or Student Council officer will open the door on the passenger side for the student(s) to exit the vehicle. All students will disembark at that time. Please continue with other cars out Destrehan Avenue.

DISMISSAL BY CARPOOL OF PS, PK, and K STUDENTS: Cars picking up for PS and PK shall enter from S. Destrehan and turn counterclockwise around the horseshoe driveway between 2:30 and 2:50. Cars will then merge into the right lane of regular carpool to pick up siblings and/or exit Destrehan Ave. Cars picking up Kindergarten children enter from River Road with regular carpool at 2:50 for pick up since

Kindergarten must comply with the same minimum minutes of instruction as grades 1-8 required by the Louisiana Department of Education.

DISMISSAL BY CARPOOL OF STUDENTS IN GRADES 1-8: Regular carpool will turn right off River Road by the cemetery and proceed around the back of the school on SCB Drive to the Pius Building to line up for 2:50 PM. Cars should exit Destrehan Ave. In the event that it is raining, the students will be gathered in the walkways and exit as their vehicle arrives.

BUS TRANSPORTATION

Bus students will arrive in front of the Roth building (the Gym) via S. Destrehan Avenue. Bus students are dismissed from in front of the Fatima and Office buildings at 2:55 PM. Bus transportation is not available for students in the pre-school program for those aged three; however, four-year old PK children may ride the bus, but only if they are accompanied by an older sibling.

RULES FROM ST. CHARLES PARISH TRANSPORTATION DEPARTMENT: Transportation to and from school is provided free of charge to residents on the east bank of St. Charles Parish by the St. Charles Parish Public School System. The bus driver provides rules and regulations for each passenger. The Transportation Department of the public school system may be contacted at 785-7205 regarding route problems. All student passengers are under the direct authority of the bus driver. Problems regarding discipline must be brought to the principal's attention by the bus drivers using the "School Bus Behavior Report". The purpose of this report is to inform parents/guardians of a behavioral incident on the school bus and of subsequent disciplinary action taken by school officials. Because this or other incidents on school buses may jeopardize the safety and well being of the driver and/or the passengers on the bus, parents are urged to discuss the incident and possible implications with the student to prevent further occurrences. Students must report on time at the designated points where buses stop to receive passengers. All safety precautions must be observed while waiting for, boarding, riding, and departing the bus. Students must ride assigned buses. Once a child leaves his house and is in route to school, he/she is to abide by all bus rules and regulations. Improper conduct on the school bus could merit suspension from riding the bus for a specified period of time or indefinitely, if the offense is serious or repeated. Children ten years old and under must be received by a parent when the bus drops them off. If no one is home to receive the child, the bus must return to school and the child will be placed in after-care where the cost will be incurred by the parent. Failure to abide by this bus regulation will result in loss of transportation privileges. Students may not be released from bus lines without written authorization from the office.

SAFETY ISSUES: The speed limit on all roads on campus is 5 mph! For the safety of our student body, there is no parking on the back of the campus at any time. All parents, visitors, and volunteers should park in front of the church or the school office. Students are not allowed to wander the campus prior to or after school hours. Students who arrive prior to 7:45 am must report to before-care in the cafeteria, and parents will be responsible for any fees incurred while being supervised. Students who participate in extra-curricular activities are to report to the designated meeting place immediately after school. If the activity begins at a later time, such as a game, then the student must report at dismissal to after-care until the activity begins. There are no exceptions to this rule because there is no supervision until the activity. In order to ensure a smooth traffic flow and for the safety of our students, please do not leave your car unattended and refrain from cellular phone use. Animals riding in vehicles must be restrained for the protection of personnel and for the safety of our carpool system. Children of the legal weight shall be in their car seats. Please send an umbrella and/or a raincoat with your child/ren on rainy days.

CHANGES: Emergency alternatives to normal dismissal assignments for children must be made by at least noon to guaranty that the office staff can get the message to the teacher timely. Any other variations to normal dismissal shall be made prior to the child arriving with the office staff. Your cooperation is appreciated in this matter.

SCHOOL OFFICE

COMMUNICATION

Various forms of verbal and written communication are provided to keep parents informed on a regular basis. Formal conferences are offered twice a year. It is the responsibility of the parent/guardian to read all principal, office, teacher, parish bulletins, and school newsletters. Weekly THE THURSDAY TIDINGS will be sent home via the tuition holder in each family with all the news from the school. In this manner, parents can stay abreast of calendar events, policies, procedures, and general school information. It is extremely important that parents participate in the P.T.F.O., attend quarterly meetings, and attend school-sponsored events. Monthly information can also be found on the school's website: www.archdiocese-no.org/scb/.

VISITORS AND VOLUNTEERS

All parents, visitors, and volunteers coming to school must first report to the school office to sign in and receive a visitor's pass. This includes art moms/dads and field trip chaperones. Parents may not interrupt instructional time by going to their child's classroom unless authorized by the principal. Students may not bring siblings, relatives, or guests to school unless requested by a teacher for an instructional purpose and authorized by the principal. All volunteers must sign an Archdiocesan Abuse and Neglect Form prior to spending time with children.

SCHOOL/OFFICE HOURS

School hours for the Pre-School and Pre-Kindergarten Programs are from 8:00 AM to 2:30 PM. For grades K-8th, school hours are from 8:00 AM to 2:55 PM. Bus students are dismissed at 2:50 PM. The school office is open Monday - Friday from 7:45 a.m. - 3:30 p.m. on school days only.

PHONE NUMBERS

Area code (985)

School Office	764-9232	Parish Office and Rectory	764-6383
School Fax	764-3726	Parish Office Fax	764-3948
After School Care	(504) 415-8910	Cafeteria	764-7007
SCPPS – Transportation	785-7205 (please call this number for bus problems)		

FACULTY AND ADMINISTRATIVE APPOINTMENTS

Teachers are available for conferences during two scheduled Conference Days throughout the school year and by appointment only. From the moment morning arrival begins, teachers are on supervisory duty and therefore unable to conduct any discussions or meetings as their attention must be completely devoted to the children. The principal, the assistant principal, and the school counselor are always willing to meet with parents, but we do recommend an appointment so that parents can get the undivided attention they need for their concerns. Faculty members should not accept phone calls made to their home telephone numbers unless they have disseminated that phone number. Please contact the school office by phone and leave a message or write the teacher/administrator a note if you wish to schedule a conference at a mutually convenient time. Faculty members and administrators will meet with the legal guardians of the child only.

The principal requests that all classroom concerns are addressed first with the classroom teacher. If the teacher does not adequately resolve the issue, then an appointment needs to be set with the principal and parent, either with or without the teacher.

LOST AND FOUND

The school maintains a lost and found area. Lockers or classrooms house books and other student possessions. Please clearly mark all possessions with the student's name. Each student is responsible for his/her belongings. The school cannot assume responsibility for such articles. Local charities receive unclaimed articles at the end of the school year. The PFTO Used Uniform Sale held during the month of June sells unclaimed uniform items.

TEXTBOOKS

Students may not write in state or school-owned texts or CD's except to write their names on the labels in the textbook. Those students who lose textbooks or CD's issued to them must pay the cost of the book for each text lost. A damage fee is assigned if State textbooks are returned damaged at the end of the year. Students may not keep state-owned textbooks even if assessed a damage fee. Textbooks shall be covered at all times so that succeeding students will have clean texts for their use. Paper or cloth coverings are the only acceptable types allowed. Please, no adhesive covering of any type is allowed on textbooks! Book Sox, fabric book covers, are sold at the beginning of the school year.

REQUIRED FORMS

Parents must complete and return all required forms issued by the office. These forms include but are not limited to an up to date immunization form, the Emergency Card, the Medical Release Form, the Volunteer Information Form, the Acceptable Computer Use Policy Form, and the Public Information/Communication Release Form. The school office must receive these forms by the end of the first week of school. For the safety of the student body, your child/ren may not be removed from school until these forms are submitted to the office.

MESSAGES

Because of the large number of students and the problems of disrupting classes and carrying messages, only messages of vital importance, at the discretion of the administrator or office staff, will be relayed to the student during school hours. Parents coming to school to deliver a message or package should report to the office, not to the student's classroom. PLEASE NOTE: Due to preparation for dismissal time, messages for students will not be taken after 2:00 PM; there is too great a possibility of miscommunication that late.

TELEPHONE

Students will not be allowed to use the office telephone except for emergencies as defined by office personnel. This pertains to after school arrangements, forgotten books, etc. Telephones located in other buildings on campus are off limits to all students.

NOTIFICATION OF SEX OFFENDERS

Upon receipt of any notification that a sex offender lives within one mile of a school, in accord with Louisiana law, a principal must post the defendant's name, address, and the crime for which he was convicted in conspicuous areas in the school.

ATTENDANCE

For successful work and the maximization of the instructional program, St. Charles Borromeo School stresses the importance of regular and punctual attendance. According to Louisiana Department of Education law, students must attend a minimum of 160 of 175 days to be eligible for promotion to the next grade. Exception to this rule can be made only in the event of extended personal illness as verified by a physician and at the discretion of the INC (Individual Needs Committee). Parents shall schedule vacation trips to coincide with school vacations.

Children shall not miss school because of a family vacation during instructional school days. Such absences are NOT excused and the teacher shall NOT be required to allow the children to make up work or tests. Teachers shall not send work ahead of time to accommodate family vacations on school days. We expect our families to take advantage of the numerous vacation times embedded in the school year for family vacations.
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Yearly perfect attendance awards are merited by those students who have been in attendance all full days from 8:00 AM to 2:50 PM, and all other partial school days from 8:00 AM to the official time of dismissal. The student may not have any tardies, early releases, or absences to receive a perfect attendance award. Eighth graders are excused a one-day absence in order to visit local area high schools, in which case written verification of the visit is required from the attending high school.

EARLY CHECKOUT

Early dismissals are scheduled on the monthly school calendar. Students who request an early checkout for doctor's appointments, etc. will follow these procedures: 1) The student will send a note of explanation to the school office; 2) the student will be called to the office at the stated check out time. School personnel will walk students in Pre-school – 1st grade to the office; 3) a parent **MUST** come to the office to sign the student out at the stated check out time when leaving the campus before dismissal time. No student will be released directly from the classroom to the parent. If a child is to be released to someone other than the parent, the parent must notify the office in writing of this request. Notification by phone is not acceptable as we are unable to verify the identity of the caller. Early checkout counts against perfect attendance.

ABSENCES

Parents are required to call the school office prior to 9:00 a.m. to notify the office of an absence. All students who have been absent must return to school the next day with a signed note from their parent(s) to the homeroom teacher explaining the nature of the absence. For any absence of four or more days, the parent must provide verification of illness from a medical doctor. If the illness was a contagious one, the doctor's note must include authorization to return to school.

A student is considered absent the entire day if he/she leaves school before 8:30 AM. A student is considered absent 1/2 day if he/she arrives at school after 11:00 AM or leaves school before 2:00 PM. For all class work missed at school, the student will contact each teacher for the make-up of missed work. Missed tests are taken at the discretion of the teacher. The student is responsible for meeting the teacher to make arrangements. Missed assignments must be completed and returned to the teacher as soon as possible. In the case of a child's absence, parents should contact the school before 9:00 AM if they wish to have make-up work sent home that afternoon. Parents may pick up class work after 2:40 PM and before 3:30 PM.

TARDIES

Any student who arrives in homeroom after 8:00 AM is considered tardy. A tardy student must report to the office with his/her parent or a note from his/her parent explaining the reason for being tardy. A tardy student may not sign himself or herself in. After obtaining an admit slip from the office, the student must proceed to the classroom and present the tardy slip to the teacher.

HEALTH AND FIRST AID

A student who becomes ill or injured is to report immediately to the office if the injury allows them to do so. Parents, then adults listed on the emergency card, are called when a student does not feel well enough to attend class. The school does not have a nurse or sickroom. To safeguard the health of all students and personnel, any child who has a temperature above 99 degrees without fever-reduction medication, who is vomiting at regular intervals, or exhibits symptoms of a possible contagious or infectious disease, will not be allowed to remain in school. A child exhibiting these symptoms at home should not come to school. You will be contacted to pick up your child if he or she has a temperature. Your quick response to our request will be appreciated. The school is not equipped to handle anything more than minor abrasions and bruises. Medications for minor abrasions are not given. Wounds washed with antibacterial soap are covered if necessary. The treatment of bruises and sprains include the application of ice. Under no circumstances may a student call his/her parent to go home unless the office is notified.

In case of injury, the office will notify the parent or other designated person on the emergency card. Every student must have an emergency card on file in the office. It is the parent's responsibility to notify the office of any change of information on the emergency card. In the case of serious injury, if we are unable to contact the responsible parties listed on the emergency card, we will then contact the listed physician. In the event that we are unable to contact the physician, the school will use the Medical Release Form to acquire emergency treatment for your child.

In order to safeguard the health of the student body, faculty, and staff, if a student has been absent due to a contagious or infectious disease, (i.e. pink eye, influenza, strep throat, Fifth's disease, chicken pox, etc.), a physician's certificate will be required in order to be re-admitted to school. Please note that this is only a partial listing of contagious or infectious diseases. Please consult your child's pediatrician. In the event of a case of head lice, the child will not be allowed in school until he or she has been treated and is nit free.

INSURANCE

Student insurance is only a supplement to the parents' primary carrier and payable only after the parent has paid the medical bills and has filled out the appropriate forms. If a student or student/athlete is injured at school or in a school sponsored function and the parent wishes to make a claim on the student health insurance, the parent must notify the office in writing within 10 days of the accident, and the student must see a doctor within 30 days of the injury. A claim form must be filed with the insurance company within 60 days of the accident for the insurance company to honor the claim. It is the responsibility of the parent of the student to secure a claim form from the school and to file the necessary claim with the insurance company. Reports of injuries must be made immediately for claims to be honored.

MEDICATIONS

Parents are encouraged to administer any prescription drug or medication to their children at home following a schedule of before or after school hours. Medication, whether prescription or over-the-counter, may not remain with the student while in school. All medication will be sent to the school office (for pre-school and pre-kindergarten to the child's teacher) where it will be stored and dispensed by authorized personnel. The Archdiocese, in conjunction with their insurance carrier, has mandated the following procedure to be used for dispensing medication. Before the school can administer aspirin or any over-the-counter medication, or any prescription medication, the form titled, "REQUEST FOR SCHOOL PERSONNEL TO ADMINISTER MEDICATION" must be completed and sent with the medicine and a physician's statement. Medication for children in the pre-school and pre-kindergarten program is kept in a locked facility within the early childhood building.

All medication prescribed by a physician **MUST** be accompanied by a Physician Statement Form obtained from the school. This form must be signed and dated by the student's physician and returned by the parent. Parents are responsible for returning the form and the medication to the school office secretaries. All medication **MUST** be in the original container properly labeled by a registered pharmacist, and the medication must be enclosed in a zip-lock bag with the following: (a) the pre-measured dose of the medicine, and (b) a label with the child's name, grade, teacher, date, name of medication, and dispensing instructions. Parents must claim unused medication within a two-week period of discontinued use. Those students on medication for A.D.D. or A.D.H.D. need to complete the Physician Statement Form one time, along with the physician's statement, and we will simply continue to document dispensing information on the medication log sheet. Medications with instructions such as "as needed" or that your child needs periodically like Tylenol, must be accompanied with a physician's statement defining when the medication is to be administered. Question #5 on the form may be answered "anytime, as needed." We will complete the log sheet when the medication is administered. One copy of the medication form has been sent home. If your child has frequent need for new medication, we suggest you request extra forms to have on hand as needed. Keep in mind that we must have this form and a physician's statement for each new medication or when the medication is stopped for an interval of time and then started once again. Please note the bold print that states a signed physician statement must accompany this request form. We will be unable to honor any medication request without this accompanying physician's statement and without this form.

CAMPUS EMERGENCY DRILL PROCEDURES

DRILLS: The school has a comprehensive crisis management plan. All students are instructed in fire drill and other emergency procedures and practice monthly. At the sound of the fire drill signal, all students, school personnel, and visitors must exit the buildings following the posted fire drill evacuation routes. During fire and other emergency drills, students are required to conduct themselves in a manner reflecting their responsibility for the personal safety of themselves and other occupants of the building. Students must (a) follow all instructions given by school personnel, (b) familiarize him/her self with emergency information posted throughout the school, (c) begin moving when the alarm sounds, closing nearby windows and doors, (d) maintain orderly lines and silence, (e) respond immediately and appropriately to directions, (f) remain in the place designated after exiting from the building, and (g) return to the building immediately when the all-clear signal is given.

FIRE ALARMS: The procedure for turning on a fire alarm is to go to one of the small red fire boxes located throughout the building, and to follow the directions on the box. Please note that if a firefighter directs you to turn on a fire alarm, you are to do so immediately; no permission from a teacher or the principal is needed under that circumstance; however, the turning on of a fire alarm as a prank is against the law and will earn serious consequences. A student who exhibits disorderly conduct during a fire drill or other emergency drills will be subject to disciplinary action.

EVACUATION: For parish emergencies requiring the evacuation of the school, parish buses will pick up our students and faculty and transport them to Bonnabel High School until it is safe to return to St. Charles Parish. All emergency/lock-down information will be sent to parents via SchoolReach, an emergency phone service that leaves emergency messages with responders or message machines.

EMERGENCY CLOSINGS

The official media stations for announcements concerning emergency closures for our school are WWL-870, WWL-TV CH.4, WDSU-TV CH.6, and WVUE-TV CH.8. Please do not call the pastor, the principal, or faculty to obtain this information. The school has purchased SchoolReach to send emergency messages to homes as soon as possible. If the media announces that all of St. Charles Parish Public Schools are closed, then SCB is closed because we will have no bus transportation. If the media announces that all Archdiocese of New Orleans Schools are closed, then SCB is closed because we are an Archdiocesan school.

CAFETERIA/LUNCH

FOOD ALLERGY CAUTION: Please be advised that we have students in grades PS-8th with life threatening food allergies. These students are highly allergic to nut and dairy based products. Please consider the choices you send for a class snack or birthday party celebration by checking with the teacher first regarding food allergies. We appreciate your cooperation.

SCHOOL LUNCH: Lunches purchased daily, weekly, or on a monthly basis are through the Archdiocesan Food and Nutrition lunch program. Students may choose to bring lunch from home or purchase the cafeteria lunch. Fast food may not be delivered from parents to students for lunch. In conformity with the Federal / State Lunch program, the students are served a “class A” lunch. Parents receive menus on a monthly basis. The lunch fee is \$1.50 per day for students in grades 1st – 8th. Lunch money is payable in cash or check by the week (due each Monday) or month (due the first Monday of the month) for an individual or family. You are encouraged to pay in advance either weekly or monthly for the cafeteria lunch. The cafeteria manager assigns each student a coded student identification card that scans each purchase. Payments for the lunch program are under the guidelines of the Archdiocesan Food Service. The cafeteria manager, not the school, sets the rules governing collection of money, accounts, and charging. Please correspond with the cafeteria manager for information regarding your child’s cafeteria account.

The school expects bills incurred through the school lunch program to be paid in a timely manner. After numerous reminders to parents that the account is zero, the cafeteria will provide only a cheese sandwich with milk until parents pay into the account.

PACKED LUNCH: Children given permission by their parents not to eat during lunch must have a note on file in the school office by September 1st. Lunch brought from home should be nutritious in nature. Students will be able to buy low fat chocolate milk, low fat or whole white milk, orange juice, and extras.

LUNCHEON BEHAVIOR: The following rules govern luncheon behavior: (a) display manners befitting a Christian student with noise kept to a minimum; (b) place books and sports equipment in the designated area; (c) walk from their classes to the cafeteria in an orderly manner; (d) no running or "cutting" in line; (e) please clean eating areas, drop no papers on the tables or floor, and push in all chairs; (f) when emptying trays, be careful that the food goes into the trash can and not on the floor and stack all trays correctly with forks placed into the containers provided; (g) please be courteous to all cafeteria personnel; (h) behave appropriately; (i) take no food and drink outside the cafeteria; (j) students in grades K-4th must raise their hands in order to obtain permission to leave the cafeteria; (k) due to mandated regulations, no soda cans (carbonated drinks) shall be inside the cafeteria; (l) take no food items, such as popsicles, ice cream, and chips outside the cafeteria; (m) do not share meals because some children have food allergies. Violations of these rules will result in removal from the cafeteria and the requirement to bring your own lunch.

RECESS AND PLAYGROUND: At recess time, all students should go immediately to the playground area as indicated by the supervising teachers. The classrooms and all buildings are off limits during lunch without a pass from a teacher. Students should use all playground equipment responsibly and use the crosswalk to reach the playground.

PLAYGROUND RULES: The following are the rules for the use of the playground and equipment: (a) only one person may be on the slide at the same time; (b) do not walk up the slide; (c) wait until the student in front of you has left the slide before going down; (d) only one person, per swing, at a time; (e) do not push sideways on the swing; (f) do not run in front of the swings; (g) only one person may be on the monkey bars at one time; (h) wait until the student in front of you has completed their journey across the monkey bars; (i) students may not go on top of the monkey bars; (j) only Nerf products or other "soft" equipment is used on the playground.

SCHOOL PROPERTY

CARE OF SCHOOL PROPERTY: Students must keep the inside and outside of the building and surrounding areas as neat and clean as possible by placing all candy wrappers, etc. in the trashcans provided for this purpose. All students must strive to keep the campus beautiful and free from trash and litter. The tidiness and appearance of the school building during the day depends on each student's cooperation in keeping areas in order and keeping each classroom neat and clean. Any student who damages school property will not only be charged for the damage, but will incur the cost to the extent necessary to repair the damage. Disciplinary action shall follow.

LOCKERS: Every middle school student receives an assigned locker at the beginning of the year. School rules prohibit the sharing of lockers. Locker/shelf organizers, appropriate magnets and pictures may be placed in the locker; however, no stickers or adhesive may be used on the inside or outside of the locker. The use of lockers takes place before homeroom, before lunch, after lunch and at the end of the day. The school is not responsible for items reported as missing or stolen from student lockers.

SUPPORT SERVICES

COUNSELOR

The school has a full time certified academic and guidance counselor. Any student wishing to see the counselor should simply stop by the office to fill out an appointment form. Counseling services include small group, one to one, and classroom instruction. Any discussions between children and the counselor are

confidential unless it is an issue of the child being harmful to himself/herself or others. The counselor is part of the administrative team, but she/he does not issue consequences for inappropriate behavior.

TERRA NOVA TESTING

The counselor is responsible for the standardized testing program administered in the spring. The TERRA NOVA and *In View* are the instruments currently used for grades 3-7. Test results sent home to the parents include guidelines for interpretation of the results. Test results are critical in making decisions about upgrading curriculum and areas of need. They are also among the criteria used by high schools in determining student acceptances along with student performance and grades. All efforts should be exercised to assure that students are present during this critical time. The dates for standardized testing are on the yearly calendar.

LIBRARY

The library is the heart of a school. The fully automated library provides numerous resources for student use. All students participate in the library program, including the Accelerated Reader Program. The loan period for a library book is one week. The fine for an over-due book is \$.10 per day. Students must replace or pay for a lost or damaged book. The replacement cost is equal to the book value. A "Donate-A-Birthday-Book Program" exists at our library. Students are encouraged to donate a book in their name during their birthday month. Upon request, the librarian will supply the appropriate form for this donation.

INC. (INDIVIDUAL NEEDS COMMITTEE)

St. Charles Borromeo has an INC or Individual Needs Committee that reviews and assesses individual student progress and needs, on both the academic and the social level. This Committee meets as needed to review INC plans and is composed of the School Counselor, the Assistant Principal, the Principal, the child's teacher, and the child's parents.

PARENTS, TEACHERS, FRIENDS ORGANIZATION (PTFO)

The PTFO is an integral part of St. Charles Borromeo School. Dues are included in school tuition; therefore, all parents are considered members. Attendance by parents at P.T.F.O. meetings is very important. The group supports and extends school programs, sponsors family activities for the school community, and provides funding for the many extras not assessed in the school budget.

GRANDPARENTS CLUB

The Grandparents Club was organized by grandparents to support the school and its efforts with their grandchildren by sponsoring events and volunteering their time.

DADS CLUB

The mission of the Dad's Club is to support the school in building, repairing, landscaping projects, thus improving and beautifying the school site and learning environment. Dads also meet for athletic activities.

SCHOOL BOARD

The School Board is composed of elected, appointed, and ex-officio members as set forth in its constitution. The St. Charles Borromeo School Board is advisory to the pastor and principal. The School Board, established to serve as a consultative body to the pastor and the school administrator, aids in the implementation of archdiocesan policies, and assists in the discussion of programs at the school.

PROGRAM OF STUDIES

RELIGIOUS EDUCATION

It is our belief that parents are the primary educators of their children and that they provide on-going opportunities for their child to witness their faith through daily prayers at home, regular mass attendance, and sacramental participation.

The Religious Education Program at St. Charles Borromeo School, which includes classroom instruction in the Catechism of the Catholic Church, prayer and worship opportunities, retreats, and service programs, articulates the unique Catholic identity of the school in its faith development of its students, as well as the total school community. The program, based upon the premise that our school is a Catholic Christian Community, asserts that each child should experience the life and growth-engendering environment of our school as a faith community. It is expected that learning experiences taught in "religion class" continually reinforce and strengthen spiritually the individual and our faith community. Students attend and participate in frequent and special prayer services, class liturgies, as well as bi-monthly masses. Each day begins with prayer, lunch is preceded by Grace, and the day closes with afternoon prayer.

As part of the religious education program mandated by the Archdiocese of New Orleans, students are required to receive instruction in human sexuality. This program, taught in conjunction with the religion series, takes place as correlated with the religion series throughout the year. Although parents are the primary educators of their children, they are not the only educators of their children. The Church also has a role. The Catholic schools and religious education programs exist to serve the Church and the parents. The program and the curriculum guidelines were prepared according to the directives given by the Magisterium of the Church. Archdiocesan guidelines in this area are carefully researched recommendations for the average child based upon the guidance of the Magisterium. The guidelines are intended to assist in teaching children and young people to integrate their God-given gift of sexuality as they grow into mature Christians in the image of Jesus Christ. The emphasis of the curriculum in teaching Christian responses provides an awareness of Christian morality, respect for life, human dignity, and the continuance of Christian growth.

Parents/guardians who wish to withhold their children from participating in religion class during instruction in human sexuality must conform to the following directives, as there is no substitute for the Bishops' teaching: (a) a child is not exempt from religion; therefore the parent must get approval from the Pastor to teach their child; (b) the parent must use the same series used by the school and follow the stated curriculum; (c) once approval has been obtained, the parent(s) must come to school every day during the time the child would take religion. (d) during this time, the parent will provide instruction in human sexuality using the prescribed series and curriculum. (e) if the parent is not present to teach the child, the student will remain in his/her religion class; (f) the student is responsible for all assessment required by his/her religion teacher; (g) The Office of Religious Education of the Archdiocese of New Orleans certifies the principal and the religion teachers in the teaching of human sexuality and religion curriculum; (h) religion teachers provide information at "Welcome Back Night."

ACADEMICS

The curriculum at St. Charles Borromeo School is the master plan for learning. The school has adopted the Louisiana State Standards and Benchmarks and the Archdiocese of New Orleans Standards Based Education Standards.

ELEMENTARY PROGRAM

Our Kindergarten curriculum consists of the following:	
Religion	
Saxon Phonics	Reading Readiness through the Primer reader
Math Readiness	Social Living /Science
Handwriting	Art/Computer
Music	Physical Education
Our 1st - 3rd grade curriculum consists of the following:	
Religion /Human Sexuality	Language Arts (Reading, Saxon Phonics, English, Writing, Spelling)
Math	Science
Social Studies	Physical Education
Penmanship (Cursive writing introduced the 2 nd semester of 2 nd grade)	
Computer	

Our 4th - 5th grade curriculum consists of the following:

Religion / Human Sexuality	Reading
Math	English / Writing
Science	Social Studies
Spelling	Physical Education
	Technology (computer)
	Penmanship (Cursive writing is required of all submitted work.)

5th graders participate in the D.A.R.E. Program through the St. Charles Parish Sheriff's Office.

Our 6th - 8th grade Middle School curriculum consists of the following:

Spanish I (8 th)	Algebra I (8)
Reading (6 & 7)	Literature (8), English I (8)
English	Science (6 & 7), Physical Science I (8)
Physical Education	Technology (computer)
Social Studies	Study Skills 6 th and 7 th

Middle schools students are on a "block schedule," attending four, ninety-minute classes daily.

ELIGIBILITY FOR HIGH SCHOOL CREDIT

All eighth grade students shall be eligible to receive high school credit for Spanish I and Physical Science I. Those students placed in the accelerated program shall be eligible to receive high school credits for Algebra I, and English I in addition to Spanish I and Physical Science. The basis for placement into the accelerated program includes the student's grade point average, SAT scores, and teacher recommendation.

An eighth grade student shall be eligible to receive high school credit if he/she meets the following criteria:

- (1) The student must attend school for a minimum of 165 days in school.
- (2) The student must earn a letter grade of "C" or higher each semester.
- (3) The student must complete the coursework with a final grade of "C" or higher.

Each subject area teacher documents earned high school credit on the student's cumulative record.

FIELD TRIPS

These educational opportunities are an integral part of the educational process and provide learning opportunities that we are unable to provide in the school setting. The student must bring in a completed and signed permission slip form issued by the school. There are no substitute forms for the official school permission slip; the parent or guardian must sign this form. The teacher receives all permission slips and money required from parents for the cost of the field trip. At St. Charles Borromeo we are fortunate that our PTFO generously donates \$10 per student to help defray field trip costs. Students wear school uniforms on all field trips unless designated by the principal. Only bag lunches (no fast food items) are allowed on field trips unless other arrangements are made as part of the field trip experience. Students should not bring money on a field trip unless designated by the teacher. If a parent refuses permission for the child to attend a field trip, the child shall be kept home for lack of staff to monitor the child.

AGENDA ORGANIZERS

St. Charles Borromeo School has provided each 3rd -8th grader with a Premier Agenda Organizer. Each student is taught how to use their agenda in an effort to enhance organizational and communication skills. The agenda must be carried at all times! Parents are asked to read their child's agenda daily and communicate with the teacher using the agenda. Students who lose their agenda books must purchase a new one at a cost of \$10.00, if extras are available.

HOME ASSIGNMENTS

PARENTAL ASSISTANCE: Homework is advantageous because it serves to teach the student how to act in a reasonably independent manner. Thus, assignments completed at home are a means of developing the principles of self-discipline and self-help. It is important to keep in mind that written work is only one form of homework. Students should be reading and reviewing nightly. Parents can assist in home assignments by doing the following: (a) providing an atmosphere in the home conducive to study; (b) making sure the work is performed by the student, not by elders and siblings or copied from another student; (c) checking to see that homework is completed; (d) encouraging the student to do as much extra reading as he/she is able to complete; and (e) stimulating the student's interest in hobbies, creative crafts, and places of interest in the community by taking part in family trips.

RECOMMENDED HOMEWORK TIME: Homework begins in Kindergarten. The amount of homework depends on the student's progress in school. Teachers assign homework to practice what is taught in class. The time it takes for a student to complete homework will vary. In general Kindergarten through 3rd grade students should spend 20 minutes to 1 hour doing homework. Students in grade 4 through 8 could spend one to 2 hours a night doing homework. Remember that this time is not just for written assignments, but includes looking over notes from class, studying for tests, independent reading, working on long term projects, etc. In preparation for high school, middle school students are expected to spend a majority of their homework time in reviewing, practicing, studying, and reading. They should spend at least one hour each day completing assignments.

EDLINE: St. Charles Borromeo has purchased the Edline software, which works with GradeQuick to allow all parents access to all grades from teachers' Gradebooks, using an assigned family password. Teachers are allowed seven days to input grades from tests, quizzes, and homework into their Gradebooks. Although Progress Report days are indicated each quarter on the calendar, parents can access their children's grades at any time through EdLine.

TESTS/EXAMS

Weekly and cumulative unit tests are given in grades 1-8. Some Middle school tests are returned for parent signature; test papers not returned signed are subject to penalty such as demerits or lowering of that test grade. **Tests are sent home for parental signature and for parents to go over the items missed. Under NO circumstances are any tests to be copied for use by subsequent siblings. To use old tests for studying is cheating.** Exams take place every nine weeks in grades 6-8. Middle school students may be exempt from exams during the 4th quarter provided they have an "A" average (94 or above) for all four quarters and are not on disciplinary probation. Exemption criteria will be the same for all students.

GRADING

The scholastic year is divided into four quarters. Based on the numerical average (calculated to the tenths), a letter grade in the range of A+ to F is given in each subject, except in certain subjects where the grade is noted as an E, S, or N, at the end of each quarter. Final course grades are calculated by averaging all four nine weeks numerically. The grading scale is as follows:

A+: 100-99	B+: 93	C+: 85	D+: 77	F: Below 70
A: 98-95	B: 92-87	C: 84-79	D: 76-71	
A-: 94	B-: 86	C-: 78	D-: 70	

E: Excellent S: Satisfactory N: Needs Improvement

In grades 1st - 5th, quarter averages/grades are computed according to the following percentages:

Weekly Tests -75% Edline should show at least 3 tests each quarter.

Homework, Quizzes, and Participation - 25% Edline should show at least 6 grades in this category.

In grades 6th – 8th, quarter averages/grades are computed according to the following percentages:

Weekly / Unit Tests - 50% Edline should show at least 3 tests per quarter.

Homework, Quizzes, Reports, and Participation - 25% Edline should show at least 8 grades in this category per quarter per subject. Nine Weeks' Exams - 25%

REPORT CARDS

Parents will receive a report card every nine weeks, generated by Grade Quick. Please sign and return the report card/envelope within one week to the homeroom teacher. Parents may keep the fourth quarter report card. The report card will indicate the progress each child is making academically, including personal development. Parent/Teacher Conferences are held twice a year to discuss the student's progress. For grades K-8, fourth quarter grades and year-end grades are finalized on Records Day. Parents with concerns about grades should call the school office in the mornings during the first two weeks of June.

HONOR ROLL - GRADES 3RD – 8TH

PRINCIPAL'S HONOR ROLL: Grade point average of 4.0 in all subjects (“A” in every subject); and grades of not less than Excellent (A) in conduct/subject.

ALPHA HONOR ROLL: Grade point average of 3.5 or higher in all subjects; and grades of not less than Satisfactory (C) in conduct/subject; and no grade below a “C” in any subject.

BETA HONOR ROLL: Grade point average of 3.0 or higher in all subjects; grades of not less than Satisfactory (C) in conduct/subject; and no grade below a “C” in any subject.

Grades for students in accelerated courses (English I and Algebra I) will be weighted. Physical Education grades are not included in the computations for Honor Rolls. Honor Roll Breakfasts celebrate those students who earn an honor roll placement for the first three quarters.

PROMOTION AND RETENTION

Fundamental to the school's intellectual objectives for each student is the opportunity to achieve basic skills as well as the added opportunity for each student to reach beyond the basics to a higher level of excellence. The following promotion and retention policies exist because certain students may require more than one academic year to master the skills at a given level.

Kindergarten: Promotion is based upon the child's ability to function emotionally, socially, and academically. Students must show competence in readiness skills and attend school regularly in order to receive a recommendation for the first grade. If a weakness occurs in any of these areas, the teacher and the INC will recommend that the child receive the gift of another year in order to have more time to mature. All students who attend kindergarten will participate in an end of the year program. Each child receives a certificate stating that he/she has attended kindergarten for that given year.

READING RETENTION POLICY – First through Third Grade:

Due to the fundamental importance of reading, a student must obtain at least a “C” average (year-end) in Language Arts (1st Grade) and Reading (2nd and 3rd) to be eligible for promotion to the next grade. Failure to meet this Reading/Language Arts Standard usually denotes the need for repeating the grade. However, the INC committee determines each case on an individual basis and may decide to conditionally promote a child upon successful completion of summer remediation.

FIRST GRADE

Promotional subjects: Language Arts, Math, and Religion

A student is retained if he/she fails any two promotional subjects. A student who has failed one of the promotional subjects must successfully complete summer school or 40 hours of tutoring in that subject by a state certified teacher in order to be promoted to the next grade and to return to St. Charles Borromeo School. The INC must approve the summer program or tutoring. Verification of successful completion of the program must be sent to St. Charles Borromeo School by August 1.

SECOND AND THIRD GRADES

Promotional Subjects: Reading, English, Math, and Religion

A student is retained if he/she fails any two promotional subjects. A student who has failed one of the promotional subjects must successfully complete summer school or 40 hours of tutoring in that subject by a state certified teacher in order to be promoted to the next grade and to return to St. Charles Borromeo School. The INC must approve the summer program or tutoring. Verification of successful completion of the program must be sent to St. Charles Borromeo School by August 1.

FOURTH THROUGH EIGHTH GRADES

Promotional subjects: Reading / Literature, Math, English, Science, Social Studies, Religion

A student is retained if he/she fails any two promotional subjects. A student who has failed one of the promotional subjects must successfully complete summer school in those subjects in order to be promoted to the next grade. The INC must approve the summer program or tutoring. Verification of successful completion of the program must be sent to St. Charles Borromeo School by August 1. A student will not be allowed to return to St. Charles Borromeo School if he/she has not successfully completed summer school.

Eighth grade students promoted conditionally, are allowed to participate in promotion exercises but will be issued their promotional certificates after a summer program, or the equivalent, has been successfully completed.

The Individual Needs Committee has the final decision regarding student grade placement. A student may not repeat the same grade more than twice at St. Charles Borromeo School.

EIGHTH GRADE GRADUATION

Eighth grade students will participate in the Graduation Mass, Ceremony, and Reception at the end of the year. As this is an important occasion for our students, guidelines exist to ensure the dignity of the celebration. All school rules apply with the exception that the girls may wear light makeup for graduation. Each student receives a graduation gown that the student may keep after graduation. The following clothing is acceptable under the graduation gown: (a) Girls may wear sleeveless dresses (no spaghetti straps), but the front of the bodice must be modest at the neckline with the back no lower than the top of the shoulder blades; (b) girls are to wear appropriate shoes with flesh stockings; (c) jewelry will be modest and becoming to a young woman of this age consisting of either gold or silver color; (d) dress shoes will be appropriate; (e) boys' attire will consist of a pair of dark dress trousers and a white long sleeved dress shirt; (f) shoes must be a dark dress shoe with dark colored socks; (g) hair will not be colored in any manner. Students who arrive in clothing other than the appropriate apparel or are in violation of grooming regulations will not be allowed to participate in graduation exercises.

TECHNOLOGY**COMPUTER LAB**

St. Charles Borromeo School utilizes a state-of-the art technology lab maintained by two technology coordinators. Components of the technology lab include servers, networked computers, digital cameras, CD writers, LCD projector, Smartboard, scanner, LaserJet printer, and color inkjet printer. Technological equipment/innovations extend outside of the lab and are incorporated in our Library and individual classrooms. St. Charles Borromeo uses the State Benchmarks and Standards, as well as the National Educational Technology Standards (NETS) as a basis for its program. Computer literacy is the knowledge of the capabilities, limitations, applications, and implications of computer technology. We deliver appropriate graduating objectives for each grade level to help our students become computer literate. Special features of our curriculum are the Weatherlink and Accelerated Reader Programs.

TECHNOLOGY POLICIES

As students go into the computer lab for the first time, the teachers will go over both the Archdiocese of New Orleans policy named the "Responsible Use of Archdiocesan Information Resources" and "Acceptable

Use Policy” from St. Charles Borromeo. Since our information resources are administered by the Archdiocese of New Orleans, each student/parent is accountable to both technology policies, that of St. Charles Borromeo School, and the Archdiocese of New Orleans. A student may not exercise any technology privileges until both contracts have been signed and submitted to the office acknowledging that the policy was read and that the student agrees to follow the policy.

SPORTS, CLUBS AND ORGANIZATIONS

SPORTS

St. Charles Borromeo School participates in the Catholic School Athletic League (CSAL) organized to plan and supervise wholesome competition among schools within the Archdiocese of New Orleans. The athletic department and parent volunteers coach our teams. Athletic events take place after school hours and occasionally on the weekend. These activities include the following: Volleyball (girls 5th - 8th); Flag Football (boys 6th - 8th); Basketball (girls 5th – 8th and boys 6th - 8th); Softball (girls 5th - 8th); Baseball (boys 6th - 8th)

CLUBS AND ORGANIZATIONS

Students are encouraged to join extra-curricular activities as they are provided to appeal to the interests and needs of the student body. Each student should participate in these activities for his/her own enjoyment and development. These after-school activities include participation in academic activities and projects and community service projects. Since these activities take place after school, students who participate should have their own means of transportation. Parents are expected to pick up their children following meetings, practices, games, etc. at the scheduled ending time.

It is a privilege and not a right to participate in a school club or team. Students involved in any extra-curricular club or team sport must maintain at least a C in conduct and a 2.0 grade point average in academics. Failure to do so will result in immediate dismissal from the club or team. Students shall be denied all extra-curricular, trips, and athletic events during the time of a school suspension and disciplinary probation. Students will be checked for academic and behavioral eligibility before any new teams are announced. There are additional consequences for in-school suspensions. See STUDENT DISCIPLINE.

Each organization has additional criteria and specific eligibility requirements. The following organizations are available at St. Charles Borromeo:

Band (3rd - 8th)	Altar Servers (5th –8th)	Chess Club (3-8)
Choir (5th - 8th)	Junior Beta Club (6th –8th)	Passion Play (8 th)
Student Council (4th -8th)	Cheerleaders (6 th -8 th)	Art Lessons
Twisters (6 th -8 th)	Academic Games (5 th - 8 th)	

ALTAR SERVERS

An altar server is a student who assists the priest in the celebration of mass. Altar servers must be in at least the 5th grade.

BAND

Band is an instrumental music program for students geared toward teaching members the fundamentals of basic music reading. Members learn how to play an instrument and participate in musical activities.

CHOIR

Choir is a vocal group geared toward teaching the fundamentals of voice. The club performs throughout the year at school masses and other functions.

CHEERLEADERS

This is a precision team that meets after the school day for practice. Members perform at sporting events, assemblies, competitions, and school community programs. The cheerleaders may attend a camp during the summer. The moderators hold tryouts each spring.

JUNIOR BETA CLUB

The Junior Beta Club is a national affiliated club for the positive promotion of intellect, character, service, attitude, and leadership. Eligibility is dependent on academic criteria and teacher recommendations.

STUDENT COUNCIL

The Student Council is the student government of the school and represents the entire student body. Members serve as a vital link between students, the faculty, and administration. Student council members discuss school functions and issues, and sponsor service projects in the school throughout the year. The student body elects all officers and members.

TWISTERS

The Twisters is a dance team that meets after school for practice. Members participate at athletic activities, competitions, assemblies, and school community programs. The Twisters attend camp during the summer. The moderator holds tryouts each spring.

ACADEMIC GAMES

Academic Games is a regional competition in the subject areas of mathematics, English, and Social Studies. SCB students will learn the games and compete against students from other schools.

PASSION PLAY

The 8th grade creates and stages a liturgical drama during the Easter season.

CHESS CLUB

After school chess is offered for a fee by an outside chess expert.

ART LESSONS

A St. Charles Borromeo teacher offers art lessons for a fee after school.

STUDENT DISCIPLINE

DISCRETIONARY CLAUSE

Although the rules set down in this handbook address the frequent violations of students today, the school reserves the right to vary the punishment depending upon individual circumstances. The school also has the right to pass judgment on behaviors, not written down in these pages, which are clear violations of the values established as a Christian, Catholic school.

OVERVIEW

The discipline policy reflects that all students are made in the image and likeness of God and that the school discipline goal is to make all students Christ-like. St. Charles Borromeo considers certain policies and regulations necessary for the development of the self-discipline of its students and for the maintenance of good order in school. The school defines orderly conduct as that behavior which contributes to rather than detracts from an academic atmosphere and is appropriate to a young Christian man or woman conscious of courtesy and respect for property and the rights of others. Positive reinforcement is the desired means for achieving this, but regrettably the negative reinforcement of penalties is sometimes appropriate. Consequences are assigned to change inappropriate behavior. Students are disciplined in accordance with the severity of the violation and their developmental level.

STUDENT PHILOSOPHY FOR PERSONAL CONDUCT

Because of the community nature of the following rules, students choosing not to recognize responsibility and act accordingly will subject themselves to detention, suspension, probation, or expulsion:

1. The standards and type of education of a school are often judged by the behavior of the students outside of school. Therefore, each student, whether in or out of uniform, shall conduct himself/herself off campus in a manner which is consistent with the goals and standards of St. Charles Borromeo School as set forth in the Student Handbook. Failure to do so could result in being asked to withdraw from school.

2. Students will consider it a privilege to attend St. Charles Borromeo School, and their conduct at all times will reflect their appreciation of this privilege, causing them to do nothing that could lead to its loss.
3. The greatest courtesy shall be displayed toward the pastor, faculty, and other school personnel.
4. Students are to take pride in their school and assume the responsibility for the grounds, classrooms, lockers, and all campus areas.
5. Students are to conduct themselves in an orderly manner in Church, the cafeteria, the Fred Roth Memorial Activity Center, restrooms, hallways, offices, on the playground and at all school activities.
6. Students are expected to maintain an atmosphere of quiet at all times in the school building, in rooms and corridors and near the building during class time.
7. Students are to display proper reverence and decorum during all school-related activities, especially those held in Church.
8. Students are not to bring on campus any toys or have in their possession or in their lockers any portable electronic communication devices, including pocket pagers, iPods, pocket recorders, cellular telephones, shock devices, CD players, or laser lights.
These items will be confiscated until a parent claims them in the office. If a parent needs a child to have a cell phone for safety purposes after school, the students may bring the phone to the office in the morning and pick it up in the afternoon.
9. Students shall manifest the highest type of sportsmanship at all athletic contests.
10. Running in the halls and on the stairs is not permitted. Students are asked to walk on their right side of the hall to keep everyone moving in one direction.
11. Birthday and other party invitations shall not be distributed at school unless every child in the class is invited.
12. Students may enter the buildings at 7:45 am, 7:40 am for early childhood. All coats and jackets must be placed in the locker or cubby during homeroom for the entire day. Only uniform apparel is worn during the school day. On cold days, coats and jackets (uniform coats are highly recommended) are worn outside the school building but never inside the halls or classrooms.
13. There will be no buying or selling of any articles by students to students anywhere on campus unless it is school related fund raiser.
14. There shall be no eating or drinking in classrooms, hallways, gym, or library nor any gum chewing anywhere on the campus.

BASIC DISCIPLINE GUIDELINES

Parents are responsible for supervising the behavior of their children at all events, including receptions, socials, PTFO activities, sporting events, fairs, and meetings when the child is not under the school's jurisdiction. Children should never enter and leave an activity at will or play unsupervised.

SCB uses an assertive discipline system. Parents receive specific guidelines from their child's teachers concerning expected classroom behavior at "Welcome Back Night." Overall, we seek a positive approach to classroom management, and parental support is crucial to the success of this method. The key person in maintaining classroom discipline is the classroom teacher, who evaluates discipline problems and seeks corrective measures. With conferences, behavior charts, agenda signing, detentions, parental notes, or conduct demerits, the teacher makes parents aware of a child's significant conduct.

In some cases, due to a behavioral problem, it may be necessary for a teacher or team of teachers to detain a student before or after school. The teacher or team representative will notify the parent(s) at least one day before the scheduled detention through use of a detention slip which will list the date and place of each detention assigned, who issued the detention, the reason for the detention, and the date it will be served. Parents must arrange for the child's transportation to be prompt and secure. Saturday detention is held at least once a month from 8:00 to 10:00 AM according to the calendar in Mrs. Nobile's classroom. For severe cases, the classroom teacher may refer the student to the principal or the assistant principal for further disciplinary action. In a case involving violation of a law, especially in matters of possession, sale, distribution, or use of drugs and alcohol, the juvenile authorities will be contacted and the student will be expelled.

CONDUCT GRADE

Teachers in grades K-3rd use a variety of methodologies and visual charts by which a child's behavior is monitored throughout the day and routinely reported to parents. The quarterly conduct grade is determined from those daily charts and reports.

Teachers in grades 4-8 use a demerit system that is listed below. The teachers use the demerit system as the determinant for each quarter's overall conduct grade for the student for each quarter. The number of demerits earned in a quarter will be subtracted from 100. Quarter scores from 100-90 will result as an A as the conduct grade; from 89-80 will be a B; from 79-70 will be a C; from 69-60 will be a D; 59 and lower will be an F. The student will begin at 100 each new quarter for the purpose of the conduct grade only. Consequences for demerits earned will progress throughout the school year and NOT start all over each quarter. Teachers who issue 15 demerits for a single offense will contact the parent within 24 hours to explain the nature of the offense. All conduct grades may be accessed on Edline.

Parents who have questions on matters of classroom procedures and discipline should follow these steps, in order: (1) contact the classroom teacher; (2) consult the principal. Education is a parental responsibility, only part of which is delegated to the school. In order to help create an atmosphere that encourages learning according to the statement of goals, it is necessary that certain levels of conduct and discipline exist. A vital part of a Catholic education is the development in the child of a keen awareness of acceptable standards of behavior. For this reason, and to assure the orderly operation of the school and the safety of all the children, a code of conduct has been developed. It seeks to cover those situations that occur most often, but when deemed necessary the administration, for the well being of the school and its students, reserves the right to make judgments beyond the scope of those specified in the regulations. There is no corporal punishment at St. Charles Borromeo School.

DEMERIT SYSTEM

Depending upon the severity of any of these behaviors, the principal may assign greater point value or issue a detention, in-school suspension, at-home suspension, or expulsion. Demerits are tracked per quarter for conduct grade, starting over at 100 each new quarter. The student is expected to take the white original of the Demerit Slip home to his/her parents. The teacher keeps the pink copy, and the office receives the yellow copy to record total demerits earned. All conduct scores may be accessed through Edline.

CONSEQUENCES: The consequences for poor conduct are cumulative throughout the year. A student earns a Saturday detention for every 15 demerits. The 3rd Saturday detention becomes an in-school suspension (45 demerits). At 60 demerits, the student also earns a one-day at-home suspension. At 90 demerits the student also earns a two-day at-home suspension, and at 120 demerits, the student also earns a three-day suspension and is placed on discipline probation with a behavior contract. Any non-compliance to the behavioral contract shall result in recommendation for expulsion.

DEMERITS	CODE	OFFENSE
2	A 1	Inappropriate talking/distracting others in class
2	A 2	Dress code/uniform violation
2	A 3	Lack of class material/class work
2	A 4	Inappropriate hallway behavior
2	A 5	Not paying attention
2	A 6	Tardy to class
2	A7	Any other offense worthy of this category
5	B 1	Inappropriate restroom behavior
5	B 2	Inappropriate behavior in cafeteria/at recess
5	B 3	Being in an unassigned area
5	B 4	Water/restroom without permission
5	B 5	Chewing gum/eating candy or food
5	B 6	Lack of cooperation
5	B 7	Not following directions in behavior

5	B 8	Annoying or teasing others
5	B 9	Running in hall and stairwells
5	B10	Note writing/note passing
5	B11	Any other offense worthy of this category
10	C 1	Inappropriate behavior on campus
10	C 2	Not keeping hands, feet, objects to oneself
10	C 3	Misconduct at school functions or fieldtrips
10	C 4	Possession of electronics/forbidden items to school
10	C 5	Too rough play
10	C 6	Poor sportsmanship at athletic events
10	C 7	Selling articles for personal profit
10	C8	Name-calling or teasing
10	C9	Hitting or pushing another student
10	C10	Any other offense worthy of this category
15	D 1	Misbehaving in church/Mass
15	D 2	Deliberate disobedience or disrespect to an adult
15	D 3	Improper language (rude, vulgar words, name-calling; body language; notes; racial slurs)
15	D 4	Consistent violation of Class A, B, and C behaviors
15	D 5	Rude/discourteous behavior toward any adult
15	D 6	Dishonesty (stealing, forging, lying)
15	D 7	Fighting
15	D 8	Destruction/vandalism of school/personal property
15	D 9	Violating testing procedure (plus F on the test)
15	D 10	Improper use of the computer/internet
15	D 11	Bullying behavior or harassment of another student
15	D 12	Not reporting to assigned detention
15	D 13	Possession of improper literature
15	D14	Any other offense worthy of this category

CONSEQUENCES FOR BEHAVIORS

DETENTION: A detention is designed to provide a learning experience for students who have violated a school regulation by requiring the student to complete work within a certain period. This work can be written or in the form of "light" tasks around the school, i.e. picking up litter, weeding the garden, etc. Detentions will be served on the scheduled Saturdays each month.. Detentions after school will be held from the time of dismissal until 4:00 PM with the issuing teacher. Students must take home the detention slip for their parents' signature and the detention slip must be returned to the school office the following day. The detention is served on the specified date listed on the slip. Failure to report for detention on the day assigned or failure to return a signed detention slip will result in another detention. If a student forges his/her parents' signature, he/she renders himself/herself liable to suspension/probation.

SUSPENSION: A student may incur an in school or out of school suspension, in which he/she is not allowed to attend class for a stated period. A student earns an in-school suspension in lieu of the third Saturday detention. A student earns an out-of-school suspension as a result of earning excessive demerits or for an action listed below as meriting a suspension. During in-school suspensions, the teachers will assign the work being missed in the classroom during the in-school suspension. An out-of-school suspension is a more serious consequence. A parent conference shall be required before the student returns to his/her classes. Students may receive a zero for all missed work during a suspension and he/she will not be allowed to participate in any extra-curricular activities while suspended.

SUSPENSION FROM SCHOOL ACTIVITIES: Whenever a student earns an in-school suspension, he or she is denied the privilege of participating in the next two athletic games or other school activities. If a student earns a second in-school suspension within a year, he or she is also denied the privilege of participating in the next school trip or other major activity.

DISCIPLINARY PROBATION: If a student receives 120 demerits, he/she will be placed on disciplinary probation. This type of probation is all inclusive of a student's behavior. The principal may place any student on disciplinary probation if she feels the action(s) of a student warrants it. Students may also be placed on disciplinary probation for other violations and infractions of student conduct. A student will become eligible for removal of probation at the end of the semester. A committee composed of the administration and the student's teachers will decide through written evaluation whether or not the child should be removed from probation. Any violation(s) of disciplinary probation may result in immediate withdrawal from school. Students placed on disciplinary probation during the school year will automatically be placed on disciplinary probation for the 1st semester of the subsequent school year.

EXPULSION: Expulsion is an extreme measure used for certain acts of misconduct in which the student is required to withdraw from the school. There will be a specific warning and parental notification preceding this type of action, EXCEPT IN cases where immediate expulsion is deemed necessary. A student is recommended for expulsion instead of the third out-of-school suspension.

The following are some examples of behaviors that can result in expulsion from school:

(1) flagrant disrespect toward administration, faculty, or any other school personnel; (2) the use, possession, or distribution of any weapon, vapor-releasing device, Liquid Paper product, pressurized spray, incendiary device, or fireworks. NOTE: Firearms, Act 833, the Louisiana Legislature creates the crime of carrying a firearm by a student or non-student on school property. The crime is defined as the intentional possession of any firearm by any student or non-student on a school campus during regular school hours or on a school bus; (3) the bringing, distributing, using, selling, buying, possessing, smelling of, or being under the influence of alcohol; drugs such as marijuana, anabolic steroids, inhalants, stimulants, depressants, hallucinogens, narcotics, or other designer drugs; drug-related paraphernalia such as rolling papers, clips, etc. either on the campus or at any school sponsored activity; (4) smoking on campus or at school sponsored functions; (5) students in the company of others using or possessing illegal drugs; (6) theft; (7) deliberate vandalism; (8) deliberate behavior that interferes with the orderly conduct of classes and schoolwork; (9) deliberate behavior that endangers the physical, moral or emotional well being of a person in or out of school; (10) setting off the fire alarm; (11) causing disgrace to the school, which includes any action on the part of the student that is inconsistent with the school's mission and/or has a detrimental impact on the school's learning environment; (12) behavior that endangers the physical, moral, or emotional well-being of a person and/or actions which are detrimental to the common good, as well as harmful and offensive to the members of the school community; (13) assault - an unprovoked physical attack on any faculty member or student by another inflicting harm upon their person(s); (14) fighting - two or more students involved in exchange of blows and assault or battery is not determined; (15) any lewd or obscene conduct contrary to the teachings of the Catholic Church, and local, state or federal laws; (16) receiving 3 suspensions in the period of one school year; (17) GANGS-any student who displays or communicates by the use of or in the form of writing, dress, speech, symbols, tattoos, gestures or any such gang related activities in the judgment of the Principal; (18) any violation of civil or criminal law that adversely impacts the well-being of the school or its good name or reputation, or adversely reflects upon the moral, religious, or principles of the Roman Catholic Church, or the policies, goals, and statements of St. Charles Borromeo as indicated in the Student Handbook will make the student subject to expulsion; (19) any threat toward a faculty, staff or administrative member in the form of writing, picture(s), printing, word or gesture; (20) the third at-home suspension earned through the Demerit System.

SELF-DEFENSE: The Self Defense claim, specifically, the right of an individual to respond to force with force, lasts only so long as it is necessary to protect oneself. When the danger is past, resorting to violence is no longer sanctioned. Thus, the school only recognizes self-protection, not retaliation. Since the school always has a responsible adult on duty whenever the students are under the supervision of the school, St. Charles Borromeo School believes that the opportunity for a student to claim Self Defense for his own violent behavior will be, for all practical purposes, non-existent

HARASSMENT: St. Charles Borromeo is committed to promoting the worth and dignity of all individuals regardless of race, creed, religion, physical or mental disability, color, gender, national origin, age, political

opinion, or personal appearance. The school will not tolerate nor condone any act of bias, discrimination, insensitivity, or disrespect toward any person, whether these acts are implicit or explicit, verbal or non-verbal. The school will not tolerate nor condone any sexual advances or sexually derogatory or discriminatory remarks. Any student who believes he/she has been the victim of harassment by any member of the school community shall report the violation immediately and directly to the principal, the assistant principal, or the counselor. The principal, the assistant principal or the counselor shall investigate any reported behavior alleged to violate this policy. If, after the investigation, an administrative team member finds that this policy has been violated, the individual will be disciplined in accordance with the severity of the violation. This discipline may include, but is not limited to, an appropriate conference, a parental conference, and a recommendation for professional counseling, suspension, or expulsion.

DRUG TEST POLICY

St. Charles Borromeo reserves the right to require drug-screening tests of any student who displays a behavior associated with drugs or suspected drug use, such as marijuana, anabolic steroids, inhalants, stimulants, depressants, hallucinogens, narcotics, or designer type drugs. This policy also applies to the use of or being under the influence of alcoholic beverages. Any student who tests positive will be considered in violation of the St. Charles Borromeo school regulations and will be asked to withdraw from school. Any parent(s) refusing to comply with their son's/daughter's testing and payment thereof will be asked to withdraw him/her from school.

SEARCH AND SEIZURE

School desks and lockers remain the property of the school, and as such the school reserves the right to conduct periodic inspections of the contents of desks and lockers. Furthermore, the school reserves the right to conduct a search of a student or his/her possessions should an administrator have reason to believe that the student is in possession of an illegal or prohibited substance, a stolen item, an item which may endanger other students, or any item prohibited at school. A student may be asked to empty pockets, purses, and backpacks. No student will ever be physically handled by any school official during a search.

DRESS CODE AND UNIFORM POLICY

UNIFORM RULES

- 1) All screened shirts, jackets, sweatshirts and sweatpants must be purchased from Uniforms by Kajan or Inka's S'coolwear.
- 2) Students must be in uniform every day as long as they are on campus with the exception of dress down days. The length of the skirt and jumper must reach the top of the knee when the students is standing straight and the waistband of the skirt is on the natural waistline of student. Pant lengths must be appropriate for boys. Blouses/Shirts are to be tucked in at all times. Only a plain, white t-shirt or the P. E. shirt may be worn under the school blouse or shirt. No "Underarmour" is allowed.
- 3) Writing or drawing on any part of the uniform or the body is not acceptable.
- 4) School bags: All school bags must be clean and free of any personal markings and writing. Only the student's name may be printed on the school bag. Due to safety regulations, rolling suitcases are not permitted as school bags. Rolling knapsacks are acceptable.
Pre-school students: Please trim excess school bag strap. No school bag ornaments are allowed.
- 5) Jewelry: Only official school pins may be worn. A student may wear one gold or silver necklace (no other types allowed) with or without a religious medal. A student may also wear a scapular. One ring per hand is allowed. A watch is permitted. Chokers are not allowed. Pre-school, Pre-Kindergarten and Kindergarten girls may wear post earrings only. No other jewelry is allowed. No jewelry is allowed for Pre-school, Pre-Kindergarten and Kindergarten boys.
BOYS: Bracelets and earrings are not allowed.
GIRLS: A small (not to be bigger than the earlobe) pierced earring (only one per earlobe) may be worn, but no beads, dangle earrings, cuffs, or bracelets are allowed.
- 6) Hair: All students must have haircuts that are conventional. Short/long, Mohawks, tails, layered, shingled, wedged, dyed, shaved, steps, carved, crew cuts or designs into the natural hairline or other extraordinary styles shall not be permitted. Hair should always have a dry appearance; that is if a student uses water, mousse, styling gel or hair spray, such agents must be brushed, combed, or

dried out before the student arrives at school. The dyeing of hair, including highlights of any kind, is not permitted.

BOYS: A student's hair must be neatly groomed, moderate in length, in front, back, top, and sides. It must not extend below the top of the collar of the school shirt. Hair shall not cover any part of the eyebrows or the ears. Boys shall be clean shaven. No beards or sideburns are allowed.

GIRLS: No beaded extensions are allowed. No excessive hair ornaments such as head scarves or huge bows.

- 7) No tattoos, permanent or temporary, or body piercing.
- 8) Hats/caps are not permitted on campus except when authorized. (Exception- during cold weather, head protection may be worn outside – i.e. knit cap)
- 9) Clear nail polish is allowed. Painted, sculpted and fake fingernails are not allowed.
- 10) No make-up shall be worn.
- 11) Uniforms are to be kept clean and in good repair.
- 12) Only garments that are part of the school uniform may be worn in school buildings. If an outer coat or jacket is necessary, it must be worn on top of the uniform school sweatshirt, sweater, or school jacket. During cold weather, students in kindergarten through eighth grade may wear a plain white long-sleeve turtleneck under the uniform shirt.
- 13) Physical education uniforms are required in grades 4th - 8th and are purchased at Inka's S'coolwear or Uniforms by Kajan. They consist of navy blue shorts and gray shirt with school logo. On cold days, navy blue warm-ups are allowed.
- 14) The complete Cub Scout, Brownie, Boy Scout or Girl Scout uniforms may be worn to school on the respective group's meeting days.
- 15) All school uniforms and school items must be marked with the student's name.

UNIFORM INFORMATION

VENDORS: School uniforms may be purchased at Inka's S'coolwear (Harahan) or Uniforms by Kajan (Destrehan/Metairie). School shoes may be purchased at Ponseti's shoes in Clearview Shopping Center. No other style shoes than those listed below are acceptable, but parents are free to purchase the exact styles from any other vendor that carries the same styles.

GIRLS- KINDERGARTEN -3RD GRADE

Jumper	Blue plaid jumper with school emblem on upper left hand side
Blouse	White short or long sleeved round collar sport blouse with SCB on left collar
Sweater	Navy Blue Cardigan (optional)
Socks	White monogrammed SCB socks purchased through school. Navy tights/navy sweatpants may be worn in the winter.
Shoes	New Balance White Cross Trainer or Stride Rite White Austin (lace)
Sweatpants	Navy with school logo on leg
Sweatshirt	Navy sweatshirt with SCB <i>Humilitas</i> and Banner. Hooded sweats are not allowed.
Jacket	Charles River Jacket with <i>Humilitas</i> patch highly recommended The student's name may be monogrammed in white using small lettering on the jacket.

BOYS- KINDERGARTEN – 5TH GRADE

Shirt	Navy blue short or long sleeved knit shirt with <i>Humilitas</i> patch on left side.
Pants	Gray twill long or short pants. Must be the brand/style sold by Inka's or Kajan.
Belt	Gray elastic or web
Socks	Solid black, dress crew
Shoes	Stride Rite Black Austin (lace) or New Balance Black Cross Trainer (lace)
Sweatshirt	Navy sweatshirt with SCB <i>Humilitas</i> and Banner. Hooded sweats are not allowed.
Jacket	Charles River Jacket with <i>Humilitas</i> patch highly recommended. The student's name may be monogrammed in white using small lettering on the jacket.

BOYS 6TH –8TH – MIDDLE SCHOOL

Shirt	Blue denim, oxford cloth, button-down collar. <i>Humilitas</i> patch over/above left pocket. Student's last name may be monogrammed on the right side of the shirt in navy blue stitching. This is now optional.
Pants	Navy blue, cotton twill long pants with pleated front
Belt	Navy or black leather belt
Socks	Solid black, dress crew
Shoes	New Balance Black Cross Trainer or Nike Black Air Monarch II

GIRLS 4TH–5TH

Blouse	White short or long sleeved round collar sport blouse with SCB on left collar and school patch (<i>Humilitas</i>) sewn over/above left pocket.
Skirt	Blue plaid skirt with elastic in back
Sweater	Navy Blue Cardigan (optional)
Socks	White monogrammed SCB socks purchased through school. Navy tights/navy sweat pants may be worn in the winter
Shoes	Stride Rite White Austin (lace) or New Balance White Cross Trainer

GIRLS 6TH – 8TH – MIDDLE SCHOOL

Blouse	Blue oxford cloth, round collar blouse with/without pocket, SCB sewn on the left collar and <i>Humilitas</i> patch on left side over/above pocket. Student's last name may be monogrammed on the right side of the shirt in navy blue stitching. This is now optional.
Skirt	Blue plaid uniform skirt with elastic in back
Sweater	Navy Blue Cardigan (optional) - School Athletic Award Letter may be applied to sweater
Socks	White monogrammed SCB socks purchased through school
Shoes	New Balance White Cross Trainer

BOYS & GIRLS 4TH-8TH GRADE – PHYSICAL EDUCATION

PE Shirt	Ash shirt with navy full front logo (must be uniform shirt sold by Inka's or Kajan)
PE Short	Navy short with grey logo on left leg (must be uniform shorts sold by Inka's or Kajan) Navy sweatshirt and sweat pants may be worn over the PE uniform during cold weather

OUTERWEAR FOR GRADE 1ST – 8TH

Cardigan	Navy Blue (optional) – School Athletic Award Letter may be applied to sweater
Jacket	Charles River jacket with sewn <i>Humilitas</i> patch on left side highly recommended or SCB Award Letter on left side. The student's name may be monogrammed in white using small lettering on the jacket.
Sweatshirt	Navy sweatshirt with SCB <i>Humilitas</i> & Banner – (no hooded sweatshirts)
Sweatpants	Navy sweat pants with school logo on leg

DRESS DOWN DAYS

Students in grades 1st – 8th may earn N.U.T. Cards (No Uniform Today Card) throughout the school year for collecting labels or for exceptional deeds. The monthly school calendar indicates the Nut Card redemption days. Students in grades first through eighth may wear clothing other than the school uniform provided they have earned a N.U.T. Card. The student gives the N.U.T. Card to the teacher during homeroom. Students in grades first through fifth may wear casual clothing including shorts, but no short shorts, no tank tops, no open toe shoes nor backless shoes. The clothing must be in good taste and appropriate for a Catholic school atmosphere. Students in middle school may wear casual clothing as well;

however, NO shorts, no tank tops, no open toe shoes nor backless shoes may be worn. Students who arrive in clothing not appropriate will be required to call home and have their uniform clothing brought to school. All unredeemed NUT cards at the end of the year from collecting labels will be eligible for a drawing for prizes.

In case of doubt concerning the dress code or grooming regulations, students are referred to the principal for the final determination. Parents may then be asked to bring appropriate uniform clothing to school.

For your convenience, any new or changed items are indicated within a double border.

Please sign the page in your Required Forms Packet indicating that both the parent and student are knowledgeable of all information in this handbook. Thank you.