

CATHOLIC ELEMENTARY OF POINTE COUPEE

2010-2011

**Founded 1904 by
The Sisters of St. Joseph**

Approved by

**Louisiana State Department of Education
Southern Association of Colleges and Schools**

Affiliation

**National Catholic Educational Association
Citizens for Educational Freedom
International Reading Association**

**Catholic Interparochial of Pointe Coupee
Is an Equal-Opportunity Employer
and does not discriminate based on race, origin, nationality, or religion.**

**304 NAPOLEON STREET, NEW ROADS, LA 70760
Telephone (225) 638-9313
FAX (225) 638-9953
Website: catholicpc.com**

Principal: Melissa B. Cline, Pastor: Father Bob Stine

DISCLAIMERS

1. Although we have attempted to cover every aspect of school life, we realize there are areas that may not be included in this handbook. Therefore, any decisions regarding matters not specifically written in this handbook will be left to the discretion of the school administration.
2. Catholic Elementary School of Pointe Coupee follows the guidelines for Catholic schools outlined in the Diocesan Administrative Manual.
3. This is also found on the last page of the handbook. After reading this handbook and reviewing it with your child, you will be asked to sign, detach, and return that page to the school.

Excerpt from "The Rights and Responsibilities of Catholic School Parents," published by the National Catholic Education Association, 2003:

"Catholic school students and parents, as well as the Catholic School and its employees, have rights concurred by contract law. In enrolling a child in a Catholic school, a parent agrees to follow the rules of that school. It is impossible to identify every situation that can arise in a handbook; thus wording (is used) such as 'other inappropriate conduct' or 'conduct whether inside or outside of school that is detrimental to the reputation of the school...' Your child is a representative of the Catholic school twenty-four hours a day, seven days a week, and is responsible for acting in a way that brings credit to Church and to school. You will be required to sign (this) form stating that you have read the handbook and agree to be governed by it. Your signature serves as evidence that you entered into (this) contract and that you understand the provisions of the contract."

MISSION STATEMENT

The mission of Catholic Interparochial of Pointe Coupee is to provide a religious, academic, and disciplined education whereby students develop their talents in service to school, church, and society.

VISION STATEMENT

“One Family, One Vision in Christ”

PHILOSOPHY

Catholic Elementary is an institution dedicated to the formation of youth to the stature of Christ. Each child is accepted with his/her own inherent personality and potential for growth. This school strives to lead each student to develop his/her spiritual, intellectual, physical, moral and emotional endowments so that he/she may acquire a mature sense of responsibility in forming his/her own life properly in pursuing true freedom. By fostering the spirit of mutual respect among teachers, students, and family, the school works for the good of all within the community.

Cognizant of the privilege of being entrusted by parents with education of their children, teachers are aware of the responsibility, which rests upon the school. They seek to profit in guidance, strength, and wisdom from Jesus, the model teacher, and from the bond of union created among them by their common interest and personal dedication to the welfare of the students.

Everything in the school is dedicated to forming youth to follow Christ in His actions. To this end, school liturgies, prayer, course offerings, and extra and co-curricular endeavors are designed to train students to think deeply, to judge wisely, to cherish dearly, to value rightly, to prepare widely, and to share happily. Christ is our model who stands before us always saying, “Come, follow me.”

OBJECTIVES

It is the purpose of the school to provide an environment in which all students are able to realize their potential as religious, civic, and social citizens in the life of the community. In order to guide and stimulate student development, Catholic Elementary endeavors specifically:

1. To help the student work out for himself a sound sense of values in the light of Christian principals
2. To develop in the student intellectual faculties that will aid him in self-awareness as a unique being and help him direct his life successfully
3. To help establish in the student the ability to judge appropriately in accordance with the dictates of conscience
4. To cultivate within each student a growing appreciation of his heritage and a feeling of responsibility for making it richer
5. To give the student a means of mastering the tools of learning that will prepare him for future life
6. To promote friendly relations between students of different talents and backgrounds
7. To develop in the student an early awareness of obligations and privileges of belonging to a society where people must work together for effective family and community living

RELIGIOUS EDUCATION

The most important facet of our educational endeavors is our religious education program. Christian attitudes and principals are by far more important at Catholic than any subject matter that may be taught. Catholicity permeates our curriculum. We are seriously committed to incorporating religion into the daily lives of our students.

Christian formation includes daily prayer and religious instruction, liturgy, seasonal penance services, liturgical music, observance of church Holy Days, retreats, monthly Adopt-A-Class activities, and school-sponsored service projects. Students are instructed in the value of family life, the importance of maintaining a sense of well-being, and the importance of service to others.

Sacramental preparation classes are held for second graders receiving the sacraments of First Penance and First Eucharist. Crucifixes, religious statues, prayer corners, and a religious themed bulletin board are prominently displayed in every classroom.

Parish school of religion classes for public and private school children meet in our school on Tuesday afternoons.

CATHOLIC HUMAN SEXUALITY AND MORALITY:

Upon recommendation of the Office of Religious Education of the Diocese of Baton Rouge, instruction in Catholic Human Sexuality and Morality has been implemented into the curriculum. William H. Sadlier, Inc. and the Archdiocese of St. Louis have developed a program which our 4-8 graders will use: God's Own Making: Catholic Values of Human Sexuality.

The program respects the role of parents and focuses on the Catholic values that help to form the gift of our human sexuality. Specific information will be provided prior to the start of the program. This program will help our young people to appreciate their gift of human sexuality, cherish relationships in their lives, treat themselves and others with respect, and understand the Church's teaching regarding Catholic values of human sexuality.

ADMISSION POLICY

The Admission Policy is set forth by the Catholic Interparochial School Board in light of guidelines stated in the Administrative Manual for the Diocese of Baton Rouge Schools. Every child is accepted on grades, attendance, and conduct. The following priority order is used for admitting new students:

1. All students presently in attendance and in good standing (i.e. financial, behavioral, academic)
2. New students from families now in attendance; this is for first time attending students only
3. New students from CISPC alumni families (legal parent or guardian). Legal parent is the person who claims the child as dependent on income tax forms. Family is defined as those persons appearing on income tax forms as dependents
4. New Catholic students from the area, with letter from local pastor, and new Catholic students who previously attended CISPC and have paid a readmission fee
5. New non-Catholic students

Hornet Haven Enrichment Program:

Children admitted into the Hornet Haven Enrichment program must be three years old by September 30 and should be toilet-trained.

Pre-K:

Pre-K is not a prerequisite for Kindergarten. Children will be accepted into the CESPC Pre-K program under the conditions they are four by September 30 and show the social, emotional, and physical maturity of a four year old.

Kindergarten:

A student must be five years old by September 30 of the current school year in order to enter kindergarten.

New students should provide copies of the following documents:

1. Official birth certificate
2. Baptismal certificates (Catholics)
3. Current health card
4. Latest report card /standardized test scores/Documentation that student has been promoted from the previous grade
5. Social Security Card
6. Completed Diocesan transfer form, if applicable

Academic Excellence

Curriculum:

Catholic Elementary is proud of our legacy of excellence in academic and religious education. We are committed to providing a strong spiritual, academic and social program which encourages all children to be the individuals God calls them to be. Our primary curriculum focus is on Religion in all grade levels.

The Early Childhood curriculum (HH, Pre-K, and K) is developmental in nature and is designed to meet the individual needs of students. Curriculum is based on student-initiated learning, which is research-based and suggested by the state of Louisiana.

The first through sixth grade curriculum is based on Diocesan, State, and Southern Association requirements. Our core curriculum focus is religion, reading, math, science, social studies, and English.

The promotion or retention of a student is based primarily on the degree of achievement of specific objectives of the grade or course. The ultimate decision will be between the principal and the teacher. (Diocesan School Admin. Manual 6.2.1.3)

Retention:

- Failure to master reading and/or math requirements at any grade level may result in failure.
- Failure in one subject may allow a child to be conditionally promoted provided thirty hours of administrative approved summer classes are attended successfully.
- Failure in two subjects results in retention.
- Failure to show progress in the final nine weeks may result in failure for the year in that subject.
- Two F's in a subject, second semester, will result in failure for that subject.
- (A minimum of four quality points must be earned in order for the student to pass any subject. A minimum of two quality points must be earned in every subject in both semesters. (Ex. If a student has a C (2 points) and a D (1 point) in the first semester, he/she must have a minimum of two D's the second semester.)
- At the Pre-K or Kindergarten level, which is developmental in nature, successful completion is based primarily on the degree of achievement of the specific objectives of the program. The Diocese maintains, according to the Administrative Manual, "The ultimate decision in regard to non-promotion must be a joint one between principal and teacher."

Enrichment:

CISPC offers a variety of enrichment classes throughout the curriculum. These include: Library, Computer class, Spanish, Physical Education, Art, Music, Band (2-6 grades), Drug Prevention Education, Family Life Skills, and Nutrition Education. A Gifted Program is also available for those students who have been evaluated and identified as Gifted. The evaluation of student progress may include, but is not limited to: participation, skills assessment, conduct, and completion of required activities.

Other Resources:

Other resources include:

- Title I Lab-Students in grades 2-6 who score below the 40th percentile on the Terra Nova 3, or by teacher recommendation, may have the opportunity to participate in Title I classes.
- Resource Classes-Students in grades K-6, who have been evaluated and determined to meet the Bulletin 1508 criteria may be eligible to participate in this class.
- Speech and Language Therapy-Students in Pre-K-6 who have been evaluated and meet criteria may participate in Speech/Language therapy.
- 504 Accommodations-Students who have been evaluated, privately or by the LEA, and meet specific criteria, may qualify for 504 Accommodations.

Individual Needs Committee:

- CISPC has established an Individual Needs Committee (INC) to assess and develop appropriate methods for helping students with special needs. The core committee consists of the principal, guidance counselor, resource teacher and classroom teachers. The purpose of this committee is to provide assistance to students diagnosed with handicapping conditions, and to identify students who may need to go through an evaluation. The INC process may be initiated by the school or the parent. If parents feel their child needs adjustments, INC's process is begun by contacting the child's teacher or the guidance department. ***To be considered for accommodations, a complete evaluation and formal diagnosis from a qualified professional must be on file, and the student must be experiencing significant difficulties at school. All adjustments are determined by INC.***
- Educational, health, guidance, and resource records are shared among our professional staff for the purpose of helping the individual student. The confidential status of records is understood and is shared only for educational purposes.

Home Assignments:

Homework is a necessary part of a child's education. The amount of homework that a student has depends upon his or her progress in school. Homework includes written and study work and may include Accelerated Reader reading. Students are expected to complete daily homework, as it constitutes a portion of the students' grade. Students are responsible for writing daily homework assignments in their assignment pads. Teachers will post homework on Ed-Line, but that is subject to change, depending on the needs of the class. Parents are encouraged to assist children with homework, but should never complete assignments for the student. It is the responsibility of the parents to assist the teachers in promoting independent work habits.

Textbooks:

Children should be trained to handle all school books carefully. Textbooks should be free of pencil or ink marks. If a book is lost or damaged, the student must pay for its replacement. All books are to be covered. The student's name and year should be clearly printed on the cover.

Field Trips:

Field trips may be offered during the school year to help to meet educational objectives. These days are considered school days.

The school will provide a permission form which the parent/guardian must sign in order for the student to be allowed on the trip. Only this form will be accepted. Children are held bound by the usual school policies while on a trip. They **MUST** be transported to and from trips by the school bus. No private vehicles will be allowed to transport students. Parent chaperones may be selected to accompany students on field trips. No other siblings are allowed to attend the field trip.

Class Parties:

Class parties are special occasions that are planned by teachers and approved by the principal. Because parties are privileges, a student may be denied participation in the activity if he/she fails to meet behavioral and academic requirements. .

Extra-curricular Activities:

According to our school policy, "Everything in the school is dedicated to forming youth to follow Christ in His actions." To this end, liturgies, prayer, course offerings, extra-curricular and co-curricular activities are designed to train students to think deeply, to judge wisely, to cherish dearly, to value rightly, to prepare widely, and to share happily. It is with this in mind that Catholic of Pointe Coupee provides and encourages participation in extra-curricular activities

that promote growth and overall development: spiritually, socially, mentally, emotionally, and physically. It is important that the student understands that along with the privilege of participating in extra-curricular activities comes the responsibility of appropriate and sufficient application in his/her schoolwork and in interactions with classmates and teachers.

All athletic requirements can be located in the Elementary/Middle School Athletic Handbook. A minimum GPA of 2.0 is required for participation in athletics.

Academic Screening/Achievement Testing:

Early Childhood Screenings are performed at the beginning of the school year to determine student strengths and weaknesses, so that instruction can be designed to meet those needs. They are administered again in the spring to document individual student growth. Standardized tests are administered in the spring to 3-6 grade students to measure growth. Instructional decisions are based partially on test scores.

Screenings and Achievement Testing Include:

Pre-K-Developmental Skills Checklist (DSC)

K-2-Fox in a Box Reading and Math Assessments; DIBELS reading assessment

2-6-Terra Nova 3, In View

5-ACRE Testing (Assesses Religious Education)

REPORTING ACADEMIC PROGRESS

Student progress is reported in various ways. Formal contact includes parent/teacher conferences, academic status letters, and report cards. Kindergarten “Learning Reports” are developmental in nature and are issued every nine weeks. Hornet Haven and Pre-K reports are based on teacher checklists as well as work samples, photographs and teacher notes.

Report Cards: Report cards will be sent home for parent signatures once every nine weeks in grades K-6.

Ed-Line: Teachers post grades on Ed-Line on a regular basis. All parents in grades 1-6 have access to view grades. Progress reports are no longer issued.

Interpretation of Grading

The following scale is used to reflect student progress in grades 1-6:

94-100-A	Excellent (4 quality points) (Ex)
86-93-B	Above Average (3 quality points) (S+)
78-85-C	Average (2 quality points) (S)
70-77-D	Below Average (1 quality point) (NI)
Below 70-F	Unsatisfactory (0 quality points) (U)

Enrichment classes in K-6 will receive the following grades: Ex, S+, S, N, U.

Grades are based on ability and effort as shown in class work, tests, homework, assignments, and participation. Conduct is considered in determining honor roll in grades 3-6. Teachers are required to have a minimum of five tests or grades per nine weeks.

HONORS: (Awarded each nine weeks and at the end of the school year)

Principal's List: Students in grades 3-6 who earn all A's in every subject, including conduct.

Honor Roll: Students in grades 3-6 who earn all A's, B's in every subject, including conduct.

Perfect Attendance: Students in grades HH-6 who have not missed any days of school, including no tardies or early dismissals. School-sponsored activities such as 4-H and Beta Club activities are permitted.

MAKE-UP TEST POLICY:

Grades 4-6-When a child is ill and a test has been scheduled in advance, the test is given on the return day. If the student is ill for several days, he/she must schedule a make-up test within a week to schedule a testing time. Students in grade 3 have five days to schedule a make-up test.

**Special consideration may be given in the event of extenuating circumstances.

COMMUNICATION BETWEEN SCHOOL AND HOME

Parents are the first and most important teachers in the life of a child. This task of preparing children for life comes from God and should be taken seriously. A child's preparation for the future must start at home by parents. The school can only continue to develop what has already begun in the home.

Open communication is the key to successful problem solving. If a problem or concern arises, it is in the best interest of the child, the family, the teacher and the school to determine the accuracy and specifics of the situation by following the proper channels.

Parent-Teacher

1. Appointments with the teacher are made by submitting a note to the teacher requesting a conference or by sending an e-mail to the teacher. Teacher e-mails can be located at our website at catholicpc.com.
2. Teachers will attempt to respond to all requests within 48 hours.
3. Please know that communication is valued at our school, however, class time belongs to the children and visits should never be attempted during class hours, recess, or lunch periods. To ensure efficient time, visits with the principal or teacher should be made by appointment.
4. **Parents are asked not to call the homes of any faculty or staff members concerning school matters. This also includes text-messaging or calling cell phones.**
5. Correspondence between parents and the school are important and should be kept confidential. It should not be accessible to the child. Please place correspondence in a sealed envelope.

Parent-Principal:

Appointments with the principal may be made by calling the school office. If it concerns a classroom problem, please make efforts to resolve the problem with the teacher before contacting the principal. **Please do not come to the office for a conference without first calling for an appointment.**

Parent-Student:

Only messages of VITAL importance will be delivered to students during the school day. Arrangements for carpools, doctors, etc. should be made before the start of the school day. In an emergency, parents should call the office and leave a message. Students will not be called from class for messages.

PROCEDURES FOR HANDLING COMPLAINTS:

Appeals Process:

Catholic of Pointe Coupee has established an appeals process whereby parents may request a review of any decision that parents feel are in violation of either local or diocesan policy. The ascending order of authorities to whom an appeal may be made is as follows: teacher, principal, Appeals Committee (local appeals form must be obtained from the principal and be submitted within five working days of the incident that resulted in the grievance), Resident Pastor (upon recommendation of the Appeals Committee) and the Diocesan School Board (Diocesan appeals form must be submitted to the Diocese within 10 days of the final decision at the local level). The Appeals Committee will consist of the following members: 2 school board members appointed by the school board, 2 at large members appointed by the School Board and the School Counselor.

CUSTODY ISSUES

In the event that parents have custody agreements through courts, it is assumed by the school that those parents will abide in good faith. Catholic of Pointe Coupee assumes no responsibility for compliance with such agreements.

To preserve the educational environment, custody issues must be settled amicably without involvement of the school. Any court orders, signed by the judge, will be kept in the child's cumulative folder. Paperwork without a judge's signature will not be accepted.

ATTENDANCE

By state law students in grades K-6 must not exceed 20 unexcused days per year. Exceptions can be made only in the event of extended illness verified in writing by a physician or extenuating circumstances approved by proper personnel.

Continued tardiness and early dismissals are offenses that cannot be allowed. They are destructive to learning, both for the offender and for others in the class. Repeated offenses will be dealt with in a strong manner. Early dismissals should be only for emergency situations. Parents must submit a written note and state the reason for early dismissal. Students must be checked out by the office. Checkouts after 2:30 are discouraged. The end of the day and dismissal times are busy times for teachers and students and every attempt is made not to create additional disruptions. Students who are checked out after 2:30 will not be allowed to pack books before closing prayer and announcements. Teachers of students in grades HH-3 will not be responsible for packing students who are continuously checked out early.

Excuses for absences are to be turned in to the classroom teacher when the student returns to school. In the case of an injury, participation in PE and/or any physical activity will not be allowed without a doctor's permission.

TRANSPORTATION

ARRIVAL:

- Students may begin arriving on the school grounds at 7:45 a.m.
- Students needing early morning care must sign up at the elementary office. Early care is available from 7:00 a.m.-7:45 a.m. No children should be dropped off before 7:00 a.m.
- Napoleon Street is open to one-way traffic before school and again, beginning at 2:30 p.m.
- Carpoolers will enter the front gate (Napoleon Street) from Louisiana Street in a single file line. Duty teachers will unload two to four vehicles at a time. Students should exit from the passenger side of the vehicle, walk on the sidewalk, and enter the elementary building. Vehicles will travel through the horseshoe drive and exit onto Olinde Street.
- Parents will NOT be allowed to park in the horseshoe at any time. NO STUDENTS may enter through the middle walk gate in the front of the school. This is a safety violation.
- Elementary students who ride to school with a high school student may walk to the elementary from the high school.
- No student should be dropped off at the public library or in the faculty parking lot (unless riding with a faculty/staff member).
- Buses will arrive at staggered times. Duty teachers will greet the children and will monitor the sidewalks as the children walk to the elementary school.

**Parents of Hornet Haven students should park on the side lot and walk their children into the building. All HH students should be signed in and out by the parents.

DISMISSAL:

- In the afternoon, beginning at 2:30, Napoleon Street is closed for one-way traffic. The first spot in the line is reserved for the family who purchased it at the auction. It is marked by a sign.
- Bus students and carpoolers will be dismissed at 3:05 p.m. (Early Childhood classes will be dismissed first. High School students are dismissed after elementary dismissal.) Teachers/Staff supervise student dismissal.

- Vehicles will form a line on Louisiana Street and will enter the front gate on Napoleon Street. PLEASE DO NOT BLOCK RESIDENTS' DRIVEWAYS ON LOUISIANA STREET.
- Student last names, written in large, bold black letters, should be placed on an 8 1/2' x 11" sign in the right windshield. Students will be called to load cars as parents enter the campus. Failure to have a sign may lead to extended wait times.
- No student may walk outside of the back gate or go to the public library to meet his/her ride immediately after school. Walkers will be dismissed through the walk gate in the front of the elementary school after all carpoolers are dismissed.
- Elementary students who ride with high school siblings may meet the sibling in the elementary lobby after the buses leave.
- Parents are not to gather in the elementary lobby before the end of the school day. All carpool procedures must be followed.

BUSES:

- Parents will receive written procedures and rules for students riding buses at the beginning of the school year. Buses are provided by the Pointe Coupee Parish Public School System/First Student. Students are expected to follow all bus rules or disciplinary action will be taken.
- No student will be able to ride a different bus without prior written permission from the driver and school administration.

Safe and Nurturing Environment

Child Protection Procedures for the Diocese of Baton Rouge

We have been directed by our diocese to ensure that all volunteers have the necessary paperwork to prove that they have been through the proper training and steps for child protection. The Safe Environment Program is mandated by the United States Conference of Catholic Bishops. The program requires that we complete the following:

1. Complete the “Catholic Diocese of Baton Rouge Application for Employees and Volunteers.”
2. Background checks for all employees and adult volunteers working on ongoing, unsupervised roles with children.
3. Child Protection training for all employees and for adult volunteers working in an ongoing, unsupervised role with children.
4. Signed acknowledgement for the Code of Ethics and the Diocese of Baton Rouge Internet and E-Mail policy.

FERPA: In order to protect the privacy of our students and families, CISPC follows the regulations of the Family Educational Rights and Privacy Act of 1974. We are unable to provide information to discuss or meet with anyone other than the student’s academics, social/behavioral, or financial status without written consent provided by the legal guardian.

VISITORS: In an effort to maintain a safe environment, ALL VISITORS, including parents are to sign in and obtain a badge in the office. When leaving, please report to the office and sign out.

HARRASSMENT POLICY: Harassment of others, by verbal comments, gestures, written notes, electronic communications on or off campus, or physical contact, is unacceptable and will result in disciplinary consequences. Harassment of any type should be reported.

A. Harassment

- a. Sexual harassment is an unwelcome sexual advance, request for sexual favors, and other verbal or physical conduct of a sexual nature.
- b. Verbal harassment includes derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.
- c. Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal school work or movements.
- d. Written or electronic communication harassment includes communication of any threat of, or act of sexual, verbal and/or physical harassment.

- B. Bullying is the act of intimidating a person to make them do something. Typically it refers to teasing in a mean way, “ganging up” on others, keeping certain people out of a group, spreading rumors, punching, shoving and other acts that hurt physically.
- C. Hazing is defined as any intentional, knowing or reckless act that induces pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort. It is directed against a student for the purposes of being initiated into, or affiliated with any school supported organization.

THREATS OF VIOLENCE: In the interest of keeping persons and property safe and secure from harm, verbal and/or written threats of violence toward the person or property of students, faculty, and school will be grounds for immediate administrative action including suspension, psychological evaluation, expulsion, or any combination thereof. When threats of violence occur off campus, the jurisdiction of the school is expanded to include such incidents when it involves CSPC students and results in official police involvement or intervention to include formal calls, complaints, or charges.

Even though statements are made in anger or in a joking manner, and usually prove to be frivolous, we must take aggressive action to protect all individuals involved. Safety for our students and our school is of utmost importance and our top priority.

Parents are urged to caution their children about making statements of a threatening nature. As stated above, such statements cannot and will not be taken lightly.

WEAPONS POLICY: R.S. 14.95 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crime of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school-sponsored functions, or in other designated zones. The law provides that a dangerous instrument includes but is not limited to a firearm or other object, any gas, liquid, or other substance or other instrument which, in the manner used is calculated or likely to produce death or create great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device. The law prohibits possession of such an instrument within 1000 feet of the school’s property, on a school bus, and at any school-sponsored function or extra-curricular activity. Violation of the weapon policy will be grounds for immediate administrative action and/or police involvement.

DRUG POLICY: Catholic of Pointe Coupee is a drug free zone. We practice zero tolerance policy for possession or consumption of any controlled substance.

TECHNOLOGY POLICY: It is the desire of CISPC to provide a full range of technology tools, services, and experiences to further opportunities for education. Students should develop habits that will ensure that their technology is respectful, legal and safe.

INTERNET POLICY: Catholic of Pointe Coupee provides teacher-directed and supervised Internet access for all students as an educational tool to promote communication, research, and creativity. While impossible to control all materials available on the web, CESPC believes that the valuable information and interaction available on this network is educationally beneficial to students. The following is a list of procedures to be followed for Internet access and use. The administration reserves the right to amend these rules at any time

1. At all times, access shall be under the direction and supervision of classroom teachers.
2. No student shall access, view, print, or send any material that is profane or obscene, or any materials that advocate violence, discrimination, or illegal acts.
3. No student shall post or release personal information regarding themselves or any other person.
4. Inappropriate or illegal use, access, or activities (including copyright or contract violations, plagiarism, threatening or abusive messages, damage to software or equipment, hacking, invasion of privacy, creation or spread of viruses, etc.) can result in disciplinary action, which may range from loss of Internet privileges to expulsion and legal action.
5. Any accidental violation of the above code must be reported immediately to the teacher or other officials, and without demonstration to other students, in order to protect him/her against a claim that he/she has intentionally violated the policy.

“It is the policy of the educational programs governed by the Catholic Schools Office to require the ethical use of the Internet and related technologies by all employees, volunteers and students, as set forth in the Acceptable Use Policy for the use of the Internet and related technologies. Access privileges may be revoked, school/parish disciplinary action may be taken and/or appropriate legal action taken for any violations that are unethical and/or may constitute a criminal offense. The use of the Internet and related technologies must be in support of education and research and consistent with educational objectives of the Diocesan School District.”

Additional Prohibited Behaviors:

- No person is permitted to post information related to the school, our staff, our students, images of the school, the logo or crest, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. This includes on-line journals, such as, but not limited to: MySpace, Face book, etc.

- The posting of any such information on any website, bulletin board, chat room, e-mail, or messaging system without permission, or posting or the transmission of images or information in any format related to the school, staff, or students that are defamatory, pornographic or which could be construed as threatening or impugning the character of another person is prohibited.

All storage, network communication, equipment and software provided by CESPC remains the property of the school. The administration seeks, where possible, to honor the privacy of the individual. It reserves the right, however, to access any file, e-mail, network transmission or other information stored on or communicated through its property. CESPC reserves the right to monitor network activity in any manner it sees fit.

PORTABLE ELECTRONIC COMMUNICATION DEVICES AT SCHOOL: The Diocese recognizes the convenience, logistical and safety advantages for students to have cellular telephones and other communication devices in their possessions while on campus and during school activities; however, such devices may not be displayed, and must be turned off and stored away throughout the academic day and during school activities. Students may only use these devices while on campus and during school activities with the permission of the supervising adult. Violation of this policy will result in disciplinary measures as well as the confiscation of the communication implement. The term “communication devices” includes cellular telephones, beepers, pagers, two-way radios, palm top computing devices and other similar devices.

Items such as electronic games, Ipods, radios, cameras, tape recorders, or other equipment are not allowed on campus. Personal sports equipment and toys should be left at home. Students are also cautioned not to bring large amounts of money to school. The school is not responsible for personal items.

SAFETY

Health and Emergency Forms:

These are completed by parents and kept on file in the office and in the classroom. Parents should notify the office and teacher if there are any changes in this information.

Medication Policy:

- As a general rule, medication is not given at school.
- Children are not allowed to have any medication in their possession on school grounds. This includes over the counter medications.
- Antibiotics or other short-term medication, including non prescription medication, are not given at school.
- Possible exceptions to the general policy include:

- Insulin
- Insect Sting allergy
- Anticonvulsive medication
- Asthma medication
- Labeled medication should be brought to school in the original container by a parent or guardian. Label should include specific dosage and specific time the medication should be administered at school.
- No more than one month's supply of medication will be kept at school. When the supply is renewed, a parent or guardian MUST deliver it. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT EVER DELIVER MEDICINE TO SCHOOL.**
- The student is responsible for coming to the office for medicine.
- Medical forms must be filled out for students needing medicine during school hours.
- A medical alert form should be filled out at the beginning of each school year for any student who has a serious or chronic illness or special need or medical condition. This information is shared with any teachers or staff who may be in close contact with the student.

Health and Communicable Diseases:

Students are to be free of fever, vomiting or diarrhea for 24 hours before returning to school. For communicable diseases and conditions such as chicken pox, pink eye, Indian Fire, ring worms, parasites, etc., a doctor's release is necessary for the student to return to school.

NOTIFICATION OF PARENTS IN EMERGENCIES:

In the case of school closings, Catholic of Pointe Coupee will follow the directives for the Pointe Coupee Civil Parish Schools and will cooperate with local authorities. Students and parents should listen to local radio and news for reports concerning closures and re-openings. An electronic messaging system will also be utilized to notify parents of emergencies, if at all possible. Messages will also be posted on our school's website at www.catholicpc.com. Please do not call the school. Unscheduled closings due to equipment failure, etc. may occur. Be sure that each child knows where to go if such an emergency arises.

In the event of a nuclear mishap, train derailment, etc., all Pointe Coupee area students will be transported to the LSU Assembly Center, according to the Pointe Coupee Civil Defense Office. The school would act "in loco parentis" in moving the students. Students will be registered at the Center upon arrival and parents are to check there at the first available opportunity.

Fire Drill:

Fire drills are practiced each month. Escape routes are posted in every classroom.

Tornado Drill:

Tornado procedures are taught and practiced annually.

Shelter in Place:

Shelter in place procedures are taught and practiced annually.

Asbestos Management:

In compliance with the Asbestos Hazard Emergency Response Act of 1986, Operational Technologies of Baton Rouge re-inspected the schools in the Diocese. A copy of this plan is in the business office and is available to the public.

DISCIPLINE

Following the mission statement of our school, the purpose of Catholic of Pointe Coupee is to provide a religious, academic, and disciplined education whereby students develop in the image of Christ by utilizing their gifts in service to school, church, and society. Our discipline program is designed to assist and encourage students to meet this goal and is based upon the following assumptions:

- Students have the primary responsibility for their actions. They are required to follow the rules and regulations of the Board, administration, and the teachers. They are expected to be courteous and polite and to contribute to a good Catholic Christian school climate. This includes school-related activities that are off-campus.
- Parents have the obligation by teaching and example to develop in their children good behavior habits as well as proper attitudes toward school. Good discipline depends on parental cooperation.
- The school's responsibility is to teach students self-responsibility skills; to provide learning experiences conducive to success; and to provide positive role models for our students to follow.
- Teachers are responsible for setting rules and guidelines and for maintaining sound discipline in the classroom. All rules are explained to students at the beginning of the school year.
- Corporal punishment will not be administered.
- Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children.

- Derogatory remarks shall not be made in the presence of children about family members of the children in care or about the children themselves.
- No child or group of children shall ever be allowed to discipline another child.
- When a child is removed from the group for a disciplinary reason, he shall not be out of sight of a staff member.
- No child shall be deprived of meals or any part of meals for disciplinary actions.

Any suspected abuse and/or neglect of a child in a child care center or school must be reported in accordance with Louisiana Revised Statutes 14:403. This statement shall be posted in the Hornet Haven Enrichment Center with the local child protection phone number.

Students are required to adhere to the general school-wide rules as well as specific rules relating to the church, classroom, cafeteria, playground, bus, and campus movement. All rules encourage students to be courteous and polite and to contribute to a good Catholic Christian school climate.

General School-wide Rules

1. Display Christian attitude at all times.
2. Be respectful and responsible.
3. Follow directions the first time they are given.
4. Refrain from name-calling, profanity, teasing, bullying, and fighting.
5. Keep hands, feet, and objects to yourself.

Catholic Elementary will incorporate a Positive Behavior Support System. Students will be rewarded for following the school rules. “Caught You Being Good” coins and “Office Specials” are examples of positive rewards. Students will be allowed to “spend” their coins every month at the Positive Behavior Store. All teachers will incorporate a system that meets the developmental needs of students.

Students in 3-6th grade will have weekly conduct cards. This card is based upon a 100% grading scale. Appropriate points will be deducted for infractions and a weekly conduct grade will be posted on Ed-Line.

In those cases where corrective actions become necessary, procedures for disciplinary referrals include, but are not limited to:

1. Teacher completes a written office referral to be sent to the principal’s designee.
2. Students with minor infractions will be sent to recess detention, supervised by designee.
3. When students have been sent to recess detention three times, parents will be notified (written and verbal) and the students will be sent to before school detention.
4. The next offense will result in an In-School Suspension. (ISS)

5. Future offenses will result in Out-of-School Suspensions. (OSS)
6. On the fourth OSS, the student may be recommended for expulsion.
7. The recess detention/am detention process begins each nine weeks.
- 8. ISS and OSS ARE NOT removed each nine weeks.**
9. In the event of a major infraction, it is possible that the student will be referred to the principal.
10. Principal referrals lead to ISS or OSS.

The school principal reserves the right to waive any disciplinary regulation for just cause. First and foremost, the school administration has the right and responsibility to make any decisions regarding the status of a student based on their behavioral choices in any situation. Individual discipline plans will be discussed at orientation.

Diocesan Substance Abuse Policy:

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus, and at all school-related functions. The use of all chemicals, including alcohol, tobacco and tobacco products is prohibited. ***This Diocesan Substance Abuse Policy must be included in each school's handbook of policies and must be adhered to.***

Drug Policy:

CISPC is a drug free zone. We practice a zero tolerance policy for possession or consumption of any controlled substance. These substances include tobacco products, alcohol, prescription or over the counter drugs and illegal drugs. If a student is found to be in possession of any banned substance, the substance will be confiscated and appropriate action will be taken. Appropriate action may include, but is not limited to suspension or expulsion.

Search and Seizure Policy:

A school official may search pupils or their lockers or belongings, including, but not limited to, handbag, pencil bag, briefcase, book bag, under the following circumstance: If the administrator has reasonable belief that contraband, illegal substances/objects or stolen property is being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed, the search of a person will be conducted with a minimum of embarrassment to the student/students, preferable in the privacy of an administrator's office.

Guidance

Student Services

The Guidance Counselor strives to help the maturing and growing student to a better understanding of themselves and others. The counselor is available to think through with the student the meaning of personal choices, to encourage them to recognize and achieve their full academic potential, to develop moral values and to adapt to life and its pressures.

Counseling is conducted primarily on an individual basis. Some group sessions are held to help students deal with such issues as social skills, study skills, or classroom behavior management. If a student encounters difficulties in the classroom or at home, whether it is poor grades, personal conflicts, or just some problem they wish to discuss, the Guidance Counselor will be available to lend assistance. The Guidance Counselor is available to counsel students in all areas: academic, behavior, emotional, and social if the need arises at school. The Guidance Counselor will also counsel with students who may be referred by teachers or other school professionals. Through student conferences or student-parent conferences, the Guidance Counselor will help the student solve their own problem. If however, the Guidance Counselor feels that additional professional help is needed for a student, the parents will be consulted about a referral to another specialized person or agency.

Consultation With Parents

The Guidance Counselor is available to parents and you may schedule an appointment at any time. In fact, we greatly encourage your requests for assistance in helping your student to achieve their full potential.

The Guidance Counselor conducts parent meetings each year, for all grade levels 9th through 12th, to discuss grade level issues and information.

Special Needs

If your student has a type of disability or special condition that you feel might affect his performance in school, please inform the guidance counselor. Realizing that students are sometimes very self-conscious about a problem, great discretion is used when releasing information to teachers and other professional staff members. However, it is important for teachers that deal directly with your student, to have this information so they can be more effective and proactive in the student's success.

FINANCIAL POLICIES

Catholic of Pointe Coupee requires prepaid tuition. This allows all collected money to draw interest which, in turn, will benefit the school financially. Tuition and all fees must be paid in full by June 1st, for the forthcoming school year. A banking institution will be provided through the CISPC's School Board to offer a prepaid package which may include full or prepaid loan options. It will not be necessary that you borrow from this source, as you may choose to make other arrangements.

1. Students whose tuition loan payments are not up-to-date are subject to immediate dismissal.
2. Postdated checks will not be accepted. A \$25 late fee will be charged for all N.S.F. checks.
3. Once an N.S.F. check has been received by the office, the school reserves the right to require that all future payments be made whether by cash or money order.
4. In the case of a catastrophic occurrence such as illness, death in the family, or loss of a job, you may contact the principal to set up a meeting to discuss these matters.

Withdrawal:

In cases of withdrawal, parents must contact the Business Manager to determine if a refund is applicable. A pro-rata refund based on the number of days remaining in the school year will be issued.

CISPC seeks to provide solid, Catholic Christian formation for the youth in its care. The administration and the Catholic School Board work diligently to provide quality Christian formation within a reasonable budget and with as minimum a cost to parents as possible. It is crucial that families cooperate with the timely payment of tuition and fees to enable the school to meet its obligation.

***Catholic Elementary School of Pointe Coupee
2010-2011 Uniform Guidelines***

<i>GIRLS HH-6th Grade</i>	<i>BOYS HH-6th Grade</i>	
Jumper/Drop Waist-2" above knee when standing		Jumpers
Walk Short with Cuffs, Walk Short Khaki	Khaki shorts with belts for grades 3-6 Khaki shorts with elastic for HH-2	Shorts
Khaki/Pleated/Belted /No Capris (HH-2 nd grade do not need belts)	Khaki pants with belts for grades 3-6 Khaki pants with elastic for HH-2	Pants
White Oxford blouse, short or long sleeve		Blouses
Blouse-knit/dark green or white to be worn with shorts or pants only; banded or knit	Forest green with or without banded waist with logo	Knit Shirts
Socks-navy /white; must be visible; Tights in cold weather; navy/white	Navy/White; must be visible	Socks/Tights

Dark Green with logo (2 styles) (No hooded shirts)	Dark Green with logo (2 styles) (No hooded shirts)	Sweatshirts
Hunter or Navy nylon hooded with full zip	Hunter or Navy nylon hooded with full zip	Jackets
Any style or color during extremely cold weather; Must be worn outside of classroom	Any style or color during extremely cold weather; Must be worn outside of classroom	Coats
Hair-neatly combed, natural color No bright nail polish No make-up Simple jewelry, preferably religious Hair Bows-Navy, Dark Green, White (School Colors only) or Holiday Bows (during holiday seasons)	Hair-short, eyebrows must be seen, neatly combed, natural color Simple jewelry, preferably religious-NO BODY PIERCINGS. Undershirts must be dark green or white. No long sleeves may show under short sleeve shirts.	Grooming/Hair/Nails/Make- Up/Jewelry
Grades 3-6-Brown, Black or Khaki, all styles required with pants or shorts	Grades 3-6- Brown, Black or Khaki, all styles required with pants or shorts	Belts
Shoes: Basically solid colored tennis (no polka dots, brightly colored shoe strings, etc.), leather shoes	Shoes: Basically solid colored tennis (white, black, gray) with same color	Shoes-Should be

(Top Siders, Mary Janes, etc.); No sandals, crocs or boots of any kind.	strings or Velcro; No sandals, crocs or boots of any type.	appropriate for PE/Recess activities.
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***No hems in pants or shorts should be cut in any way. ***Sweatshirt sleeves may not be cut in any way. Failure to abide by the school uniform guidelines will result in disciplinary actions.

Rules & Policies Consent Form

Please fill out, sign and return this page by Friday.
PLEASE PRINT

Student name: _____ Current grade _____

Mother's name: _____ EMAIL _____

Father's name: _____ EMAIL _____

By our signature below, we declare that we have read the rules and procedures of Catholic of Pointe Coupee and agree that the rules & policies outlined herein this handbook are the material condition of the contractual agreement between the school, the student, and her/his parent/guardian. The administration of CISPC has tried to be as explicit as possible, but during the course of the school year, new and unusual circumstances may arise. The principal has the authority to use discretion in making decisions regarding unforeseen circumstances. Further, the principal has the authority to waive and/or deviate from any and all disciplinary regulation for just cause in her discretion. The principal may also amend the Student-Parent Handbook for just cause. Parents and students will be given written notification if such changes are made.

We have read the handbook and do agree with and give support to the following:

- 1. the Acceptable Use of the Internet Policy
- 2. the Discipline Policy
- 3. the Drug Policy
- 4. the Harassment Policy
- 5. the placing of my student(s) information and likeness on the website. (Photo/Consent)
- 6. the 4th through 6th grade Safe In Place Program

Knowing that agreement with the following is optional and that a parent may choose to opt out of:

- 1. the placing of student information and likeness on the website

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**IF you do NOT WANT to utilize the Photo/Consent please indicate below.
Please place an X on the line next to the Photo/Consent policy if you DO NOT CONSENT for your Child.**

_____ **Placing my student's information and likeness on the website for any reason is NOT PERMITTED.**

+++++

PLEASE *sign*:

Student _____

Mother _____ Father _____

Dates of signatures _____

COVENANT

Catholic of Pointe Coupee calls administrators, teachers and parents to acknowledge that the spiritual formation of our children is the primary responsibility of the parent. The Catholic School assists and reinforces that formation. We understand that it is the stated mission of Catholic of Pointe Coupee to provide an environment which contributes to the formation of their Catholic identity, by providing a foundation for a life of prayer, knowledge and service. In order to achieve the greatest harmony between home and school in passing on our faith, and meeting the challenges of Catholic living we make a conscious commitment to the following practices:

For Catholic Families:

We pledge to instill in our children the values of Jesus Christ through regular Mass attendance, participation in the life of the Church, and development of a substantive family prayer life.

We pledge to support St. Mary's Catholic Church or our home Catholic Church parish and its ministries through contributions of time, talent and offering.

We pledge through prayer and lifestyle, to uphold and support the Roman Catholic Church, its teachings and its doctrines.

For Non-Catholic Families:

We pledge to instill in our children the values of Jesus Christ through regular church attendance and participation in religious rites and practices, and development of a substantive prayer life.

We pledge to support to our chosen church, synagogue, or temple and its ministries through contributions of time, talent, and offering.

We pledge through prayer and lifestyle, to uphold the philosophy which governs Catholic of Pointe Coupee School.

Signature of Parent

Printed Name

Date