

Central Catholic Elementary School



2023-24 Student/Parent Handbook Pre-K3 – 5th



School Mascot: Eagle

School Colors: Red, White, and Navy Blue

**2023-2024 CENTRAL CATHOLIC ELEMENTARY SCHOOL
PRE-K3-5TH STUDENT/PARENT HANDBOOK**

Mission: Foster a welcoming Christ-centered atmosphere for all focusing on faith formation, academic excellence, leadership, and service

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Dear Parents/Guardians,

The 2023-2024 Central Catholic Elementary School Handbook of Policies has been prepared for your information. You and your child/children are asked to read the entire handbook carefully to become familiar with the policies and procedures of the school.

All rules and regulations in this handbook have been established for the progress and safety of our students. Violations of rules and regulations will be subject to disciplinary measures as designated.

Please sign the statement below and return this sheet to your oldest or only child’s homeroom teacher by Wednesday, August 9, 2023.

Sincerely,
Mrs. Talbot

We have read the Central Catholic Elementary School Handbook. We understand and are fully aware that these policies do apply to each of us impartially.

We as parents fully and faithfully pledge to support and agree to be governed by all of the rules and regulations of the school.

Signature of parent(s) Date

We as students fully and faithfully pledge to support and agree to be governed by all of the rules and regulations of the school. All students in the family must sign.

Signature of student Grade Date

The Administration has the authority to use discretion in making decisions regarding unforeseen circumstances. The final decision regarding school policies is left to the discretion of the principal and superintendent.

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SCHOOL CALENDAR

Teacher Orientation Days.....August 2-4,7, 2023
Diocesan Educator’s Convocation.....August 4, 2023
1st Day of School.....August 8, 2023
Teacher In-Service.....May 23, 2024
Last Day of School.....May 24, 2024

Holidays

Labor Day.....September 4, 2023
Fall Break.....October 9 & 10, 2023
Thanksgiving.....November 20-24, 2023
Christmas.....December 21, 2023 – January 3, 2024
Classes resume at regular time.....January 4, 2024
Martin Luther King/Famous Leaders’ Day.....January 15, 2024
Mardi Gras.....February 12-16, 2024
Easter/Spring Break.....March 29 - April 5, 2024

STATEMENT OF POLICY

The schools of the Diocese of Houma-Thibodaux, Louisiana, admit students of any race, color, national and ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Additionally, in compliance with Title IX of the Civil Rights Act of 1964, no person in the schools of the Diocese shall, on the basis of sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any educational program or activity except as permitted under said Title IX. Additionally, in compliance with Title 42 of the Americans With Disabilities Act of 1990, no covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to employment. This policy applies to all schools that are under Catholic Diocesan auspices:

LAFOURCHE PARISH

Holy Rosary Elementary St. Mary's Nativity Elementary
St. Genevieve Elementary St. Joseph Elementary
E. D. White High School

ST. MARY PARISH

Central Catholic

TERREBONNE PARISH

St. Bernadette Elementary St. Francis De Sales Elementary
St. Gregory Elementary Vanderbilt High School

DR. MARK WILLIAMS, Superintendent of Catholic Schools

MOST REVEREND MARIO E. DORSONVILLE, Bishop

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DIRECTORY

STAFF

Amanda Talbot Principal
Phyllis Jensen Office Manager
Maria Barbier Development Director
Stephanie Stanley Communications
Charmaine Singleton Cafeteria Manager
Father Mike Tran Chaplain

FACULTY

Erica Clements Pre-Kindergarten 3
Alyssa Burton Pre-Kindergarten 3
Karen Gray Pre-Kindergarten 4
Ashley Stelly Pre-Kindergarten 4
Catherine Cali Kindergarten
Jennifer Pintado Kindergarten
Maggie Bagwell First Grade
Mandy Turner First Grade
Tammy Verrett Second Grade
Trish Vining Second Grade
Anita Billiot Third Grade
Katie Rock Third Grade
Kim Comeaux Fourth Grade
Kristi Crouch Fourth Grade
Enjolie Domingue Fifth Grade
Jennifer Templet Fifth Grade
Brandi Gros Technology Coordinator
Mary Thomas Art/Library
Melissa Burton Physical Education/CPR
Shanna Hepler Assistant Pre-K3
Debra Acosta Assistant Pre-K3
Brooke Girard Assistant Pre-K4
Jill Tabor Assistant Pre-K4
Lois Autin Assistant K
Lisa Meaux Assistant K
Tammy Canty After Care Coordinator

ST. MARY PARISH TITLE I

Malissa Hebert Tutor

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VISION: Central Catholic seeks to develop morally and mentally the whole child—soul, mind, body, utilizing head, hands, and heart by teaching as Jesus did thus building the Kingdom of God on Earth.

MISSION STATEMENT: In the tradition of the Marianites, the mission of Central Catholic is to foster a welcoming Christ-centered atmosphere for all focusing on faith formation, academic excellence, leadership, and service.

PHILOSOPHY: Through our educational ministry, **Central Catholic** serves the parishioners of surrounding Catholic Church parishes and those families of other faiths who respect our Catholic values and beliefs.

Central Catholic offers an excellent academic curriculum in grades Pre-K3 through 12th grade, which has God’s word, community building, worship, and social service integrated within all areas. We are called to model Jesus as we encourage self-respect among all members of our community, recognize the uniqueness of each child, and enable an academic and spiritually enriching atmosphere permeated with God’s message of love. In continuing to build the kingdom of God on earth, we follow the sacred traditions and teachings of the Catholic Church.

Central Catholic offers a positive environment for those wishing to grow in Christian attitudes and values. Through the affirming worth and dignity of each individual, we seek to nurture and prepare this school community—students, faculty, staff, and parents—to take their respective places in the larger community as responsible Catholic Christians.

Within this supportive environment, our students are challenged to become capable of making decisions in a life of service and witness. It is hoped that our students will participate in building a more Christian nation and world.

Parents are supported as the primary educators in the spiritual, moral, intellectual, physical, social, and cultural development of students. Structuring an educational climate that promotes knowledge, personal growth, and self-discipline encourages this development of students.

Central Catholic is committed to the ideology of a living faith community in which mutual trust, mutual respect, and mutual responsibilities are lived examples by all.

HISTORY: Catholic education originated in Morgan City on September 4, 1893 when Sacred Heart Academy was established by five Marianite Sisters of the Holy Cross. This institution and its successors have served the area spiritually and educationally for 130 years.

Growth prompted Sacred Heart Academy’s K-12 student body to relocate in 1957 to the current location as Sacred Heart High School.

In 1964, two elementary schools were formed: Holy Cross Elementary and Sacred Heart Elementary. Additionally, Sacred Heart High School’s name was changed to Central Catholic High School.

In 2018, Central Catholic High School and Holy Cross Elementary School unified to enrich spiritual, academic, and extracurricular programs; and to raise awareness among the community on unity of purpose, activities, and programs.

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Central Catholic boasts a student population of approximately 475 with over 60 faculty members, administrators, and support personnel.

Central Catholic's Elementary School and High School are both Cognia accredited. This accreditation validates the school's commitment to quality education, and continuous improvement in the areas of student learning and school quality. **Central Catholic**, Pre-K3 – 12th Grade, continues today the tradition begun by the Marianite Sisters more than a century ago.

PROFILE OF A CENTRAL CATHOLIC PRE-K3-5TH GRADUATE:

A **Central Catholic Pre-K3-5th** graduate is given the **faith-formation** to know and live the Catholic faith including:

- respect for all life
- worship and Gospel value
- service performance
- compassion for the differences in our world
- community-building extending from family into the world

A CC Pre-K3-5th graduate achieves the fundamental curriculum skills needed to progress in **academic excellence** including:

- academic preparation for the demands of junior high and high school
- technological proficiency in the use of computers and multiple software applications
- exposure to the creative arts enriching students' creative skills
- mastering essential study skills

A CC Pre-K3-5th graduate possesses **leadership** skills including:

- setting goals
- assuming responsibility in all tasks
- helping and collaborating with others
- making positive and moral decisions
- listening and communicating respectfully

A CC Pre-K3-5th graduate imparts **service** contributing to the welfare of others by:

- witnessing and performing service through class and all-school projects
- showing respect towards others
- exhibiting social responsibility
- caring for all God's creation

BELIEFS

We Believe That . . .

1. each child is a unique gift from God.
2. spiritual advisors, administrators, teachers, staff, parents, and students form a Catholic community at Central Catholic.
3. all members of our Catholic community are accountable for integrating the Christian message, worship, service, and social concern into the lives of our students.
4. teachers model Jesus, administering to students with love, respect, and care as they live and impart the Catholic faith.

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5. it is important to communicate and interact with parents.
6. we offer an excellent, well-rounded curriculum in a safe, loving environment.
7. staff development is essential so that teachers keep abreast of current techniques thereby ensuring the academic success of students.
8. assessment and evaluation are necessary in measuring student performance as well as curriculum effectiveness.
9. various methods are used to accommodate student ability and achievement.

PARENTAL RIGHTS

The following list of parental rights is yours to expect of us:

1. The right to a school atmosphere free from disruption and conducive to the educational process;
2. The right for your child to attend a safe physical school plant;
3. The right to be informed about available educational programs;
4. The right to competent teachers and school staff;
5. The right to be informed of your child's progress or lack of progress;
6. The right to discuss the grading system with individual teachers;
7. The right to discuss your child's school records;
8. The right to confidentiality of school records;
9. The right to be informed of the rules and regulations of the school;
10. The right to have school administrators fairly and consistently enforce reasonable rules and regulations;
11. The right to request that your child be excused from school to keep medical or dental appointments; and
12. The right to have your child receive an appropriate quality education.

PARENTAL RESPONSIBILITIES

The obvious flip side of the "rights coin" is that of responsibilities. As a parent you have these responsibilities toward your school:

1. The responsibility to see that your child attends school regularly and on time;
2. The responsibility to emphasize discipline and responsibility;
3. The responsibility to supervise completion of homework;
4. The responsibility to notify appropriate school personnel promptly of your child's absence;
5. The responsibility to attend parent-teacher conferences;
6. The responsibility to respond to school inquiries;
7. The responsibility to pay designated fees on time;
8. The responsibility to support the school's efforts and its programs in the spiritual development of the child, fulfilling the at-home parental complement, especially in sacramental preparation;
9. The responsibility to guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, and to be accountable for his/her personal actions;
10. The responsibility to teach your child, by word and example, respect for the law, for school rules and regulations, and for the rights and property of others;
11. The responsibility to encourage in your child a desire to learn and a respect for self and others; and
12. The responsibility to be informed of school policies as set forth in this handbook.

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ADMISSIONS

Central Catholic School accepts students of any race, color or religion who want a Catholic education and are willing to participate in the program offered. Central Catholic is a diocesan school striving to meet the needs of Catholic parishioners before extending services to others, but every effort is made to accommodate all students desiring a Catholic education.

*Admission will be final only after the principal reviews all records.

1. Entrance Age

- a. Pre-K3, Pre-K4, Kindergarten, and 1st grade students must be 3, 4, 5, and 6 years of age, respectively, before September 30 of the current year.

2. Guidelines

- a. Priority is given to current Central Catholic students and siblings as well as the children of Central Catholic faculty/staff.
- b. Priority is given to the children of Catholic parents on a first come, first serve basis.
- c. Priority is given to the children of non-Catholic parents on a first come, first serve basis.

3. Immunization Requirements

- a. Students entering school should be in compliance with immunization requirements according to Title 51 of the Public Health Sanitary Code 17:170 Sec. E.

4. Fees

- a. There is a student registration fee payable per student at the time of registration. This charge is not refundable.
- b. Book fees are included in the registration fee.

5. Tuition

- a. Rates are determined each year.
- b. A family plan is available for a family with four or more children enrolled at Central Catholic. If a family has four or more children enrolled, the monthly tuition will be the same as for three.
- c. Tuition assistance is available for families by application. The family requesting financial assistance must apply **yearly** through the school office. An anonymous committee reviews all applications and assigns reductions. The findings of this committee are kept under **strict confidence**.
- d. Families have the following options for paying tuition:
 - 1) Pay full tuition by the specified deadline.
 - 2) Enroll in the tuition finance program through Synergy Bank.
 - a) If tuition becomes delinquent, parents will be contacted by the bank.
 - b) If further delinquency continues with tuition, a meeting with the Tuition Review Committee will occur in order to make satisfactory arrangements.
- e. In the event of a natural disaster, disease outbreak or any other circumstances which, in the judgment of the school administration, make it is infeasible, unsafe or otherwise imprudent to continue campus-based education, school shall resume as soon as practical via distance learning and/or other methods adopted and/or developed by the school administration and faculty. Due to continuing financial obligations relating to operational costs, including administrative, faculty and staff salaries, there shall be no suspension, reduction or refund of tuition or applicable fees.

6. Registration Procedure

- a. Fully complete all registration forms
- b. Submit copy of birth certificate, social security card, immunization record, and baptismal certificate

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- c. Interview with principal
- d. Payment of registration fees
- e. Notification of decision to parent(s)
- f. Tuition arrangements
- g. Scheduling of student by office manager

7. Withdrawal Procedure

Official withdrawal is handled by the office manager. Please notify us at least a week in advance when a child transfers to another school. No cumulative records will be forwarded until the following requirements are met:

- a. All tuition, cafeteria, and after care fees are paid in full.
- b. All library books, textbooks, and other materials that are the property of Central Catholic Elementary are returned.
- c. Written parental request to send cumulative records to new school.

Students who withdraw after August 1st of a school term will be refunded the second semester tuition only. Students who withdraw after December 1st of a school term will not be refunded any tuition.

ATTENDANCE

1. School Hours

- a. **Grades Pre-K3–Grade 5:** Hours are from 7:45 A.M. to 2:45 P.M. Teacher supervision begins at 7:15 am.
- b. **Options for Pre-K3 & Pre-K4:** Hours are from 7:45 A.M. to 2:45 P.M. (optional 12:00 dismissal)
- c. At 7:40 A.M., teachers bring students to classrooms to begin morning routines.

2. Arrival

- a. **Standard:** Students should arrive **no earlier** than 7:15 A.M. when teachers are on duty to supervise arrivals.
- b. **Late:** Students are considered tardy if not in ***their classroom*** at the 7:45 arrival take-in bell. Students not arriving in their classroom by the take-in bell at 7:45 A.M. must be accompanied to the office and signed in by an adult. Tardy students remain in the office during prayer/announcements and are given a tardy slip to enter the classroom. ***If a student receives four unexcused tardies, a meeting with administration will be scheduled.***
- c. **Unsupervised:** There is no supervision for students in the CCHS 6th-12th parking lot. The school is not responsible for students who arrive for school in any undesignated area.
- d. **By Vehicle:**
 - 1) All students who arrive by car must be let off under the covered walkway on Cedar Street. Parents may also choose to park near the Cedar St. neutral ground opposite the Life Center and allow their child to walk on the sidewalks to the entrance gate.
 - 2) Do NOT park in the CCHS 6th-12th parking lot on Franklin Street. These parking spaces are reserved for CCHS 6th-12th use only.
 - 3) Do NOT use cell phones when loading and unloading students.
- e. **By Bus:**
 - 1) The St. Mary Parish School Board Transportation Office determines the bus schedule.

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- 2) Problems should be referred to the school and not to the transportation office of St. Mary Parish.
 - 3) In the event of a permanent change in arrival accommodations, both the school office and bus driver should be notified.
 - f. **By Walking/Riding Bicycle:**
 - 1) **Walkers and bicycle riders are those students who reside in the Elliot Subdivision.**
 - 2) The Poplar Street entrance is for walkers and bicycle riders ONLY.
 - 3) This gate will be closed at 7:40 daily when the warning bell rings.
 - g. Teachers/staff will supervise students in the cafeteria or in assigned areas on cold or rainy mornings.
 - h. To continue to provide a safe campus, only students will enter the front and Poplar St. entrances. Parents should not be on walkways, in hallways, in classrooms, on playgrounds, or in the cafeteria without permission and an approved identification badge from the office.
3. **Dismissal (see Appendix 1 – Dismissal map for car lines)**
- a. **Standard:** Students will be dismissed at 2:45 P.M.
 - b. **Unsupervised:** There is no supervision for students in the CCHS 6th-12th parking lot. The school is not responsible for students in any undesignated area.
 - c. **By Vehicle:**
 - 1) All students are taken by staff to the covered area on Cedar Street. Students are seated in assigned areas. Parents will drive up into the circular drive in groups of three to allow all stations to load simultaneously. For safety, do not park and walk to get your child.
 - 2) Do NOT park in the CCHS parking lot on Franklin Street. These parking spaces are reserved for CCHS use only.
 - 3) Do NOT use cell phones when loading and unloading students.
 - d. **By CCHS 6th-12th Sibling:**
 - 1) Students with a CCHS 6th-12th sibling will meet his/her sibling at the gate between CCHS 6th-12th and CCES Pre-K3-5th.
 - 2) Parents will remain in cars and pick students up in the circular drive.
 - 3) For safety, we do not want students walking through the parking area.
 - 4) Do NOT use cell phones when loading and unloading students.
 - e. **By Bus:**
 - 1) Bus riders are taken by assigned faculty/staff to the school bus stop on Poplar Street to wait for buses.
 - 2) The St. Mary Parish School Board Transportation Office determines the bus schedule.
 - 3) Problems should be referred to the school and not to the transportation office of St. Mary Parish.
 - 4) In the event of a permanent change in dismissal accommodations, both the school office and bus driver should be notified.
 - f. **By Walking/Riding Bicycle:**
 - 1) Poplar Street walkers and bicycle riders will exit through the gate on Poplar Street.
 - 2) Cedar/Franklin Street walkers will be supervised by faculty/staff to Cedar Street.
 - g. Parents should not be on walkways, in hallways, in classrooms, on playgrounds, or in the cafeteria before the dismissal bell without permission and an approved identification badge from the office.

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h. All teachers will remain on campus until dismissal is complete.

4. **After School Care**

After school care is available for an additional fee from 2:45 P.M. to 5:30 P.M. for Pre-K3 – 5th grade students.

a. After Care begins on the first full day of school.

b. **After Care Fees:**

1) Payment is due weekly on Fridays. If payment is not received by the following week of attending, the student will not be allowed to attend until full payment is received.

2) **Daily Rates:**

	Bell – 4:00	4:01-4:30	4:31- 5:00	5:01-5:30
1 child	4.00	6.00	8.00	10.00
2 children	5.00	7.50	10.00	12.50
3 children	6.00	9.00	12.00	15.00
4 children	7.00	10.50	14.00	17.50

3) **A \$20.00 LATE FEE IS CHARGED FOR PARENTS ARRIVING AFTER 5:30 P.M.**

5. **Absences**

According to the Compulsory Attendance Laws of the State of Louisiana, “beginning with 2022-23, students who have attained the age of five years by September 30th of the calendar year in which the school year begins shall attend a public or nonpublic day school . . . Any child below the age of seven who legally enrolls in school shall also be subject to compulsory attendance. . .”

In order to be eligible to receive grades and for promotion, an elementary student should be in attendance a minimum of 160 days a school year. The only exception to this regulation is extended personal illness or emotional illness verified by a physician.

- a. **Excused:** An absence is excused for justifiable reasons such as illness (documented by a doctor) or death of an immediate family member. Assignments and tests can be made up if the absence is due to a prolonged illness or other grave reason. Students are responsible for obtaining and completing classroom and home assignments that were missed during his/her absence in a reasonable period of time (normally within 3 days) through the discretion of individual teachers.
- b. **School Related:** The student is absent due to a school related activity and is counted as an excused absence. The student is responsible for completing missed assignments and tests on the day they return to school.
- c. **Unexcused:** (counts against the state’s minimum attendance requirement) – If a student is absent from school for an unjustifiable reason or matter of convenience such as a family trip, vacation, or outing, the absence is unexcused. The student will have the opportunity to make up classroom/home assignments and tests for 100% of the grade earned. Assignments must be completed and tests must be taken the day the student returns to school, or failure to make up assignments/tests may result in a “0”. Parents are encouraged to schedule vacations during school holidays. Refer to the school calendar for these dates. Teachers are not required to give make-up tests and assignments in advance for vacation absences.
- d. When a child is ill with a communicable disease, the school must be informed. These children should remain at home for as long as they are contagious.

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- e. No child should be sent to school (nor be allowed to remain) if they are running a fever. A student must be fever free for 24 hours before returning to school.
- f. Parents must call the office by 8:30 A.M. when a child is absent. The Parent must also send a written excuse stating the reason for absence signed by a physician, dentist, or parent/guardian to the teacher on the day the child returns in order for him/her to make up class work.
- g. Contact the principal if a student is to be absent for an extended period.

6. Tardy Policy

To ensure the effective operation of Central Catholic Elementary, it is imperative that our students arrive on campus and be in their respective classrooms on time.

- a. Students are considered tardy **if not in their classroom at the 7:45 arrival take-in bell.**
- b. Students must be accompanied to the office by a Parent/Guardian in order to sign the student in with office staff.
- c. Tardy students will remain in the office during prayer/announcements and given a tardy slip to enter the classroom.
- d. If a student checks in late and does not have an educational or medical excuse then he/she is considered tardy.
- e. ***Upon receiving the fourth tardy, parents will be notified to schedule a meeting with administration to discuss tardiness. Habitual tardiness is in violation of the Compulsory Attendance Law. Further violations of the tardy policy may result in additional action as deemed necessary by administration.***

7. Student Appointment or Check Out

- a. If a student must leave for an appointment, please give the teacher advance notice by sending your child to school with a note stating your child's check out time for the appointment.
- b. **Students must be signed out and picked up at the school office for appointments and signed in by a parent upon return to school.** No student is to leave school for any reason without following this procedure.
- c. Students who must leave school at an irregular time must be signed out from the office by the accompanying adult **no later than 20 minutes prior to the 2:45 dismissal time. A note must also be sent to the teacher notifying her of the early check-out.**
- d. Students leaving school without advance notice are ineligible for assignments.
- e. Parents are asked to try to avoid doctor and dental appointments during school hours. However, when this is unavoidable, the parent or guardian should send a note that morning informing the teacher and the school office of the appointment. The parent/guardian should report to the office to sign the student out for the appointment. An excuse must be sent to school the next day.
- f. Early check out without an official note for educational or medical excuse is considered an unexcused absence.
- g. If anyone other than the custodial parent is checking out a student, written permission from the custodial parent must be sent to the office. Photo identification may be required before the child will be permitted to leave the campus with this individual.

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Central Catholic adheres to the policy adopted by the Diocese of Houma-Thibodaux:

"Where parents are separated and one parent requests that a child not be released into the custody of the other parent, the principal shall ignore such request and should remind the parents that until a court of competent jurisdiction awards custody of a child to a sole parent, the school is required to treat both parents as equals."
"In those cases where parents are divorced or legally separated, a child shall be released only to the parent awarded legal custody of the child. It is the responsibility of the parent who is the legal guardian to have on file in the school office a certified copy of the court order granting legal custody to that parent."

BIRTHDAY/SPIRIT DAY

1. Birthdays are celebrated on designated days of each month. All students may wear **Birthday/Spirit Day Dress** (see Dress Code) at no cost. Summer months are included.
 - a. Parents are invited to eat in the cafeteria with their child during their child's birthday month on birthday day. Please respond to the office birthday day reminder when it is your child's birthday month to let the office know if you will provide food for your child or if a lunch from the cafeteria is needed.
 - b. Do not send class treats to the school in celebration of individual birthdays without the teacher's permission. Gum, peanuts, and peanut butter are **NOT** allowed.
 - c. Do not send balloons, flowers, etc. to school to an individual child.
 - d. **Birthday or other invitations may not be distributed at school unless the entire class or all girls or all boys are invited.**
2. Specified Fridays of each month will be considered **Spirit Days**. Students may pay \$1 to wear **Birthday/Spirit Day Dress**. You may pay the year of spirit days in advance at a cost of \$10.00. **The money collected will be used for student incentives, instructional materials, and charitable organizations.**

BUSINESS PROMOTIONS

Central Catholic is not allowed to promote and/or advertise individual businesses by sending flyers/brochures home with students.

BUS REGULATIONS FOR CENTRAL CATHOLIC

Bus students are expected to obey the **St. Mary Parish and Central Catholic** bus regulations. Students violating these regulations are subject to consequences in accordance with the violations.

1. **Students will:**
 - a. walk down the walkway in an attentive and respectful manner
 - b. enter the bus according to grade level without running or pushing
 - c. sit two or three to a seat without skipping any seats according to procedures of the bus driver
 - d. remain seated until the bus stops at the individual's stop
 - e. not project any part of the body out of the bus window

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- f. not throw anything out of the bus window
- g. behave in accordance with the school's Code of Student Responsibilities

2. ST. MARY PARISH RULES AND REGULATIONS for pupils transported in school buses are as follows:

- a. Students must be on time at designated stop.
- b. Students must obey the driver promptly and cheerfully.
- c. Students must obey and respect the orders from the patrol on duty.
- d. Students must help to keep the bus clean and sanitary. Anyone purposely damaging, cutting or breaking bus property will be disciplined and be required to pay damages.
- e. Students must avoid causing trouble by teasing, harassing, pulling hair, scuffling or using unfit language. These are causes for suspension from riding the bus.
- f. All books and materials must remain inside school bag while on the bus.
- g. Arms and head must be kept inside the bus window at all times. Nothing is to be thrown out of the windows.
- h. **There should be no moving around or changing seats while the bus is in motion. One may move to another seat while the bus is stopped only if given permission by the driver. If assigned to a seat by the driver, student must stay in that seat.**
- i. Loud talking will not be tolerated. Talking in normal tones is permitted.
- j. Obtain permission from the driver before opening windows when it is cold or raining.
- k. No student should expect special privileges.
- l. The middle aisle should not be blocked by students occupying the seat next to the aisle.
- m. No student will be allowed to ride another bus or be discharged at a different stop unless his/her parent(s) has been in contact with the bus driver. Call the school office for contact information.

*****NOTE:** Any violation of the above rules and regulations may be reason for disciplinary action, suspension or expulsion from the bus. Cooperation will help to make transportation safe and comfortable.

CAFETERIA

School lunches are provided through the Archdiocesan School Food and Nutrition Services. The purpose of this program is to provide children with a well-balanced meal. If your child has a diagnosed medical condition/allergies and wishes to participate in school lunch, please have your child's doctor complete the **School Meal Modification Form and fax directly from the Doctor's office to Archdiocesan School Food and Nutrition. This form can be obtained from the school office or website.**

1. Cafeteria Payments

- Parents are encouraged to make cafeteria payments through the automated payment system (<http://schoolcafe.org>) or monthly by check (payable to Central Catholic Cafeteria). Payments sent to school must be in an envelope on the first day of the week/month with the child's name, cafeteria number, grade, teacher, amount of money, and payment dates.
- Money deposited into a 1st – 5th grade student's account can be used to purchase water or juice. If you do not want your child to purchase additional items, please send a note to the cafeteria manager.

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2. Breakfast and lunch are served daily according to Federal-State guidelines. Students may eat breakfast from 7:15 – 7:40 A.M. Breakfast will not be served after 7:35. Students must report to class at the 7:40 warning bell.
3. **Students who bring a lunch should follow nutrition guidelines and must bring their lunch daily upon arrival. (No peanut products may be packed for lunch.)**
4. **Expectations for Students:**
 - a. **Before Meal Prayer:** Bless us, O Lord, and these thy gifts which we are about to receive from thy bounty, through Christ our Lord. Amen
 - b. Stand in line without pushing. Silently wash hands/put towels in trash container.
 - c. **Speak respectfully to cafeteria employees - say "thank you".**
 - d. Sit in teacher assigned seats. Students may **talk quietly**.
 - e. Silently empty plates one table at a time or as directed by the teacher, then return to assigned seats.
 - f. Watch for the teacher signal, get quiet for prayer after meals, remain seated.
 - g. **After Meal Prayer:** We give you thanks, almighty God, for these and all your gifts which we have received through Christ our Lord. Amen
 - h. Line up one table at a time and leave quietly. Reflect on behavior upon returning to class.
 - i. Breakfast:
 - 1) Place back packs outside on benches leading to restrooms.
 - 2) Sit on one side only.
 - 3) Talk quietly.
 - 4) Clean the table before leaving to empty plates.
 - 5) Always use manners.

COMMUNICATION

1. Parent/teacher or parent/principal conferences can be scheduled by calling the school office at 384-1933.
2. Faculty/Staff are legally bound to confidentiality except in cases of life, health, and safety.
3. Parent/ Teacher Contact:
 - a. Back to School Night is held at the beginning of the school year for the purpose of explaining the teacher's classroom procedures, methods, and expectations.
 - b. Parent/Teacher contacts are a necessary part of school life. The parent is asked to send a note to school or call the office when requesting a conference so the teacher can schedule a convenient time for the meeting. Please refrain from calling teachers at home unless it is an emergency.
 - c. **Parents must have an approved identification badge from the office to report to the classroom area.**
 - d. Promote a positive relationship with all faculty/staff.
 - e. Teachers may invite parents into the classroom for an educational project.
 - f. Parents should receive a response for phone call, e-mail, and/or conference requests on the same day or within 24 hours.
 - g. Discuss only your child with the teacher. Refrain from discussing information relative to other students.
 - h. Parents can assume that they will be treated respectfully by the teacher.
4. **Grievance Procedure Related to a Classroom Matter:**
 - a. Discuss the problem directly with the teacher as soon as possible.
 - b. If satisfaction of both parties is not obtained, notify the principal.

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- c. If problem is not resolved after discussion with the principal, it is then discussed with the Superintendent of the Diocese of Houma-Thibodaux.
5. **Grievance Procedure with the Principal or School Policy:**
- a. Discuss the problem directly with the principal.
 - b. If a problem cannot be resolved at a local level, the Superintendent serves as final mediator.

CURRICULUM

Central Catholic maintains an effective, updated curriculum based on state and diocesan standards. The curriculum includes religion, reading, language arts (writing, spelling, grammar), mathematics, science, social studies, physical education, computer education, art, and library science. Technology is integrated into the curriculum through multiple networked computers and a computer lab. Each classroom has internet access. The educational need of students is met through a variety of methods including hands-on and inquiry-based learning and cooperative learning experiences along with conventional teaching methods. Enrichment and reinforcement activities are available in the classroom and through lab sessions. **Send a written note if a health condition prevents a student from participating in physical education.**

1. **Religion**

Religion is an integral part of the curriculum with lessons taught daily. Masses are celebrated weekly. Teachers may choose to bring students to Adoration, which occurs on Tuesdays, throughout the year. The Way of the Cross and Confession take place during Lent.

2. **Rediker-Parent Portal**

Parents have online access to grades, school information, etc. The Parent Plus App is available for download.

3. **Google Classroom**

All students have a Google Classroom account. Google Classroom allows teachers to communicate and connect with students through learning and homework assignments at school and home. The Google Classroom App is available for download.

4. **Homework**

Homework is meant to be the child's responsibility and the child's work. It is the parent's responsibility to supervise but not to do the homework. As children progress through grade levels, the objective of home assignments will also progress. Research indicates homework is important for the following reasons:

- Honing organizational skills
 - Learning how to manage time
 - Developing the ability to learn autonomously
 - Practice is best done at home
 - Some projects need the reflective period that cannot be provided in the classroom
- a. Homework is necessary practice and reinforcement of classroom learning, and it develops good study habits.
 - b. Homework is a written form of communication with parents and students.
 - c. Homework may include oral and written assignments.
 - d. Assignments are posted in Google Classroom and written on the board for students to copy in agendas (gr. 3-5).

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- e. If a child is absent from school, a request for written assignments is required unless illness prevents the child from working.
- f. Assignment requests must be made to the school **by 8:30 A.M.** and **can be picked up at 2:30 P.M.** that same day from the school office.
- g. Homework is not assigned on weekends, holidays, back to school night, etc.

5. Instruction

- a. Administration has the discretion to permit classroom instruction to be streamed live online, recorded, or both, in order to provide remote learning for the benefit of students.

6. Evaluation Procedures

Evaluation is an important component of the educational process. No single method of evaluation can present an adequate profile of strengths, weaknesses, accomplishments, effort, potential, and creative ability of an individual student.

- a. Grading is based on all classroom activities that may include but are not limited to daily work including oral and written assignments, class participation, cooperative learning, weekly tests, homework, and special projects.
- b. Evaluation is not limited to paper and pencil activities.
- c. **Benchmark/Diagnostic Tests** are given periodically to give insight into student comprehension on a long-range basis.
 - 1) The following benchmark/diagnostic tests are given to grades 1-5, and K where applicable:
 - a) Reading Benchmark Assessments
 - b) Math Diagnostic Assessments
 - c) Beacon Assessments
- d. **TerraNova Next (standardized test)** is given in grades K through 5 each spring to provide academic guidance for students and aid in evaluation and formation of the curriculum. Scores will be available for parents.
- e. Art, computers, and physical education grades are based on participation, conduct, and effort. Students will receive an S, NI, or U in these areas based on 20 points per week.
- f. Accelerated Reader: Students in Gr. 1-5 will receive a 10 point grade in Reading each nine weeks based on each student's highest AR quiz score.
- g. **Academic grading scale:**

Grade	Value	Designation
A	100-93	Outstanding
B	92-85	Above Average
C	84-77	Average
D	76-69	Below Average
F	68-0	Unsatisfactory, Failing
I		Incomplete

Grade	Value	Designation
S		Satisfactory
NI		Needs Improvement
U		Unsatisfactory

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Pre-K and Kindergarten

Grade	Value	Designation
S		Satisfactory
P		Progressing
NY or U		Not Yet or Unsatisfactory

g. Reporting Student Progress

- 1) Students will earn a grade for the following coursework: Religion, Mathematics, Reading, Language Arts (Writing, Spelling, and Grammar), Science, Social Studies, Physical Education, Art, Computers, and Conduct in order to give parents insight into a student's progress.
- 2) Report cards are issued every 9 weeks/quarter via e-mail.
- 3) Progress Reports are issued midway of each 9 week period/quarter via e-mail.
- 4) The 4th Quarter/Final Report Card will also be issued via e-mail.
- 5) The dates for progress reports and report cards will be included on the school calendar.
- 6) Progress Report/Report Card envelope must be signed by the parent and returned as soon as possible.
- 7) Test papers are sent home weekly and must be signed by the parent and returned to the teacher the following school day.
- 8) Grades are posted online and available for viewing through Rediker Parent Portal.
- 9) Students in Pre-K3, Pre-K4, and Kindergarten will have a non-graded method of skill and behavior evaluation.
- 10) Parents will be notified if a child may be retained or is in danger of failing.

7. Achievement Recognition

a. Each nine weeks:

- 1) **Principal's List Awards** are given to students who earn an "A" on the report card in religion, math, reading, language arts, social studies, and science, as well as an "S" in PE, art, and computers.
- 2) **Honor Roll Awards** are given to students who earn "A's" or "B's" in each area, as well as an "S" in PE, art, and computers.

b. End of Year:

- 1) Top Student Awards are given to 3 students in each class with the highest numerical average in religion, math, reading, language arts, social studies, and science, and with an "S" in PE, art, and computers.
- 2) Principal's List All Year
- 3) Honor Roll All Year
 - combination of Principal's List or Honor Roll each quarter
- 4) Effort Awards are given to students who continually give extraordinary effort, no matter the difficulties.
- 5) EAGLE Awards are given to students who display virtues of:
 - E=enthusiasm
 - A=appreciation
 - G=generosity
 - L=love
 - E=excellence
 - S=service

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- 6) Catholic Character Award
- 7) Accelerated Reader Awards
- 8) Sportsmanship Awards

8. Promotion

- a. **Grades 1-5:** The following guidelines determine student promotion:
 - 1) Students who fail two major subjects (reading/math) are not eligible for promotion.
 - 2) Students who fail one major subject (reading or math) are not eligible for promotion until the successful completion of standards under the direction of a tutor approved by the administrator.
 - 3) Students who fail one major (reading or math) and one minor (language arts, social studies or science) subject are not eligible for promotion until the successful completion of standards under the direction of a tutor approved by the administrator as well as teacher and principal recommendation.
 - 4) Students who fail two minor subjects are eligible for promotion w/teacher and principal recommendation and evaluation.
 - 5) An average grade below 69 is failing.
 - 6) Students are to meet attendance requirements.
- b. **Pre-K and Kindergarten** promotion is determined by teacher recommendation based on observation/evaluation of student work/behavior and results of review/benchmark tests administered in the spring.

DAILY ROUTINE

1. Schedule

Time	Activity
7:15	Teacher supervision for students begins. Students may get water, use the restroom, sit and talk in assigned areas. No playing is allowed before school. Materials must remain in school bags.
7:15	Students may attend breakfast.
7:30	Faculty/Staff prayer in lounge
7:40	Warning Bell: Breakfast service ends; Students walk to classrooms.
7:45	School Prayer/Announcements: Students are considered tardy if they arrive in their classroom after the bell. A parent must accompany and sign in the tardy student at the office.
10:00–10:10	Morning Break
10:30-12:15	Lunch (times vary for each grade level)
11:55- 12:15	Recess Grades K-2
12:20–12:40	Recess Grades 3-5
2:45	Dismissal

- 2. Morning announcements will begin with prayer and the Pledge of Allegiance.
- 3. Teachers and students in grades 2nd – 5th will rotate leading weekly mass. (see monthly calendar for mass schedule) All students in grades Pre-K4 – 5th will attend school masses. Pre-K3 will begin attending school masses upon teacher advisement.
- 4. Once the academic day has begun, students should remain quiet on walkways, hallways, and buildings.

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DISTANCE LEARNING

Governmental and diocesan authorities may deem a return to school as inadvisable. In this case, the school will continue with a comprehensive distance learning program. This comprehensive distance learning program will include the delivery of high-quality, on-line instruction that supports Catholic Identity. All students will comply with the Technology Acceptable Use Policy.

Support will be provided to students and parents with logging in, accessing assignments, turning in assignments, viewing feedback and troubleshooting.

DISCIPLINE

The Code of Student Responsibilities and the administration of discipline are based on Catholic values and the dignity of the human person to foster the spiritual and psychological growth of individual students so that each assumes responsibility to do and be his/her best.

1. Code of Student Responsibilities

- I. Students are expected to be:
 - A. Academically Responsible
 1. Complete homework assignments
 2. Have test papers, progress reports, and report cards, signed and returned promptly
 3. Have materials needed for class
 4. Complete class assignments
 5. Complete make-up work required by the teacher
 6. Use the school internet in accordance with policy
 - B. Personally Responsible
 1. Comply with the dress code
 2. Report to school on time
 3. Respect school property
 4. Comply with school rules
 5. Replace at current value any lost or damaged school property (books, etc.)
 - C. Socially Responsible
 1. Behave properly in class, in church, on the playground, in the cafeteria, during extended after care, in the restroom, and all after school activities
 2. Respect those in authority
 3. Respect classmates in class, church, the cafeteria, restrooms, on the playground, during arrival and dismissal, at after care, and all after school activities
 - D. **Responsible in any other manner deemed proper by the teacher and the principal**
- II. Students are expected to restrain from:
 - A. Acts harmful to others and oneself
 1. Verbal abuse or *harassment, including that of sexual nature, toward another student, teacher or person in authority
 2. The use of vulgar or obscene gestures or language
 3. Defying one in authority

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4. Physical abuse or attack on a teacher or fellow student
 5. Drinking, smoking, using drugs, or any *violent or aggressive acts
 6. Possessing firearms or weapons
 - B. **Acts harmful to property such as defacing property where damage is incurred**
 - C. **Any other actions that the principal and the teachers deem to be harmful**
 - *Harassment – demeaning treatment of one who does not consent to the treatment including verbal, written, visual, physical threats or demands, and retaliation.
 - *Violence – All threats of violence will be taken seriously. Consequences will follow.
 - A non-humor zone will be followed with harassment, threats and violence.**
 - “Just joking” is not acceptable.**
 - D. Diocese of Houma-Thibodaux Anti-Bullying Policy (Appendix 2)
2. When a student fails to comply with these responsibilities, he/she will be disciplined by the teacher. **Detention will occur when a child’s conduct is deficient for a third time in a week.** If the problem continues, parents will be contacted. For more serious problems, a conference among student, teacher, principal, and parents will be called. Suspension or expulsion may be employed if problems cannot be resolved.

NOTE: *“The student is a Central Catholic student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.”*

3. Infraction Forms

I. Warning - Infraction Warning Form

Warnings will be issued by faculty members, substitutes, or any authority figure for a student failing to follow school rules and/or policies. The Infraction form is to be signed by the parent/guardian, and returned to the homeroom teacher the following school day. The third warning will result in a detention assignment. Depending on the severity of the infraction, a detention may be assigned on the first discipline infraction.

Warnings may be issued for the following:

- A. Dress Code/Hair Violation (an accumulation of 4 will result in a detention assignment and is tracked per nine weeks)
- B. Unexcused Tardy (an accumulation of 4 will result in a conference with administration and is tracked per nine weeks)
- C. Excessive Missed Homework Assignments
- D. Gum Chewing/Candy
- E. Rough Play (hitting, pushing, kicking, etc.)
- F. Disrespect for Self or Others (teasing, tone of voice, creating excessive distractions in class)
- G. Willful Disobedience
- H. Bringing inappropriate Materials/Objects to school or on the bus (electronic games, pictures, reading materials, toys, trading cards, etc.)
- I. Inappropriate Use of Technology at non-designated times (computer, internet, resources, electronic devices, and cellular phones)
- J. Lying
- K. Any other behavior deemed inappropriate by faculty, staff, or the administration

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II. Detention – Infraction Referral Form

Its purpose is to enhance the child's prospects for learning, not only subject matter, but also lifelong lessons in decision-making and responsible actions. It is neither a tutorial session nor a punishment. Our goal is to develop independence and self-reliance.

There are important expectations we have for all students in their development of self-discipline:

- 1) Responsibility for academics
- 2) Responsibility for social actions
- 3) Independence

Parents will receive notification of a detention assignment. Students assigned to detention must report directly to the detention area in the office at the assigned time. Transportation arrangements are the responsibility of the parent or guardian for after school detention assignments. **Students must bring the infraction referral form home for parent/guardian signature and return it to the homeroom teacher the following school day.

Detention is held on Mondays for 1 hour after school. All students must be picked up promptly at 3:45. If students are not picked up by 3:55, they will be placed in After Care. The parent will be responsible for paying the After Care fee upon picking up the child.

After School detention may be issued for the following violations:

- A. **Forgery, Cheating, and Stealing** – These are unacceptable behaviors in a Catholic school. Every attempt will be made to provide age appropriate guidance toward acceptable behavior. **In cases of cheating**, the student will receive 50% of the grade earned.
- B. Accumulation of four (4) Dress Code/Hair violations – per nine weeks
- C. Accumulation of more than four (4) Unexcused Tardies – per nine weeks
- D. Disrespect for Authority
- E. Inappropriate Language (Profanity), Gestures, Writing, Actions
- F. Rude, Threatening, Harassing, Bullying Behavior toward students and/or adults
- G. Defacing/Destroying School Property – Students will be required to pay for damage or replacement.
- H. Leaving Classroom or School Grounds without Permission
- I. Inappropriate/Unacceptable Use of Technology (computer/internet/resource)
- J. Any other behavior deemed inappropriate by faculty, staff, or the administration
 - It is important to note that after three (3) after school detentions in a one (1) nine week period, the next (or 4th) detention may result in an in-school suspension. Any further after school detention assignments within the nine weeks period may result in an in-school or out-of-school suspension.
 - Failure to serve detention may result in an in-school suspension.

III. In-School Suspension – Infraction Referral Form

Suspension is considered a disciplinary measure that follows serious failure on the part of the student to comply with the rules and standards of behavior. In-School suspensions can be assigned for one or more days and will be served in school. The student is to report to the school office upon arrival to school the morning of their In-School Suspension. They will complete all class work, tests, and other assigned tasks

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for the day in the designated area. Prior to the In-School Suspension, parents will be required to come to school for a conference.

An in-school suspension may be issued for the following violations:

- A. Vandalism – Students will be required to pay for damage or replacement.
- B. Severe instances of bullying behavior toward students and or adults.
- C. Inappropriate/Unacceptable Use of Technology (computer/internet/resources)
- D. Any act detrimental to the well-being or safety of students/adults involved with the school
- E. Severe disrespect for authority
- F. Any other behavior deemed serious or inappropriate by faculty, staff, or the administration
- G. The third after-school detention assignment within a nine weeks period

IV. Out –Of-School Suspension – Infraction Referral Form

Out-of-school suspensions are reserved for the most serious offenses and may be for one or more days. In addition, the third (3rd) in-school suspension will result in an out-of-school suspension. After one (1) out-of-school suspension, any violation may result in a second (2nd) out-of-school suspension. Once a student receives a second out-of-school suspension, they are placed on probation. A mandatory conference will then be held with the student, teacher, parents, and the school administration. Students on probation may not be allowed to attend after care, participate in extra-curricular activities, or attend class trips. A third (3rd) out-of-school suspension will result in expulsion. If a student is suspended out-of-school, the absence is unexcused. Any tests missed as a result of an out-of-school suspension must be made up before school at 7:15 a.m. on the day the student returns.

V. Expulsion – Infraction Referral Form

Students and parents who accept the privilege of attending Central Catholic School accept the responsibility to respect and implement all school policies, rules, and regulations without exception. The Central Catholic administration reserves the right to refuse continued attendance for existing students and parents who do not conform to school policy, rules, and regulations. Any parent who continually makes unreasonable demands which can be viewed or interpreted as harassment of faculty, staff, and/or administration, will be required to withdraw his/her child from Central Catholic School.

Expulsion takes place only at the discretion of the principal in extreme cases where the student habitually violates school rules and policies or the behavior is detrimental to the safety of others and/or the reputation of the school. The criteria for the decision to take this serious disciplinary action will always be based on the good of the individual student concerned, as well as the common good of all other stakeholders in school.

- 4. Students, parents, and staff must cooperate, respect, and support the purpose, decisions, and spirit of the school.
- 5. If students or parents do not comply, an evaluation occurs to determine if the student remains or is readmitted. Specific areas of improvement will be identified and must be complied with, and these specifications are discussed in conference with parents.
- 6. More serious disciplinary measures always involve parents and school administration. Records of offenses, disciplinary measures and parent conferences are kept on file.

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7. Disciplinary measures that publicly embarrass, humiliate, or ridicule students and methods that involve physical contact such as striking, pulling, and shoving are avoided. Students are not deprived of lunch or caused to miss the bus (except in cases with extenuating circumstances) as part of the discipline policy.
8. No parent request to employ methods contrary to school disciplinary policy will be honored.
9. The administration/faculty is trained to call attention to misbehavior on the spot and discipline students later in private.
10. All students will follow the school wide expectations, rules, consequences, and behavior management chart process.

School-Wide Expectations (School Cheer)

C = Choose Christ

C = Cooperate with School Rules

E = Excel Academically & Spiritually (Be Your Best!)

S = Show Respect & Responsibility

School-Wide Classroom Rules

1. Make Smart Choices!
2. Follow Directions Quickly!
3. Raise Your Hand to Speak or Leave Your Seat!
4. Be Prepared!
5. Keep Hands, Feet and All Other Objects to Yourself! (Circle of Grace)

Consequences

- Warning with Teacher Action/Intervention
- 5 Minute Reflection in classroom/office
- Parent Contact through phone call or email.
- Infraction Warning Form/Referral Form
- Principal Referral

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Discipline Chart: Model Jesus in our words and actions

CHART	EXPLANATION	CONDUCT Grade
<p style="text-align: center;">Pleasing Jesus! I am ready to be a respectful, responsible, and good classroom disciple.</p>	Everyone starts the day "Pleasing Jesus!"	S (4-3 points per day)
<p style="text-align: center;">What would Jesus do? I need to SLOW DOWN and think about my actions.</p>	Students who receive a warning will move to yellow. This serves as a reminder to students to slow down and think about the choices they are making. Consequences may include teacher action, intervention, and infraction form	NI (2 points per day)
<p style="text-align: center;">I need to STOP and reflect on my behavior.</p>	Students who continue to make poor choices will move to red. They will take some time out to think about their choices by completing a reflection in the classroom or office. Parents will be contacted through a phone call, email, infraction form, and/or conference.	U (1-0 points per day)

11. The goal of discipline is to change the student's behavior.
12. Classroom disciplinary measures include:
 - I. Reflection assignments
 - II. Parent contact (phone call, e-mail, infraction form, and/or conference)
 - III. Detention after school
 - IV. Other creative procedures (private talks, positive reinforcement)
13. Students are ultimately responsible for developing good discipline involving respect and manners.

*** The education of your child is a partnership between the school and parents, who are the first primary educators. If in the opinion of the administrator this partnership is irrevocably broken by the parent/guardian/student, the school has the right to require the parents to withdraw the student.

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DRESS CODE

By enrolling in Central Catholic School, the student and his/her parents accept the rules governing dress and agree to abide by these rules. When a student is not dressed properly for school, it is understood that it is the responsibility of the parents/guardians to bring proper attire. The administration is the official interpreter of uniform/dress guidelines. Anything that distracts from the learning environment or is not keeping with the intentions of these regulations is prohibited. Parents/guardians should check with the administration of the school before purchasing any school clothing that does not conform exactly to these regulations.

Central Catholic School uniforms & official logo are to be purchased locally at Alumni Shop for Him and Her. Some outerwear is available at Skippers for Sports.

Pre-K3 & Pre-K4 Girl's Daily & Mass uniforms

- K-12 Gear red jersey polo with white embroidered CC Submark with navy outline on left chest
- K-12 Gear navy pants or shorts with elastic waist only
- Optional: K-12 Gear white Peter Pan Blouse with embroidered Three-Cross Submark on left collar
- Optional: A+ Brand Plaid 36 jumper (box pleat slit front)
- White or navy solid crew, ankle, or knee length sock with no logo or trim
- Solid white or black velcro clasp shoes with no contrasting logo, soles, or trim; no backless shoes
- Navy shorts to be worn under jumper
- In the event of cold weather, girls may wear solid navy or white tights under jumper
- Mass Uniform Options:
 - K-12 Gear red jersey polo with white embroidered CC Submark with navy outline on left chest and K-12 Gear navy pants or shorts with elastic waist only
 - K-12 Gear white Peter Pan Blouse with embroidered Three-Cross Submark on left collar and K-12 Gear navy pants or shorts with elastic waist only
 - K-12 Gear white Peter Pan Blouse with embroidered Three-Cross Submark on left collar and A+ Brand Plaid 36 jumper (box pleat slit front)

Kindergarten – 1st Grade Girl's Daily & Mass Uniforms

- Daily Uniform Options:
 - K-12 Gear White Peter Pan Blouse with embroidered Three-Cross Submark on left collar and A+ Brand Plaid 36 jumper (box pleat slit front)
 - K-12 Gear red jersey polo with white embroidered CC Submark with navy outline on left chest and A+ Brand Plaid 36 walking shorts
- White or navy solid crew, ankle, or knee length sock with no logo or trim
- Solid white or black shoes with no contrasting logo, soles, or trim; no backless shoes
- Navy shorts to be worn under jumper
- In the event of cold weather, girls may wear solid navy or white tights under jumper
- Required Mass Uniform:
 - K-12 Gear White Peter Pan Blouse with embroidered Three-Cross Submark on left collar
 - A+ Brand Plaid 36 jumper (box pleat slit front)

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2nd – 5th Grade Girl’s Daily & Mass Uniforms

- K-12 Gear red jersey polo with white embroidered CC Submark with navy outline on left chest
- Elderwear Plaid 36 Skirt (all around stitched down box pleats)
- Optional: A+ Brand Plaid 36 walking shorts
- White or navy solid crew, ankle, or knee length sock with no logo or trim
- Solid white or black shoes with no contrasting logo, soles, or trim; no backless shoes
- Navy shorts to be worn under skirt
- In the event of cold weather, girls may wear solid navy or white tights under skirt
- Required Mass Uniform:
 - K-12 Gear red jersey polo with white embroidered CC Submark with navy outline on left chest
 - Elderwear Plaid 36 Skirt (all around stitched down box pleats)

Additional Dress Code Policy for Pre-K3 – 5th Grade Girls

- Regulation uniform shirt must be tucked in.
- Solid navy knit shorts must be worn under plaid jumpers and skirts.
- Regulation plaid shorts, jumpers, and skirts should be approximately knee length.
- “No Show” socks are not allowed.
- Solid white or navy tights may be worn on cold days. No lace, decorations, or designs on tights.
- Shoes must be laced correctly & tied; tennis shoes and sole must be the same color; solid matching shoe strings w/no beads; Velcro clasp or zip shoes *are* allowed.
- Solid white undershirts may be worn under regulation uniform shirt. In the event of cold weather, solid white long sleeve shirts may be worn under regulation uniform shirt.

Pre-K3 – 5th Grade Boy’s Daily & Mass Uniforms

- K-12 Gear red jersey polo with white embroidered CC Submark with navy outline on left chest
- K-12 Gear navy pants or shorts
- Pre-K3 & Pre-K4: only elastic waist navy pants or shorts
- White or black solid crew or ankle sock with no logo or trim
- Solid white or black shoes with no contrasting logo, soles, or trim; no backless shoes
- Pre-K3 & Pre-K4: only velcro clasp shoes
- Navy, black, or brown solid belt

Additional Dress Code Policy for Pre-K3 – 5th Grade Boys

- Regulation uniform shirt must be tucked in.
 - Cargo pants/shorts are not allowed.
 - Belts are to be worn with belt loops.
 - “No Show” socks are not allowed.
- Shoes must be laced correctly & tied; tennis shoes and sole must be the same color; solid matching shoe strings w/no beads; Velcro clasp or zip shoes *are* allowed.

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- Solid white undershirts may be worn under regulation uniform shirt. In the event of cold weather, solid white long sleeve shirts may be worn under regulation uniform shirt.

ALL STUDENTS - Grades Pre-K3 - 5th

Approved Outerwear

- Official navy or red CC Submark sweatshirt available at Skippers for Sports
- Official navy CC Submark pullover available at Skippers for Sports
- Official navy CC Submark jacket available at Skippers for Sports
- Official navy fleece jacket available at Alumni Shop for Him & Her
- Official navy sweater with CC Submark available at Alumni Shop for Him & Her
- In the event of cold weather, heavy overcoats may be worn over the uniform to and from school and during outside activities but not inside school buildings. Various colored sweatshirts and jackets (including navy) are not considered heavy overcoats and may not be worn.

Birthday/Spirit Day

- Plain, long, blue denim knee-length walking shorts, capris, or jeans - no colored, ripped, striped, decorated jeans; jean skirts; overalls; or jeggings
- Regulation school shorts, pants, skirts, or jumpers
- Choice of Central Catholic t-shirt/sweatshirt or regulation uniform shirt
- Choice of tennis shoes & socks; boots

Hair

- Hair must be well kept and no longer than the middle of the ear on the sides, the top of the collar in the back, and not obstructing vision in front for boys.
- Extreme hairstyles (tails/extensions/hair wraps/hair color/dye/bleach/designs cut into hair, including partially shaved/undercuts/mullets) are not acceptable.
- Regulation plaid or red, white, and/or navy conservative hair accessories (bows/headbands) for girls

Jewelry

- Religious medals or crosses only; watches allowed (no smart watches); one ring allowed. School is not responsible for lost jewelry
- No necklaces, bracelets, play watches/jewelry - no jewelry that may cause distractions
- No earrings on boys; one earring per ear on girls - nothing beyond earlobe (stud earrings only)

Other Regulations

- No jeans/jean shorts/jean jackets/knit pants/athletic shorts/plastics/baseball caps/vests
- No backless shoes
- No colored nail polish/artificial nails/make-up/tatoos

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ELECTRONIC DEVICES

Electronic devices will not be allowed on the school campus without the express permission of the child's teacher and the principal. **Cell phones may not be in a student's possession while at school.** On occasion a student may have to bring electronic devices to school for after-school purposes. They **MUST** be turned in to the office upon the student's arrival at school and will be given to the student at the end of the day. Electronic devices are not allowed on field trips.

If a student is found using electronic devices during school hours, it will be confiscated and given to a parent from administration.

*******Parents must silence cell phones while on the school campus to prevent instructional interruptions.**

EMERGENCY/SAFETY

Central Catholic has Emergency Response Procedures and security cameras. Local radio stations KFXV, KBZE, and KQKI and the local television station KWBJ will be notified in the event of an emergency.

1. **Rediker Plus Portals**

Portals may be used to notify you of school information through e-mail and text when possible.

2. **Fire/Tornado Drill**

Fire /tornado drills are held monthly during the year. Teachers complete evaluation forms after each drill. Regulations comply with safety codes.

3. **Diocesan Safe Environment Process**

Parent-volunteers/substitutes must complete the Safe Environment process offered through the school and parish. All volunteers who work with or have regular contact with the children at the school at any time, even if it's volunteering once a year or attending field trips, must be trained and certified through the Diocesan Safe Environment Program. Please contact the school office for instructions on completing this training.

4. **Visitors**

Visitors must sign in/obtain a badge from the office before entering any area of the school, and sign out and return badge to the office upon leaving. ***All parents are asked to complete the safe-environment process.***

5. **Drug Free/Weapon Free/Smoke Free School**

The use, possession, and distribution of controlled drugs, alcohol and firearms or other dangerous weapons are illegal. Central Catholic Elementary is a smoke-free facility.

6. **Search** – Administration reserves the right to search accessories (bags), clothing, personal property, or desks at any time when the need arises.

FIELD TRIPS

Field trips on school days are full of learning experiences most often unattainable in the classroom setting. With the exception of illness, any planned absence on such days must be approved by the principal. Certain medical conditions may require that the parent must attend the field trip with their child. Parents are notified when field trips will be taken. All students are

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required to ride the bus to and from the destination. The Code of Student Responsibilities and school rules apply when on field trips.

1. Every child must turn in, by the teacher's deadline, a permission slip and fees in order to participate in the field trip. Children who do not meet the deadline will not be allowed on the trip and should report to school in uniform. Work for the students who are unable to attend the field trip will be provided by the child's teacher(s) and will be completed in a designated area/classroom.
2. All students are required to ride the bus to and from the destination. No child will be allowed to leave the class group to return home with a parent or by some means other than that which the teacher has provided for the entire group without permission from the principal beforehand. A note from a parent is required for this exception to policy.
3. **ALL CHAPERONES MUST BE CERTIFIED "SAFE ENVIRONMENT" TRAINED.** A certificate must be on file with the school office.
4. Individuals who volunteer to drive their personal vehicles for school related functions are advised that their auto liability coverage is primary should they be legally liable for an accident and must have 300,000/100,000 coverage.
5. The number of chaperones is governed by the nature of the trip. The school will determine and provide adequate adult supervision for all trips.
6. Students and volunteer parents must follow regulations:
 - a. Code of Student Responsibilities/school regulations-no cell phones, electronic devices, magazines, etc.
 - b. Food and drink regulations (NO GUM, peanuts, peanut butter, etc.)
 - c. Where and when to stop
 - d. Seatbelts (if applicable)
7. Diocesan Field Trip Policy states that if a private passenger vehicle must be used, the following must be verified:
 - a. The driver must be 21 years of age or older.
 - b. The driver must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
 - c. The vehicle must have a valid registration.
 - d. The vehicle must have a valid state inspection sticker.
 - e. The vehicle must be insured for minimum limits for \$100,000 per person/\$300,000 per occurrence.
8. A signed Volunteer Drive Information Sheet must be submitted to the principal for each vehicle used.
9. Siblings are not allowed to accompany a parent chaperone.
10. Chaperones attending field trips should park in the Holy Cross Church parking lot and not in front of the Life Center or CCHS parking lot.

FUNDRAISERS

1. Fallfest takes place in the fall on a Saturday. Families, friends, and community members are invited to attend.
2. Charleston Wrap/Cookie Dough sale takes place in the fall.
3. Central Catholic School Auction/Lip Sync Battle is an adult event which usually takes place in the second school semester.
4. Springfest/Field Day takes place in the spring. Family members are invited to attend.

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GENERAL STUDENT REGULATIONS

1. Students may use office telephone in case of sickness or necessity with proper permission.
2. All materials brought to school must remain in school bag during arrival/dismissal and on the bus.
3. **Students may not take food/candy/gum/drinks to school or on bus except bottled water.**
4. Students must not bring money to school except for designated school purposes.
5. Students may not make collections for any purpose without the principal's approval.
6. Students must pay for replacement if a book or other school-provided item is lost or damaged.
7. Bicycles must have a safety lock and are parked in racks located on the Poplar Street side of school.
8. Students may not bring electronic devices to school unless given permission from teacher/principal. It must be turned off and kept in the office.
9. Students may not bring magazines to school unless specified by the teacher for educational purposes.
10. Pets are not allowed on school grounds unless cleared by the classroom teacher or the office.

HEALTH AND EMERGENCY INFORMATION

1. **Medication:**
 - a. Teachers are not permitted to administer medication to students.
 - b. If medication must be administered by parents during school hours, the parents will be personally responsible for bringing the medication to the school office and giving it to the child. If at all possible, schedule the medication visit at a time least disruptive to the school day. If that visit can be timed for one of the recesses, it would be important for the teacher to know in advance by written message.
 - c. In extraordinary circumstances and with special arrangements with the school administration, parents may plan to have the student medication in the office or have an attending adult dispense the medication provided the appropriate release of liability forms are signed by the parent. Parents should contact the principal to make such arrangements. **Medication can be administered by faculty/staff on a one-day basis only. Exceptions must be arranged with the principal. Medication sent to the school office must be accompanied by detailed written instructions with the parent signature and date.** This policy includes prescription medication, cough drops, lozenges, chap sticks, etc. NO sore throat pops. **At the end of each school day, all medication must be picked up by the parent and taken home.**
 - d. **NOTE:** Parents are not to send medication unless **absolutely necessary.**
2. **Emergency**
 - a. It is necessary for the school office to have at least one person the school can contact in the event that neither parent can be reached in times of emergency. This information must be recorded on the student information card.
 - b. In the event of emergency dismissals of public schools, it is our policy to follow the directives of the superintendent of the Diocese of Houma-Thibodaux.
3. **Abuse and Neglect**

Any suspected abuse and/or neglect of a child in a school/day care center must be reported in accordance with Louisiana Statutes.

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4. Lice and Other Contagious Conditions

If a student is found to have head lice or nits, he/she is immediately sent home. Parents of classmates are notified. As per the State Board of Health, it is the parents' responsibility to check and treat his/her child. When the child returns to school after treatment is completed, his/her head must be rechecked by a member of the office staff. A similar procedure is followed for other contagious conditions.

5. Hearing and Vision

Hearing and Vision screenings take place annually. Send a written note to the principal to decline the screenings for your child.

6. Health/Safety

Parents are deemed by enrolling their children in Central Catholic to agree that they and their children will abide by all health/safety guidelines issued by applicable civil authorities, as well as those issued by the school. Central Catholic will comply with all health information reporting mandated by civil authorities.

HOLIDAY TREATS AND GIFTS

Holiday and special treats may not be sent to school unless approved by the teacher. Approved treats must be brought to the office, **NOT** the classroom. Gum, peanuts, and peanut butter are **NOT** allowed.

INSURANCE

1. The school's student accident insurance is **supplemental only**.
2. All injuries must be reported to the school office immediately. Forms and information can be obtained from the school office if an accident occurs.
3. Supplemental coverage may be purchased by parents at the beginning of the school year through the diocese.

INTRAMURALS

1. Organized intramurals take place in the spring for 4th and 5th graders.
2. All 4th and 5th grade students participate in kickball with an emphasis on sportsmanship.

LIBRARY

1. GENERAL INFORMATION

- a. All library books must be checked out through the library computer at the main circulation desk. The librarian will be available on Mondays and Tuesdays from 7:45 a.m. to 2:45 p.m. A schedule of weekly class visits are posted inside the library and each classroom teacher has a copy.
- b. The library materials can be accessed through Destiny, the school's Automated Circulation System. You can search Destiny by using the library computers, classroom computers, computers in the lab, and from home to determine the availability of materials.

2. PATRONS

- a. All students enrolled in Central Catholic, Grades K-5th, have library privileges. Each

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student has a Patron Number. Our Follett Circulation Plus program keeps track on the computer of all materials borrowed and returned.

3. LIMIT

a. Books per student

- 1) Kindergarten – During the last three weeks of school, students in Grade K will be allowed to check out 1 book each week. The books are kept in the classroom unless authorized by the teacher to take home.
- 2) First and Second Grade – Students will be allowed to check out 2 books each week. If a student reads and tests on those books, the student may return the books and be issued new books before his/her scheduled library class.
- 3) Third Grade – Fifth Grade- Students will be allowed to check out 1 book each week. If a student is reading and testing each week, the librarian will allow the student to check out 2 books.

b. Loan periods

- 1) Books—All books are checked out for a week. Books can be renewed for up to two weeks from original checkout date.
- 2) Reference materials—Some encyclopedias may be checked out for no more than two weeks. They may be renewed once. Users are encouraged to return them as soon as they are finished with the materials.

4. OVERDUE POLICIES

Our school library charges no fines for overdue materials. However, the following policies are followed to help get overdue books and references back to the library.

- a. A list of overdue books for each class is sent to the homeroom teacher monthly. The teacher reminds the students to return the books to the library the next school day. It is the responsibility of each student who has an overdue book to inform his parents about it, and to return it to the library as soon as possible. Students may not be allowed to check out a new book(s) until the other book(s) are returned.
- b. After a book is overdue for more than a month, a notice will be sent to the parents to enlist their aid in helping the student to find the book and return it. If a second notice is necessary, it will be sent within two more weeks.
- c. If a book is not returned in two months, it will be presumed lost. A bill for the cost of the book will be sent to the parents.
- d. If a book is still overdue at the end of the year, our school regulation is that issuance of final report cards and/or transfer of records will not take place until the book is returned, or the book is paid for and all financial matters are cleared.

5. LOST OR DAMAGED MATERIALS

- a. In the case of a lost or badly damaged book or magazine, the cost of its replacement is the responsibility of the student and his family. Please report this loss or damage to the librarian, who will find out the cost and send you a notice.
- b. Sometimes a damaged book can be repaired, if reported and returned promptly. (Some repairable situations include torn or loose pages or spines, loose covers, and a wet book. There is no fee for minimal repairs.)
- c. It is our policy to refund the money paid for a lost book if the book is later found and

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returned.

LOST AND FOUND

1. We cannot over-emphasize the need for labeling personal items that come to school. All uniform pants, shirts, sweatshirts, jackets/coats, book bags, etc. should have the child's first and last name.
2. Lost and found items are turned in to the office.
3. Items that are properly marked with the student's name helps in returning items to students.
4. Search efforts for unlabeled items should be made by the student at recess or before school only.

MESSAGES

Messages to students must be relayed through the office via phone call since teachers are not always able to check e-mail during instructional time. **Calling the office is the most reliable method for getting messages to students.** Faculty and staff should not receive text messages for students.

MONEY COLLECTION

1. Some teachers may choose to make book orders available for purchase, but they are not mandatory. If not paying on-line, checks are to be made payable to the book company.
2. Students should not bring money or valuables to school at any time. Central Catholic is not responsible for the loss of personal items.
3. Money collected for general school purposes should be sent in a sealed envelope clearly labeled with the child's name, teacher, and purpose.

PARKING

1. The parking area located on the Cedar Street side of Holy Cross Church and Yvonne Adams Life Center is used for Central Catholic Elementary.
2. Please refrain from parking at Central Catholic High School. These parking areas are assigned to CCHS faculty, staff, and students.
3. The parking area in front of Yvonne Adams Life Center will not be available for parking during arrival and dismissal.

PHOTO PERMISSION

Central Catholic utilizes student photos to publicize the activities of Central Catholic School and the accomplishments of its students. **If you do not wish for your child to be pictured in any media (website, Facebook, newspaper, Bayou Catholic, etc.), send a signed and dated letter advising of your wishes** that will be placed on file in the school office. By not sending a letter, you are granting Central Catholic and/or the Diocese of Houma-Thibodaux the right to publish and print your child's name and/or likeness on the Central Catholic website on the internet and/or the world wide web and further, release, indemnify and hold harmless Central Catholic, the Diocese of Houma-Thibodaux, the directors, officers, agents, pastors, employees and insurers from any and all claims and/or damages on behalf of yourselves and your child arising from the

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publication of your child's name, photograph or likeness used by the school. This agreement shall remain in force and in effect at all times.

RECESS

1. Playground Regulations

- a. The school provides play equipment. Students may not bring play equipment to school, unless approved by faculty.
- b. Students may play running games in the grass of the back field only.
- c. Gymnastics and karate are not allowed on the playground.
- d. Grades 3-5 are allowed to play basketball skill games. Regulation basketball games are not allowed.
- e. **Rocks around playground equipment are not to be removed or thrown.**
- f. Students may not play in restrooms, restroom areas, or on walkways between middle and Mamie Bergeron wings.
- g. Students are encouraged to keep the school grounds neat and clean.

2. Morning Break

- a. The purpose of this 10 minute break is for using restrooms and getting a drink of water.
- b. Students may sit/stand and quietly have conversations in designated areas.

3. Afternoon Recess

- a. Students will be monitored in designated playground areas.
- b. Students will be expected to follow all playground regulations.

4. Recess on Rainy/Cold Day

- a. Students will remain in a grade level classroom under the supervision of a teacher.

RESOURCES

Title I tutoring and enrichment (Challenge Plus Responsibility) are offered to selected students. Parents will be notified of selection and must sign a permission form for these resources.

SCHOOL NEWS

A monthly newsletter and calendar from the principals are sent home via e-mail and posted on the website, <https://eaglesccs.org> , and Rediker Parent Portal. **Special bulletins are issued as needed.**

Please continue to notify the office of phone number and e-mail changes in order to receive important school information,

SCHOOL ORGANIZATIONS

1. **Board of Trustees** – consists of a minimum of eight members. It operates as a Board of Specified Jurisdiction working collaboratively with administrators to formulate school policies, plans, finances, and goals.
2. **PTO** – The Parent/Teacher Organization is a fund-raising and community-building organization for Central Catholic Elementary. PTO organizes many events, such as Fall Fest.

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3. **Clubs** –Teachers take their special talents and organize a club for students to participate in 3 to 4 times a year. More information will be available once school begins.
4. **Athletics** – If roster availability permits it, 5th graders may participate in athletics.

SPIRITUAL LIFE

1. Prayer

1. Community prayer is a very important part of our school life. The faculty begins each day together with prayer. Our school day begins with a morning offering recited over the intercom:
 - a. **Morning Offering:**
O Jesus, through the Immaculate Heart of Mary, I offer You the prayers, works, joys and suffering of this day, for all the intentions of Your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, and for our Holy Mother, the Catholic Church. Amen.
2. Students will pray throughout the school day - morning, before/after recess, meals, end of day, etc.
3. Students will be provided time for daily reflection in order to evaluate the Code of Student Responsibilities and communicate with God.
4. In the case of those formal prayers taught at school, we look to parents for help with memorization.

2. Mass Information

- a. Our school attends Mass weekly during the school year. The day and time are subject to change. The newsletter and calendar will keep parents informed. Our families and friends have a standing invitation to attend our liturgies.
- b. **GOAL:** To provide a GATHERED and SENT experience for the students.
 - 1) We GATHER as a community
 - 2) We listen to God's WORD.
 - 3) We are nourished by the EUCHARIST.
 - 4) We are SENT to live the WORD.
- c. **ALL SCHOOL MASSES:**
 - 1) Students will . . .
 - a) Enter Church, kneel, and pray.
 - b) Sit respectfully.
 - c) Say Mass responses.
 - d) Receive communion (blessing for non-Catholics) and return to pew after communion reverently (no hands in pockets).
 - e) Know how to come to the altar
 - f) Know how to stand around the altar
 - g) Know how to kneel after communion.
 - 2) Families and friends are invited to all school masses.

3. Community Life

Keeping in touch and being involved in the spirit life of our community are vital to its very existence and growth. Our parish needs us, and we need our parish life. The church's weekly bulletin and the school's newsletter are sources of information.

4. Sacramental Preparation

We learn to love our God and celebrate that love in the Eucharist, the very core of our Catholic tradition. As our children develop their relationship with God, they learn how sin

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hurts relationships. The preparation for both the sacrament of Reconciliation and the Eucharist is a joint effort between home, church, and school.

- The preparation and reception of these sacraments for the first time is at the second grade level.
- Parent seminars in preparation for these sacraments will be announced well in advance of their appointed times.
- If you are not a member of the Holy Cross Church Parish and would like your child to receive sacraments at Holy Cross, please contact the church office at 384-3551.

5. Reconciliation Services

Students in second through fifth grade will have the opportunity to celebrate the Sacrament of Reconciliation during the year.

6. Shared Facility

Our school is a shared facility. Our full-time students at Central Catholic know that they may share their desks and/or classrooms with students in our Holy Cross Parish Youth Formation program.

7. Holy Cross Weekend Liturgies

Holy Cross Church Parish welcomes our school families to its weekend liturgies.

SUPERVISION

Students are not allowed in any room or outdoors without permission and/or adult supervision.

While on duty with a group of children, staff members devote their time to supervising the children and participating with them in activities.

TECHNOLOGY

Acceptable Use of Technology

All electronic communications to or from Central Catholic Elementary shall reflect the Christian and educational principles upon which the school and Diocese of Houma – Thibodaux, are founded. Access to the Internet is made available to students, teachers, and staff. Histories of use are monitored, filtered, and censored by the Archdiocese of New Orleans which is CIPA compliant. The goal of Internet use is to promote educational excellence by facilitating research, resource sharing, innovation and communication.

Expectations:

1. Students must keep devices clean. No food or drinks allowed around devices.
2. Books and other items should not be placed on top of devices.
3. Devices should only be used for school assignments. No other accounts may be accessed on school issued devices.
4. You may not share your account passwords with others.
5. Students may not delete history of sites visited on school devices.
6. Students may not install programs or apps on devices.
7. Students may not personalize devices in any way: backgrounds, name icons, decals, screen savers, etc. that have not been approved by the teacher.
8. Families will be financially responsible for repair or replacement of purposely damaged devices.

While using technology, students will:

1. follow all directions from the teacher.

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2. only use the assigned user name and password.
3. not go to other websites if not directed to do so.
4. alert the teacher of anything wrong with devices as soon as it happens.
5. avoid using excessive force on devices.
6. not set anything on the devices.
7. not set liquids/food near the devices.

Unacceptable Internet use will consist of, but not be limited to the following:

1. transmitting, accessing, printing, downloading or uploading any material which might be deemed abusive, hateful, degrading, demeaning, derogatory, or defamatory, (i.e. cyberbullying);
2. vandalizing, damaging, disabling, or gaining unauthorized access to the Internet or another person's computer, files, data, or materials;
3. vandalizing, damaging, disabling, or gaining unauthorized access to district- or building – owned computer systems, files, data, or materials;
4. unauthorized accessing, printing, downloading of files to or from the Internet or other personal devices. (i.e. – jump drives, disks, etc.);
5. engaging in any unauthorized commercial or business activity;
6. unauthorized online game playing;
7. gaining access to inappropriate sites, as deemed by administration, including but not limited to: chat rooms, instant messaging, Instagram, TikTok, Facebook, Twitter, Blogs, personal email accounts, etc.;
8. sharing passwords, using another student's password, or allowing another student access to their computer accounts or files.
9. bypassing applicable security restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.

Any action which compromises the school's integrity, on or off campus, will be cause for corrective measures.

Students are to report to the principal any inappropriate communication initiated by a teacher or other school employee.

Inappropriate use may result in denial of access and will be dealt with according to Central Catholic Elementary's disciplinary policy or as deemed appropriate by administration.

Failure to follow the above expectations and procedures will result in the following consequences:

- 1st infraction = warning
- 2nd infraction = loss of technology privileges for class period/subject
- 3rd infraction = loss of technology privileges for a specified period of time*

*Any severe infraction will result in immediate loss of technology privileges and the possibility of loss of privileges for the school year. Central Catholic Elementary administration will determine the extent of the severity of the infraction.

All students and parents must sign and adhere to the internet and network usage agreement. Once signed by students and parents, the agreements are kept on file at the school.

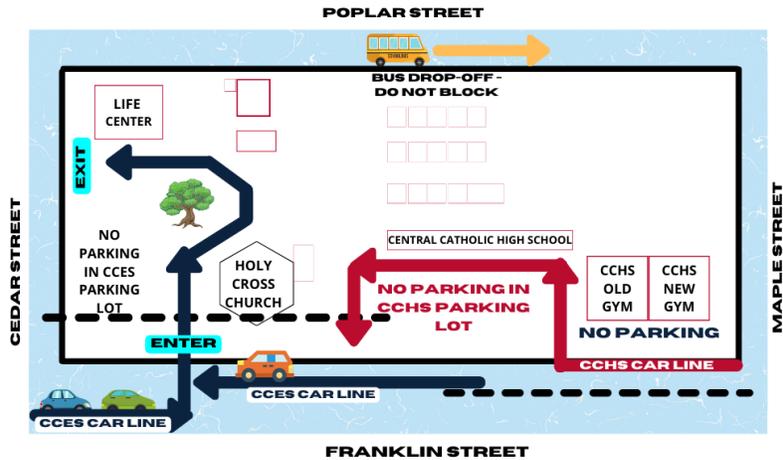
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Appendix 1

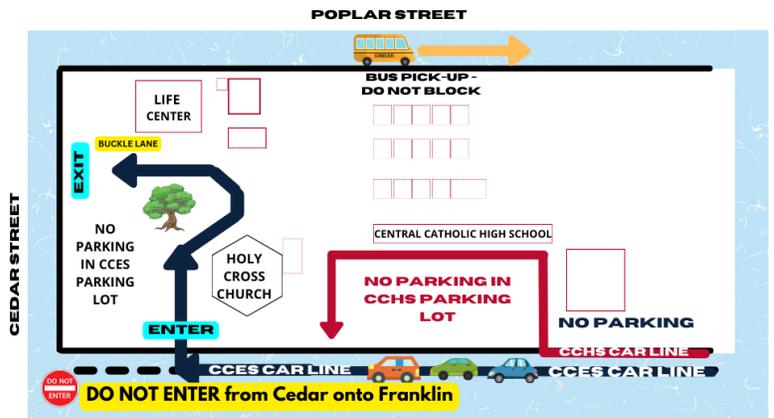
ARRIVAL PROCEDURE

- NO PARKING on Franklin Street Monday-Friday during designated times
- CCES drop-off line begins on Franklin Street. Please enter into the church parking lot and stay in the line around the oak tree. Faculty members will assist with getting your child out of the vehicle.



DISMISSAL PROCEDURE

- NO PARKING on Franklin Street Monday-Friday during designated times
- CCES pick-up line is on Franklin Street. **DO NOT ENTER FROM CEDAR ONTO FRANKLIN!** All vehicles will exit the car line at Cedar Street.
- For our students' safety, all parents picking up students after school should be in the car rider line!



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Appendix 2



I. Purpose/Rationale

“Let the little children come to me and do not hinder them. It is to just such as these that the Kingdom of God belongs.”

Mark 10:14

Acknowledging that all of creation is rooted in the teachings of Christ, our Savior, the Diocese of Houma-Thibodaux establishes an Anti-Bullying Policy that is rooted in the social teachings of the Church. We recognize these principles:

- God created each person as a unique individual, created in the image and likeness of God and endowed with undeniable dignity. (Genesis 1:27)
- As children of God it is our destiny to grow in “wisdom, age, and grace.” (Luke 2:52)
- Catholic Social Teaching perceives an obligation to work to create conditions in which the unique dignity of each person is respected and all human rights are protected. (Luke 4:18-19)

The Diocese of Houma-Thibodaux is committed to exposing all students to the teachings of the Catholic Church in order that they may reveal Christ to the world. Our goal is to build a worthy upcoming generation that is cooperative, unselfish, respectful, and tolerant of others. Our educational approach is characterized by the integration of Christian truths and values within the framework of the learning experience. Therefore, we are committed to providing a loving, positive, and safe learning environment for all students.

Bullying has a negative effect on the faith community, creates a climate of fear, and inhibits students’ ability to learn. Bullying may destroy respect for the dignity of the student, may undermine the Christian atmosphere of the school, and may deprive the student of a safe and caring learning environment. It may touch the bystander by desensitizing them to aggressive and derisive behavior, and may adversely affect the long-term emotional and social development of the bully.

Individuals who are bullied may begin to develop a perceived lack of value and self-esteem and experience feelings of isolation. They may have difficulty learning and worry about their personal safety. A person who is bullied may have trouble establishing and maintaining long-term relationships. Ultimately, someone who experiences bullying may become angry and aggressive or develop deep-seated emotional or psychological problems.

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Jesus Christ clearly commands us to “love your neighbor as yourself” in the Gospel of Matthew 22:39. Therefore, the Diocese of Houma-Thibodaux adopts an Anti-Bullying Policy in order to preserve the dignity of all and to further promote the Gospel and teachings of Christ.

II. Scope

The Diocese of Houma-Thibodaux believes that any and all forms of bullying are unacceptable behaviors. Therefore, all statements or actions of student-on-student bullying made at any time, including on campus, during or at school-sponsored events, while traveling to or from a school-related activity, or off-campus, will not be tolerated. All students, teachers, and other school employees shall take appropriate measures within the scope of their individual authority to prevent bullying.

III. Definition of Bullying

Bullying behavior is defined as repeated and persistent verbal, written, physical, or psychological action, implied action, or communication intended to cause harm, fear, or distress to another person (or group of persons). An imbalance of power between the aggressor and the target is often, but not always involved. Bullying is a means of control and may be carried out directly through physical, verbal, written, or electronic means, or indirectly through social and emotional aggression. Bullying includes any of the foregoing by a person even if the person did not initiate any of the foregoing but perpetuates it.

Examples of bullying, as defined above, may include, **but are not limited to:**

<u>Verbal (overt)</u>	<u>Physical (overt)</u>	<u>Social/Emotional (covert)</u>
Name-calling/Put downs	Hitting	Relational Aggression
Insults	Kicking	Manipulating Friendships
Racial Comments	Spitting	Gossip
Harassment	Pushing	Intimidation
Sexist Comments	Inappropriate Gestures	Written Notes
Teasing/Taunting	Tripping	Electronic Misuse/Text Messages
Threatening/Extortion	Stealing	Social Media (Cyberbullying)

Nor will retaliation in response to bullying be tolerated.

IV. Reporting Bullying

The principal or the principal’s designee is responsible for receiving complaints of alleged bullying. All school-based employees are required to report alleged bullying to the principal or the principal’s designee. All other members of the school community including students, parents/guardians, volunteers, and visitors are encouraged to report bullying.

Any member of the school community who has information that bullying has taken place may file a report of bullying, whether a victim or witness. Any student (and/or the parent or guardian on that student’s behalf if the student is a minor) who believes he/she is a victim of bullying is strongly encouraged to report bullying in writing to a school official.

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False reports of or retaliation for bullying also constitute violations of this policy.

Administrators/principals' designee(s) should document in writing any complaints about bullying. Confirmed cases of bullying should be documented in the school information system.

V. Investigating and Responding to Bullying

The Principal bears the ultimate responsibility for investigating complaints of bullying. If the Principal so chooses, she or he may designate another member of the administrative team to act as her or his designee.

Investigation of complaints of bullying should consist of personal interviews with the various individuals who may be involved or have pertinent information regarding the alleged bullying. Interviews with the alleged victim, the alleged perpetrator, and all witnesses will be conducted separately. At no time shall the alleged victim and the alleged perpetrator be interviewed together.

When interviews are complete and all information collected, the Principal or his or her designee will determine whether the actions complained of constitute "bullying" as defined in this policy and, if so, referral of such to the proper disciplinary authority within the school.

Conduct that is determined to be bullying in nature will generally warrant some sort of disciplinary action in accordance with the school's disciplinary policy. Disciplinary consequences should be sufficiently severe to attempt to deter violations and to appropriately address prohibited behavior.

In accordance with the school's disciplinary policy, consequences, and appropriate remedial action for bullying may include, but may not be limited to:

- Community service hours
- Counseling
- Loss of Privileges
- Behavior Agreement
- Parent Conference
- Detention
- Suspension
- Expulsion

In keeping with the teachings of Christ, corporal punishment is unacceptable within the Diocese of Houma-Thibodaux.

Students found to be engaged in bullying behavior should be referred to counseling to address the underlying causes of the inappropriate behavior.

VI. Training and Preventive Education

To enhance the education and formation of our students, schools must actively promote positive student behavior while preventing inappropriate behavior. Therefore, schools within the Diocese of Houma-Thibodaux are required to:

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- 1) Adopt an Anti-Bullying Policy to be included in the school's student handbook consistent with this policy;
- 2) Provide professional continuing education for all faculty and staff that addresses an increased awareness of the problem of bullying and systematic program for addressing the problem in the particular school;
- 3) Educate parents and other school community members, including but not limited to teachers and employees, of the school's Anti-Bullying Policy; and,
- 4) Students should be taught that as bystanders of bullying behavior, they have a moral obligation to defend the target through the use of supportive words and non-violent actions.

The responsibility for implementing the program rests with the Principal in coordination with the Pastor of the Parish, if the school is associated with a parish.

VII. Yearly Review of Resource and State laws

Principals shall be responsible for a yearly review of their school's Anti-Bullying policy to ensure continued consistency with this policy and state law.

VIII. Applicability of State Laws

This policy is not intended to supplant state law insofar as certain actions that meet the definition of bullying as defined herein may also result in certain persons who are mandatory reporters having to report certain matters to law enforcement authorities or certain state agencies depending on the circumstances. For example, but without limitation, certain actions may require that they be reported as abuse according to state law. The proper Diocesan authority should be consulted depending on the nature of the alleged actions.