

St. Margaret Catholic School



Parent / Student Handbook 2015 - 2016



SAINT MARGARET CATHOLIC SCHOOL

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www.stmcs.com

PARENT/STUDENT HANDBOOK

The Parent/Student Handbook is reprinted annually. One handbook per family is issued. **A form stating that parent and child have read and discussed the Handbook is included in the handbook. The form must be signed and returned by the date indicated for the child to stay in school.** The principal has the right to amend the handbook. Parents are notified of changes through written notices.

Parents, sponsors, and students are to comply with the terms of the Parent/Student Handbook and other school publications (calendars, special notices, etc.). **Failure to abide by the terms of this handbook by either the student or parents/sponsors subject the student to removal from the school.**

MISSION STATEMENT

Nurturing all children and achieving academic success in the Spirit of Christ.

SCHOOL BELIEFS

St. Margaret Catholic School Believes:

- 1. Education is one of the most important ways that the Catholic Church fulfills its commitment to the dignity of the person and the educational mission of the Church.*
- 2. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.*
- 3. Teachers, staff, administrators, parents, students and community members share in the responsibility for providing a supportive learning environment, thus fulfilling our school's mission.*
- 4. Each student is a valued individual with unique spiritual, physical, social, emotional and intellectual needs.*
- 5. The commitment to school improvement is imperative for the school to enable students to become confident, self directed and lifelong learners.*

2015 – 2016
6/30/15 (revised)
St. Margaret Catholic School
Parent/Student Handbook
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I. SCHOOL PROCEDURES, PRACTICES, AND POLICIES

ADMISSION POLICIES

NONDISCRIMINATING STATEMENT

THE CATHOLIC SCHOOLS OF THE DIOCESE OF LAKE CHARLES DO NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, OR NATIONAL ORIGIN IN ACCEPTING APPLICATIONS FOR STUDENT ADMISSION AS WELL AS IN THE ADMINISTRATION OF EDUCATIONAL POLICIES OF SCHOLARSHIP AND LOAN PROGRAMS, OF ATHLETIC AND OTHER EXTRA CURRICULAR PROGRAMS. STUDENTS ARE ACCORDED, REGARDLESS OF RACE, SEX AND NATIONAL ORIGIN, PROGRAMS AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO SUCH PERSON IN EACH SCHOOL.

ADMISSION REQUIREMENTS

ADMISSION PRIORITIES

Priority for admission is:

1. Students from families currently enrolled in St. Margaret Catholic School (SMCS);
2. Children whose sibling or parent completed the 8th grade at SMCS;
3. Children from this church parish and students who are transferring from out of town who have a history of Catholic education and whose families have registered in the parish; priorities within this category will be determined by seniority as a registered St. Margaret Church parishioner or parish from which they were transferred.
4. Catholic children from parishes that do not have schools;
5. Catholic children from parishes that have schools; and
6. Children of other faiths.

The only exception to this order of priority is that the principal reserves the right to refuse admission to any student, whether presently enrolled or under consideration for admission, who in the opinion of the principal will not be successful academically or behaviorally at St. Margaret Catholic School or whose parents/guardians have not complied with school policies or procedures.

ADMISSION REQUIREMENTS

Age Requirements:

<u>Pre-kindergarten:</u>	Must be four (4) years old on or before September 30 of the calendar year in which the school year begins
<u>Kindergarten:</u>	Must be five (5) years old on or before September 30 of the calendar year in which the school year begins
<u>First Grade:</u>	Must be six (6) years old on or before September 30 of the calendar year in which the school year begins.

The following documents must be presented at the time of "Application for Admission":

1. State birth certificate - a copy to be kept by the school
2. Baptismal certificate (Catholics only)
3. Immunization records (Health card)
4. Official transcript of previous grades, test scores, and medical information
5. In the event of court ordered custody, the custodial parent/guardian will furnish the school with a copy of the court order establishing custody.

STUDENT ELIGIBILITY

- Students' educational needs and school history are considered in determining eligibility for enrollment.
- Students who have been home-schooled could be accepted with conditions.
- Students who have been suspended or expelled from any school are not eligible for enrollment.
- Students who are under disciplinary action from any school are not eligible for enrollment.
- If a student enrolls in SMCS and the majority of his/her peers, students, or teachers are negatively affected, the student may be asked to leave.
- Information provided to the school is verified. False, misleading information given can result in an invalid registration and the student being asked to leave.

ACT 909 – 1990 LOUISIANA LEGISLATIVE ACTION

1. Mandates that any student, **sixteen (16) years or older, found guilty of knowledge of and intentional distribution of or possession with intent to distribute any** controlled dangerous substance on school property, on a school bus, or at a school event shall be expelled from school for a minimum of twenty-four (24) calendar months.
2. Mandates that any student who is **under sixteen (16) years of age and in grades six through twelve** and who is found guilty as in (1.) above shall be expelled from school for a minimum period of twelve (12) calendar months.
3. Mandates that any student who is **kindergarten through grade five** and who is found guilty as in (1.) above shall be referred to the local school board through a recommendation for action from the superintendent.
4. Specifies procedures for review or appeal as follows:
 - (A.) The parent or tutor of the pupil may within five (5) days after the decision is rendered, request the school board to review the findings of the superintendent or his designee.
 - (B.) The parent or tutor of the pupil may, within ten (10) days, appeal to the district court for an adverse ruling of the school board/superintendent.
5. Requires that upon recommendation by a principal for the expulsion of any student referred to above, a hearing shall be conducted by the superintendent or his designee to determine whether the student shall be expelled or if other corrective or disciplinary action shall be taken. Until such hearing, the student shall remain suspended from school.
6. Mandates that no student expelled pursuant to this act shall be readmitted to any public school in the State except upon the approval of the school board system to which he seeks admittance.

NOTICE

To Parents and Students of Calcasieu Parish

The Calcasieu Parish School Board and the State Department of Education have directed that each student and his parents/guardians be told that without exception a student **shall not be under the influence of, bring on, consume or have in his/her possession on a school bus, on school premises, or at a school function away from school, any narcotic drugs or controlled dangerous substance as defined by State law, unless dispensed by a licensed physician as allowed by law.** Any student of the Calcasieu Parish Public School System found to be in violation of this policy will be subject to expulsion as provided in the Drug-Free School and Communities Act Amendments of 1989, Public Law 101-226. Terms of the law are mandatory and include a statement that referral sources are available to parents/guardians.

FIREARMS LAW AND POLICY

Act 197 (H.B. No. 61) of the Legislature of Louisiana made it unlawful for any person, student or non-student, to carry dangerous weapons on school property, on a school bus, at school-sponsored functions, or in other designated zones. A dangerous weapon includes, but is not limited to the following objects, a gun, knife, club, or similar device. The law prohibits possession of such a weapon within 1,000 feet of the school's property and other designated school activity areas. The law mandates that: (1) a principal or school official notify parents of any student who is detained or arrested for carrying a dangerous instrumentality; (2) that the principal or school officials immediately report any detention of a student or other person for this reason; and (3) the seizure of any dangerous instrumentality to the appropriate law enforcement authority. Any principal or

school official who fails to properly report the detention of any person or seizure of any dangerous instrumentality to the appropriate law enforcement may be fined.

The principal or a school official shall exercise their right to search and confiscate any weapon or dangerous instrumentality which they have reason to believe could be secreted anywhere on the school campus or on a person. Any student or non-student found to be in possession of a weapon or dangerous instrumentality will be surrendered to law enforcement authorities.

ANY STUDENT VIOLATING THIS LAW WILL BE EXPELLED IMMEDIATELY.

ATTENDANCE REQUIREMENT

Regular Attendance is essential to a student's success in school. Subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a serious problem. Students missing an excessive number of days will be reported to the **Calcasieu Parish Supervisor of Children Welfare and Attendance**.

Students must be present a minimum of 165 days to be eligible to receive credit for courses taken. Exception can be made only in the event of extended personal illness verified by a physician and at the discretion of the principal. If your student is absent, a note stating the reason for absence **must** be sent upon your student's return. Doctor's excuses are necessary for absences in excess of ten (10) days during a school year.

ABSENCE

When a child is absent, the parent/sponsor must notify the school on the day of the absence. On the day the child returns to school the parent/sponsor **must** send a written note to the classroom teacher indicating awareness of the absence (Refer to Diocesan Policy # 4240).

Homework is collected for students when absent. Homework can be picked up in the cafeteria after 3:00 p.m. The school cafeteria is open until 5:30 daily. Homework will be placed in the cafeteria for pick up after school for Junior High and elementary students unless the school is notified by the parent of other arrangements.

It is the child's responsibility to make up any missed work, assignments, or tests due to absence. Normally, a child is given an amount of time to make up missed work equal to the amount of time absent. For example, a student absent one day from school has one day after his/her return to make up missed assignments; a student absent four days has four days upon returning to school to make up work. The student is responsible for scheduling a time with the teacher(s) to make up tests.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Children who arrive after 7:45 are considered tardy and must report to the school office **WITH AN ADULT** for an admit slip. After 4 tardies, a letter will be sent home to the parents concerning TARDINESS. On subsequent tardies, a conference will be called with the parent. **After 7 unexcused tardies, the student will be administered an unexcused absence. After 14 unexcused tardies, the Calcasieu Parish Supervisor of Children Welfare and Attendance will be notified.**

Early check-out will affect attendance and requirements for promotion for Junior High Students. For example if your child continually checks out at 2:00 each day and misses his/her last hour of the day class 10 times in a given school year, your child could be in danger of failing that class because of a lack of attendance and/or poor performance. Unexcused early check out can accumulate into unexcused absences.

ARRIVAL AND DEPARTURE OF STUDENTS

Teachers are on duty from 7:20 a.m. until 3:30 p.m. Students **are not** to be dropped off before 7:20 a.m. The school does not assume responsibility for students dropped off before 7:20 a.m. Once students have arrived on campus, they are not to leave the campus. When the day ends, students are to go to their designated departure locations. Students who are still at school at 3:30 p.m. are taken to the *After School*

Care Program. A fee is assessed by the After School Care Director. Students may not go to the Family Center.

Parents/sponsors are not to use the parking lot on the north side of the school office and Parish office buildings for arrival and departure of students. This is to be used for parish and school business only. Dropping your child off here for convenience is not school business.

There are two designated areas for arrival and departure of students. These are the only locations where there is supervision and an adult is present to help cross streets and driveways. The school does not assume responsibility for students who cross at areas where there is no supervision. Do not allow your child to cross where there is no supervision.

The proper procedure for arrival and pickup are as follows:

1. Enter the church parking lot through the 18th Street entrance.
2. Proceed through the parking lot and cross 17th Street to the cafeteria pickup/drop-off area. Do not block 17th Street.
3. Once the student is picked up or dropped off, proceed West on Sycamore Street.
4. If you drop your student in the church parking lot, please enter from 18th Street and leave by the Enterprise Blvd. exit. This will keep cars from entering 17th Street and the crossing guard can more efficiently cross the students.

DESIGNATED SUPERVISED ARRIVAL AND DEPARTURE AREAS: (Map in Appendix)

AREA I is located behind the cafeteria. This area is used for the arrival and departure of students in grades Pre-K - 3, and their siblings.

*Parents **are not** to park in the parking lot directly behind the school. *Students are not allowed to walk through or around this parking lot.

AREA II is located at the 17th Street church parking lot. This location is used for the arrival and departure of students in grades 4 – 8. It may also be used for the **ARRIVAL ONLY** of students in grades 1 – 3 if the student has a sibling in grades 4 – 8. **No students** in grades **Pre-K thru 3** are allowed to go to the church parking lot to be picked up after school. Students are to go directly to the sidewalk after they are dropped off and are not to walk in the parking lot.

When students in grades 4-8 are dismissed, they are to exit the school to the 17th Street/Enterprise Boulevard corner for the duty teacher to cross them. They are not to cross 17th or Enterprise without assistance from the crossing guard or duty teacher. Students will be crossed to a designated waiting zone in the parking lot.

Children who walk home will be crossed by the crossing guard at the corner of 17th and Enterprise. ONLY children who walk home will be crossed on Enterprise Boulevard.

RAINY DAY PROCEDURES

On rainy days, all students (Pre-K thru 8th) will be dropped off or picked up in **Area #1**, which is located behind the cafeteria. Students will proceed to the cafeteria at dismissal and will be called when their car arrives. Students will be dismissed from behind the cafeteria. All students will be picked up **by car**. Parents/Caregivers **may not** walk up to get the students. Students are not allowed to walk through or around the parking lot.

ON RAINY DAYS

- Students in grades K thru 4 will be dismissed at 2:50.
- We will begin to **load** students in **Grades K – 4 ONLY** from **2:50 – 3:00**
- Students in Grades 5 thru 8 will be dismissed at 3:00
- We will begin to **load** students in **Grades 5 – 8** from **3:00 – 3:15**

If you have a student in grades K – 4 and in grades 5 – 8, you MUST come at 3:00 to retrieve both students. We will not allow any students in grades 5 – 8 to be dismissed before 3:00.

ASBESTOS NOTIFICATION

Asbestos plan notification is sent annually through the school calendar. The school's asbestos plans are on file in the school office and may be reviewed. The asbestos notification is in the appendix.

BUS RIDERS BEHAVIOR

An undisciplined school bus is a hazardous bus. Student misbehavior can lead to accidents. Failure to comply with bus safety rules and requests from the bus driver could result in losing the privilege of riding the bus.

CLASSROOM PARTIES

Grades Pre-K – 5 may have class parties for holidays such as Halloween, Christmas, and Easter. The teacher and room mother are responsible for planning and implementing parties. Special events and activities which correlate with the curriculum may also be held at the discretion of the teacher. Parties should be low key. Junior High may have Christmas and End of the Year parties. Arrangements must be made in advance with the teacher prior to any birthday treats being sent to school. St. Margaret Catholic School does recognize students with **food allergies** especially students with peanut/nut allergies. When planning class parties and treats, parents need to check with the classroom teacher to determine if there is a food allergy in your child's classroom and determine if the food item is **safe for all students**.

COMMUNICATION

The "Viking Vine", our school's official newsletter, is sent home weekly via School Messenger. It notifies parents/sponsors of school activities, projects, and school procedures and policies. You are requested to keep it for reference. Additional announcements are sent as needed. Our website is www.stmcs.com. Please refer to the website for additional information and teacher contact. Each teacher has his/her own website that is affiliated with our Student Information System (Oncourse). Communications are also posted through that system. Teachers, administration, and administrative staff also have email accounts. Those email addresses can be found on our website as well as within our Student Information System (Oncourse). The School Messenger Notification System is another program used by the school to communicate with parents. Through this system mass emails, voice mails, and text messages can be sent to parents on a regular basis.

COMMUNITY USAGE OF SCHOOL RESOURCES POLICY

School facilities may be used by church organizations and community service organizations with the approval of the principal or pastor. The use of school equipment is allowed only if a faculty or staff member assumes responsibility for the item. Use of the cafeteria must follow Diocesan Policy.

CONFISCATED ITEMS

Items taken from students that are in violation of school policy must be picked up in the office by the parent before the end of the school year. Some items may be disposed of at the discretion of the principal. Items not picked at the end of the school year will be disposed. Items that will be confiscated can be, but not limited to the following: toys, trading cards, playing cards, electronic devices, play weapons, craft making kits, modelling kits, action figures, etc.

CORPORAL PUNISHMENT

Corporal punishment shall NEVER be permitted in the schools of the Diocese of Lake Charles. Corporal punishment shall include, but is not limited to, the following actions: spanking, shaking, slapping, pinching, hair pulling, etc. No one, parents/sponsors included, is allowed to administer corporal punishment on campus. SEE DIOCESAN POLICY #4550.

DIVORCED OR SEPARATED PARENTS

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

EMERGENCY CLOSING

In the event of emergency for severe weather conditions, the superintendent of Catholic schools will follow the decisions made by the respective parishes' public school superintendents for the closing of schools.

The diocesan superintendent will alert the media to the fact that the Catholic school will follow the lead of the public school systems when an emergency closure occurs. When it is officially announced that those schools in a particular civil parish are closed all must close. There is no local option to this kind of announcement.

In the case of any other emergency, the principal shall confer with the diocesan superintendent before any official announcement of school closure is issued. The superintendent will notify the media of these individual closings. Parents will be notified through the School Messenger notification system.

In the event school is closed during a school day and conditions permitting, students will wait at their usual pick up area with teachers on duty. Students will not be left at school unsupervised. School personnel will stay with them until their parents arrive.

EXTENDED DAY PROGRAM (AFTER SCHOOL CARE)

This service is offered to help parents who need after school supervision for their child. There is a fee for this program. It is open only to St. Margaret students. After School Care begins at 3:30 and closes at 5:30 p.m. Details regarding the Extended Day Program are sent home annually by the Director. For inquiry, call the school office @ 436-7959.

EXTRACURRICULAR ACTIVITIES

Clubs and activities

All qualified students may try out for membership on sports teams and in extracurricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach or supervising person, in consultation with the principal, is final.

Students are afforded membership in the following clubs and organizations according to the guidelines of each and the availability of a volunteer sponsor: cheerleader, Pep Squad, student council, National Junior Beta Club, Chess Club, Altar servers, Come Lord Jesus, Art Club, Science Club, History Club, National Honor Society and Junior High Choir. Any disciplinary action taken on a student may and will result in the removal of that student from the organization in which she/he belongs. If the student's actions are severe enough the student shall be removed from the organization for the remainder of her/his stay at St. Margaret Catholic School. The severity of the incident is at the desecration of the sponsor and the principal.

Cheerleaders are selected in the spring. Students competing for a place on the cheerleading squad must meet the following criteria:

- Must be registered for the following school year
- Must have been a cheerleader or a member of the pep squad during current school year
- Must meet the academic eligibility: a student shall have an overall 2.0 average with no grade lower than a "D", and a maximum of 2 D's per grading period. The average includes all grades on the report card and the overall conduct average
- **All financial obligations to the school must be current**

Sports Participation

St. Margaret Catholic School is a member of the Calcasieu Catholic Athletic League (CCAL). The philosophy of CCAL states:

The CCAL recognizes the value of a well planned athletic program for the Catholic schools of Calcasieu parish of the Diocese of Lake Charles. This program should be based on the needs of students. The objective is to serve the pupils' needs, boost school spirit as well as provide a well rounded P.E. program. While the CCAL recognizes the importance of such a program for youth, academic preparation for future living must never be permitted to occupy a position of lesser importance in the minds of students, teachers, or the community. In simplest terms,

the CCAL is an athletic program for the member schools which fosters self-esteem in students as part of their well-rounded education program.

Eligibility for Sports Participation

Students in grades 5 - 8 are eligible for participation in school-sponsored activities offered at the appropriate grade level. Students must meet the criteria established by CCAL, which includes academic requirements and an annual physical exam by a doctor:

- Students shall maintain an overall 2.0, with no grade lower than a "D," and with a maximum of two D's, in order to be eligible for participation in athletic events. This average shall include all areas listed on the report card.
- Students placed on academic probation at report card time can be reinstated if eligibility requirements are met on the progress reports. The final assessment of eligibility will be made by the principal,
- **All financial obligations to the school must be current.**

Provided there are volunteer coaches the following sports are offered: football, basketball, volleyball, track, cheerleading, and pep squad. There is an annual athletic fee for students who wish to participate in athletic activities.

FAMILY CENTER

Students are not to go to the Family Center after school. There is no school personnel supervision for students in that area. Any student who goes to the Family Center after school without adult supervision will be disciplined accordingly. Athletic teams and clubs may only meet at the Family Center under the guidance of their sponsor or coach.

FEES

Registration and capital improvement fees are non-refundable and non-transferable under all circumstances, even a move out of town. Supply fees are non-refundable after school begins. Prepaid tuition is pro-rated for refunds. All tuition and fees must be current to receive a student's official report card.

FOOD AND DRINKS

Food, candy, and drinks (including water) are not to be carried or consumed throughout the school grounds and classrooms. Food and drinks are restricted to the cafeteria unless authorized and under the supervision of the teacher. Food and/or drinks are not allowed in the school library or computer labs. Students are not allowed to eat or drink in the afternoons while waiting to be picked up.

FORGOTTEN ITEMS

Students will not be allowed to call home for forgotten papers, homework, etc. This will help to develop a responsible attitude and will encourage organizational skills. All students should come to school prepared.

FREE DRESS ATTIRE

Students are sometimes given a "free dress day" (FDD). On FDD students may dress in regular clothes, no uniform. **Students' free dress clothes should be modest and reflect the values of the school's philosophy.** A student's appearance (clothes, hair style, accessories, etc.) should not bring undue attention.

Free dress days are privileges. School personnel will not spend an excessive amount of time monitoring clothes. Therefore, persistent violation of free dress guidelines could result in losing this privilege or some aspects of it. Please note:

*Students in grades **6 – 8** are allowed to wear **BLUE JEANS ONLY.**

*Only uniform shorts are allowed for Junior High students on Free Dress Day.

*All Jeans must be free of any holes, tears, rips, etc.

On Free Dress Day the following items **MAY NOT** be worn by any student:

1. Athletic type shorts (nylon, Umbro type), spandex or form fitting shorts/leggings, running shorts, workout pants, short shorts; all shorts must be the style and length of the uniform shorts;
2. Miniskirts or any other skirt shorter than uniform skirt guidelines.
3. Shirts and other articles of clothing promoting products (alcohol, cigarettes, recording, etc.); this does not mean logos on shirts;
4. Shirts with shoulders and backs exposed (i.e. no halters, spaghetti straps, etc)
5. Makeup or fingernail polish.
6. Open toe shoes, flip-flops or free back shoes. Tennis shoes must be worn for P.E.
7. Hats and caps.

Students whose clothes are determined to be unacceptable will call for someone to bring different clothes. The principal is the final recourse in determining suitable attire.

HARASSMENT POLICY

No form of harassment or bullying will be tolerated. Students who engage in any form of harassment on school premises or off-school premises at a school-sponsored activity will be subject to appropriate discipline, which could include suspension or expulsion. Harassment includes, but is not limited to, intimidation or persistent abuse of another, whether physical, verbal, or written.

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, comments about parts of the body that are gender related, sexual name-calling, propositions, and unwanted body contact.

Harassment reports must be filed while school is still in session. (Appendix: Diocesan Policy 4560)

HEALTH RECORD

State law requires that all children attending school be immunized and that proof of this immunization be on record in the school office. Every student enrolled in St. Margaret School must have a current health record provided by their physician or the Health Unit on file in the office. Health records must be provided to the school by the first day of school. Children will not be permitted to remain in school if current health records are not provided when requested.

ILLNESS OR INJURY

In case of illness or injury a child is cared for temporarily by school personnel. They will render first aid treatment only. If emergency medical treatment is necessary, the parent will be contacted. If parents or individuals on the emergency card are not available, the child will be taken to a local emergency room.

Procedures for reporting accidents or injuries:

1. Parents/sponsor are notified if a child becomes ill or is seriously injured.
2. Any injury that is judged to need medical attention is reported to the office. School personnel will contact parent/sponsor or designee on Locator/Emergency Card.
3. The parent/sponsor is notified for the following reasons:
 - a. any type of head injury;
 - b. any accident or injury which looks like it will leave a bruise or mark on the child;
 - c. any injury requiring medical attention;
 - d. nausea, fever, and other symptoms of illness; and
 - e. other conditions as determined by school personnel.

If a student has extenuating circumstances regarding common injuries, the school must be notified in writing of procedures to be followed.

INVITATIONS

Students may not distribute private party invitations at school unless the entire class is invited or all boys or all girls in the class are invited

LEAVING AND ENTERING SCHOOL DURING THE SCHOOL DAY

Students are not allowed to leave the school campus during school hours for any reason without the knowledge and consent of the principal or designee. Permission to leave the school grounds is granted only upon written or verbal request of the student's parent/sponsor after consultation with the principal or designee.

If a student must be checked out of school during the day, these procedures are followed.

* Students stay in the classroom until the person checking them out arrives at school. **Do not call the office and ask for the student to wait in the office until someone gets there. This request will be denied.**

*Parents and individuals on the locator card are the only ones who may check out a student. If there are circumstances that make it necessary for someone else to check out a student, **the school must have a note from the parent/sponsor.**

*In the case of divorced parents, the domiciliary parent who has custody of the child will be the person to whom the school looks for authority. The parent who does not have custody of the child must be listed on the Locator Emergency Card for that individual to be allowed to check out the student.

*Students being checked out must be signed out in the school office by the parent/sponsor.

*Identification is required of individuals checking out students. Please inform persons who may check out your child that some form of identification is needed. A driver's license or some other pictured identification is preferred. This is for the safety of the child.

*Students returning on the same day must be signed in the school office by the parent/sponsor.

LEAVING CLASS

Students are not to leave a class without the teacher's permission. While students are at school, school personnel are responsible for their safety and well-being. Any student who leaves a class without permission is considered truant and can be subject to disciplinary actions that may include suspension or expulsion. Any student who skips a class will be suspended for at least one day.

LOCATOR/EMERGENCY CARD

The Locator/Emergency Card is the school's way of knowing whom to call in the event a parent/sponsor must be contacted during the school day. The parents are contacted first, if they cannot be reached, then individuals on the locator card are called. Only individuals listed on the locator card may check out a child during the school day. It is important that these cards be kept current. Notify the school office in writing if there is a change in address, telephone numbers, or individuals to contact. Your cooperation in keeping the locator card current is necessary for the safe care of your child.

LOST AND FOUND

Clothing, books, and other items found are kept in a container in the cafeteria. Labeling of clothes will help in identifying items. Take the time to label all clothes worn to school. Lost clothes not claimed by the end of the school year will be placed with the used uniforms. All other items will be discarded.

LUNCH PROGRAM

It is recognized that there are educational as well as nutritional value to be gained by students eating lunches prepared in the school cafeteria. Efforts are made to create an atmosphere of relaxation and enjoyment, while at the same time making students responsible for practicing self-discipline, respect for good table manners, and courtesy. **All students must eat a lunch**, either one purchased at school or one from home. Parents may have lunch with their child by notifying the cafeteria manager.

Lunches are paid monthly beginning in August. Prices for school lunches are determined annually. The cafeteria manager sends home a monthly statement. Payment is to be made from that statement. Any questions about lunch payments are to be directed to the cafeteria manager.

Students who bring their lunches must have food items in them that are comparable to what can be served in the cafeteria. **No candy or sodas are allowed.** Lunches must be balanced. No competitive wrapping or containers are allowed in the cafeteria. This means a lunch purchased from a fast food place cannot be brought to the cafeteria in its original wrappings or container. This is a federal guideline in regards to school cafeterias.

Free and reduced lunches are available for all students who qualify. Applications are sent home at the beginning of school. Applications can be made anytime during the school year if financial circumstances

change. Applications for this program are available in the school office. Completed applications must be returned to the office. All applications are kept confidential.

Questions related to school food services are to be directed to the cafeteria manager.

AN OUTSTANDING LUNCH BALANCE OF \$45.00 WILL RESULT IN THE TERMINATION OF OUR SCHOOL LUNCH PROGRAM UNTIL YOUR LUNCH ACCOUNT IS PAID IN FULL. YOUR CHILD WILL BE REQUIRED TO BRING A LUNCH FORM HOME UNTIL YOUR CAFETERIA LUNCH BILL IS MADE CURRENT.

MEDICATION

According to state law all medicine given internally or externally must include written instructions from a doctor and written permission from a parent or sponsor. This includes over-the-counter medicine. The forms needed are available in the school office. Request to have medicine given at school is valid for one school year. Parents and doctor must complete the forms annually. School personnel may not administer any type of injection. This is Diocesan policy.

Students are not allowed to keep any type of medication in their possession. Students not complying with this policy could be subject to suspension or expulsion.

PHOTOGRAPHING AND VIDEO TAPING SCHOOL LITURGIES (Parish Policy)

Photographing for school liturgies (masses) is welcomed. However, keep in mind that these occasions are worship services and photographing must be sensitive to the fact that it is a worship service.

While we understand the desire to record school occasions and student performance, we ask that the following policy be observed so that the sacredness of the celebration will not be marred by photographic and video taping equipment and personnel.

1. Photographers and video tapers are not permitted to roam about the church once the Mass has begun. No one, including photographers and video tapers, is permitted on the sanctuary platform at any time. All video taping, and picture taking, is to be done from the pew. No tripods are to be set up in aisles. **Please do not stand on the pews.**
2. Only the lighting already available in the Church may be used. No additional lighting may be brought into the Church.
3. After the Mass, the Church will remain open for taking pictures. Please keep in mind that you are still in Church, and proper respect and consideration must be shown.
4. No one, including photographers and video tapers, is permitted to move anything in the Church, sacristy, bridal room, or any other part of the Church, even if objects may interfere with the taking of pictures.
5. All photographers must dress in a manner befitting the occasion.
6. Every effort should be made to let all family members know the policy in regards to photographing and video taping.

Your cooperation is needed to make certain that the dignity of our Church and the special school liturgies can be preserved.

PERMISSION TO PHOTOGRAPH

Students may be photographed for use in media publications (newspaper, TV, brochures, etc.). When enrolling your child/children at St. Margaret Catholic School you will complete and sign a permission form if you want to allow your child's picture to be used for this purpose. If at any time a change needs to be made, parents/guardians are responsible for notifying the Director of Development.

PERSONAL ITEMS

Students **CANNOT** bring laser pointers, cellphones, beepers, cameras, recorders, electronic games, or any type of electronic device, or large sums of money to school. These items will be collected and sent to the office. All items must be collected by a parent from the school office.

PHYSICAL EDUCATION CLASS AND PARTICIPATION IN ATHLETIC EVENTS

Students excused from physical education are not to play in after-school sport activities, including cheerleading and pep squad.

PRINCIPAL'S AUTHORITY

In accordance with the school philosophy and values and in situations where policies or procedures have not been established, the principal has the authority to determine and invoke actions or disciplinary consequences regarding students, non-students, and parents/sponsors.

The principal has the authority to:

- Amend, revise, or change school practices, procedures, regulations, and other guidelines. Changes are communicated through written notices sent through students and verbal announcements, when applicable, and
- Determine what is appropriate behavior or dress befitting a Christian student or non-student.

The principal is the final recourse in all matters of discipline and school related matters and may waive any disciplinary rule for just cause at his/her discretion.

PTC MEETINGS

PTC is St. Margaret Catholic School's Parent/Teacher Club. All families, staff, and teachers of St. Margaret are members of this organization. It is one of many ways in which families are actively involved in the school and student life. Through this organization many events occur in order to help develop community at St. Margaret Catholic School. This organization operates and is successful through parent and teacher volunteers. Volunteerism is strongly encouraged.

PTC meetings are held the 2nd Wednesday of September, November, January, March and May with a major fundraiser in the spring. Babysitting is provided for Pre-K – 5th grade students. Junior High students that attend must sit with parents at the meeting.

RECESS PROCEDURES

Weather permitting; students are given one recess daily. Decisions to have outside recess during cold weather depend upon the temperature and wind chill. During recess all students must be on the playground. Only students with medical excuses will be allowed to remain in the office during recess time. Always dress your child for outside recess.

Physical contact sports, rough play, and throwing objects are not allowed at recess. Students are to follow standard school grounds safety procedures at all time. When weather does not permit outside recess, students will have supervised time in the classroom. Quiet games and visiting with friends are usually allowed by the duty teacher.

RESOLUTION OF COMPLAINTS

PLEASE REFER TO THE DIOCESAN POLICY #6500 (in office)

REQUEST FOR TEACHERS

Much consideration goes into the placement of students in a particular teacher's classroom. School personnel make the decisions based on academic needs, personalities, and class composition. School personnel ask that you respect the decisions made in regards to placement. Requests for particular teachers are not accepted.

SACRAMENTAL PROGRAMS

St. Margaret Parish Religious Education ministry sponsors the sacramental programs. The teaching of the sacramentals will be done in the 2nd grade religion curriculum. The Sacrament of Reconciliation will be instructed and received in the fall and the Sacrament of First Communion will be instructed and received in the spring. Registration dates are announced in the church bulletin. The policy observed at St. Margaret is consistent with the norms of Canon Law.

SAFE ENVIRONMENT

All faculty and staff have been trained in the area of Safe Environment according to the guidelines established by the Diocese of Lake Charles.

ST. MARGARET SCHOOL TRUST FUND

The St. Margaret School Trust Fund was established in 1983 and continues to grow through contributions of parents, grandparents, former students, and friends of St. Margaret School. The interest from the Trust is used to supplement the budget for teacher's salaries, school maintenance, and tuition assistance. Donations of any amount may be made to the St. Margaret School Trust Fund as a memorial to the deceased or to recognize someone who is celebrating a special occasion. A card will be sent recognizing the honoree and donor, and all honorees are remembered in an annual Mass said on the Feast Day of St. Margaret of Scotland. Anyone wishing to make a contribution or needing more information may call the Director of Development.

SCHOOL BOARD MEMBER ELIGIBILITY REQUIREMENT

Serving on the St. Margaret School Board is an important commitment that requires a person to give time and energy on a regular basis. A school board member is elected annually at the May PTC meeting. Anyone interested in the position must meet with the principal or a designated person, before their name will be placed on the ballot. Names for the position will not be accepted "from the floor".

SCHOOL COUNSELING PROGRAM

The counseling program is available to help teachers, parents/guardians, and students develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling for students, parent and teacher consultation, information services, student testing, and referral assistance to other programs and services in the community.

The school counselor is responsible for developing, scheduling, and evaluating services of the programs and is assisted and supervised by the principal. Primary services of the school counselor involve providing direct assistance to students in the school.

To help students reach their full potential, the counselor assesses and interprets individual behavior as it affects learning and helps students with their teachers in meeting individual needs. This makes the counselor an important resource for achieving the caring academic environment which is a basic purpose of Catholic education.

SCHOOL HOURS

The first bell rings at 7:40 a.m. Students are tardy after 7:45 a.m. Students are to be in home room by 7:45 a.m. Anyone arriving after the bell has rung must be checked in **by an adult** through the school office. School dismisses at 3:00 p.m. for grades 1 - 8. Kindergarten is dismissed at 2:55 p.m. Parents/guardians of young students (K-3) are to wait for students in their cars at the cafeteria car drop-off location. Students cannot be picked up at their classroom door. Students in grades 4 – 8 are dismissed at 3:00 and can be picked up in the Church parking lot. Students not picked up by 3:30 p.m. are taken to the After School Program and a fee is charged. Early dismissal days are announced through the school calendar. On early dismissal days, parents are to be prompt in picking up their child at 12:00 (Noon).

SCHOOL PROPERTY AND TEXTBOOKS

It is the responsibility of everyone to respect the school and its furnishings. Property damaged or destroyed willfully or through negligence will be replaced or paid for by the student responsible. Textbooks and library books are on loan to students. Students assume full responsibility for the careful use of them. Students destroying or losing books will be charged.

SCHOOL-SPONSORED DANCES

The school can sponsor a maximum of three dances for junior high students only. All dances shall be chaperoned and a faculty member or school designee must be in attendance. Once a student leaves a dance he/she shall not return. Student attire must reflect the school's Christian philosophy.

SMOKING

State law prohibits smoking by anyone on school grounds or at a school related function. It is the parents/sponsors responsibility to inform family and friends who may visit the school campus of this policy. Students are not to smoke or bring any form of tobacco on campus. They are not to possess, use, or distribute any form of tobacco and/or tobacco related paraphernalia, which may include but is not limited to lighters, matches, e-cigarettes, skoal, smokeless tobacco products, tobacco paper, etc. Students' failure to comply with this policy will be subject to disciplinary action which could include suspension or expulsion.

SPECIAL DELIVERIES

Students may not receive deliveries at school for special occasions. This includes, but is not limited to flowers, balloon bouquets, candy bowls, etc.

SPECIAL EDUCATION – SPECIAL NEEDS PROGRAM

St. Margaret Catholic School does provide special education services that has limitations. The programs includes accommodations and modifications within a classroom setting and/or a pull out program that meets the needs of students with minor learning disabilities. If a student's academic performance indicates that there is a possible learning problem, the parent may contact the school counselor for assistance as to what services are available and the proper procedures to take in order to qualify for the Special Education Program offered at St. Margaret Catholic School. The school can only make moderate adjustments in the education program. Students transferring from another school do not automatically qualify for accommodations or modifications.

STUDENT INSURANCE

School insurance is provided to all students registered at St. Margaret Catholic School. It is secondary coverage, unless the student has no other insurance. Claim forms are available in the school office.

STUDENT INVOLVEMENT WITH LAW OFFICERS

Students will not be questioned by law enforcement officers unless a parent is present. The questioning should occur away from the school. If for some reason it is at school, the principal will determine the location and will be present with the parents. Diocesan policy will be followed.

SUBSTANCE ABUSE POLICY

Students shall not be under the influence of, bring on, consume or have in his/her possession on school premises or at a school function away from school, any narcotic drug, controlled dangerous substance, or alcohol product. Any student found to be in violation of this policy could be subject to expulsion. Students in the company of others using prohibited drugs or alcoholic products could be subject to expulsion. Students in possession of and/or promoting "look-a-like" substance abuse items will be subject to the same disciplinary actions as stated above. Parents/guardians and the proper law enforcement agency will be notified if a student is found to be in possession of substance abuse items.

TELECOMMUNICATION/ELECTRONIC DEVICES POLICY

Students are not permitted to have telecommunication or electronic devices (pagers, cell phones, cameras, IPOD, MP3 players, tape recorders, etc.) at school. Such items will be confiscated and students will be disciplined accordingly. Any confiscated items must be picked up by the parent/sponsor at the office.

TELEPHONE

Students **may not** use the phone unless it is deemed necessary by the teacher or other school personnel. They may not use the phone to make personal arrangements or to call for items left at home. Telephone calls for students are prohibited except for emergencies. Classrooms will not be interrupted for routine phone calls to students or teachers. Please make sure your student knows exactly where to go and who will be picking them up from school when they come to school in the morning.

TELEPHONE MESSAGES

For emergencies, messages for students will be taken by the office provided the school receives it at least thirty (30) minutes before the end of the school day.

Messages for teachers will be given to them. Due to their daily schedule the call may not be returned until the end of the day. Every effort will be made to return the call as soon as time permits.

TOYS

Toys of any kind, playing cards, trading cards, and/or replicas of any type or form of weapons are not allowed at school. This includes "play" guns, knives, bombs, etc. Consequences for violating this procedure could result in suspension or expulsion. Disciplinary consequences will be determined depending on the age of the student and the circumstances of the situation. Any item brought to school that interferes with student instruction will be confiscated and the parent will have to meet with the principal in order to collect the item taken.

TRANSFERS WITHIN THE DIOCESE REFER TO THE DIOCESAN POLICY 4400

TUITION

TUITION PAYMENT PLAN AND POLICY

Tuition may be paid in full by July 15th or be paid in 10 monthly payments beginning July 15th and ending April 15th. Monthly payments may be lowered by paying a larger initial payment on July 15th. Payments are due on the 15th of the month with a late fee assessed after the 25th. The late fee assessment is \$25.00. Unless satisfactory arrangements are made with the principal, **any family whose account is delinquent after 60 days will NOT be permitted to remain at St. Margaret Catholic School.**

TUITION ASSISTANCE

Tuition assistance may be available to families who need help in meeting their financial obligations. Tuition Assistance Applications are available from the school office. A Tuition Assistance Application is also provided with registration forms. The Application cannot be processed until it is complete and the appropriate income tax form is provided. Families who apply must qualify for free or reduced lunch. Tuition assistance ranges from 5-10% of tuition.

WITHDRAWAL POLICY

Any student withdrawing prior to the end of the school year **will not** receive a refund of fees. All fees and tuition must be current at the time of withdrawal or records will not be forwarded to new school.

PARISH POLICY REGARDING SUBSIDIZED TUITION (From the Pastor)

The "passing-on of our faith" from one generation to the next is the responsibility of the entire Church. Parents are the primary and foremost educators; parents have a most solemn obligation to educate their children. Catholic schools assist parents in their educational task. Catholic Schools provide both quality academic education and a unique curriculum that offer formation in faith. Through instruction in Church Doctrine, times of prayer, sacramental services, and a professed Christian ambiance, young men and women learn what it means to be people of faith.

St. Margaret Parish is committed to supporting Catholic Schools for students in grades Kindergarten through Twelfth Grade. Among ways in which support is shown are:

1. Presence of the staff in the schools for visits, sacramental services, classroom presentations, personal direction of students, and in ways deemed helpful by teachers and staff.
2. Financial subsidies to the schools. This subsidy, drawn from the entire parish, allows the school to do more than tuition would allow.

St. Margaret Parish **will subsidize** the education of families who:

1. Are Registered ACTIVE members of the Parish - Students and their families are expected to declare membership in the parish and to worship (usually) at St. Margaret Church. To the degree possible, families are encouraged to participate in programs and ministries of the parish.

2. Support the parish financially - Expecting the parish to support their education, families are in turn expected to support the parish. Families are expected to be “identified givers”, i.e. they are to contribute through the envelope system or by means of a check. Families with students at St. Margaret Catholic School are expected to contribute a minimum of \$300 per year to the parish. Families with a student at St. Louis Catholic High School are expected to contribute a minimum of \$400 per year. If a family has students at each school, a minimum annual contribution of \$300 is expected.

Parents and students who choose Catholic schools are commended for the sacrifice they make in attending Catholic schools. The parish joins with you in giving the gift of Catholic education. Most families already exceed the requested contribution. Their gift to church on top of tuition is recognized.

At the time of School Registration, subsidized tuition rates will be given to families meeting the above requirements. A one year period will be given to allow families the chance to meet the requirements. By registration time families will need to be registered in the parish and able to provide a record of giving.

If for some reason a family is unable to meet the requirements, they should meet with the pastor prior to registration. This policy is adopted to strengthen our working relationship as a school community.

Let it be said simply and clearly: no one will be denied subsidized tuition simply because they cannot contribute to the parish. The “parish” will work with families willing to work with the parish. Again, it is not true to say you cannot go to Catholic school if you do not contribute to the church. Subsidized tuition, however, cannot be presumed.

TESTS, MIDTERM (Junior High Students)

Junior High students are required to take cumulative 9 week tests, mid-terms and finals. The schedules for these tests are prepared for set days during the week of testing. Parents/guardians are requested not to schedule appointments for students during these testing times. The test schedules will be sent home via the monthly calendar and posted on Junior High teachers’ websites.

UNIFORM REQUIREMENTS/STUDENT DRESS

The St. Margaret Catholic School uniform is worn daily except on special Free Dress days. Students may be refused admittance to class if they come to school in incorrect uniform. Students in grades K – 8 are required to wear uniforms. All uniform items must be purchased from Brousses, Parker uniforms, or Emily’s. Pre-kindergarten students have the option of wearing regular clothes or the St. Margaret uniform. **Items worn in the classroom must be uniform.** The SMCS school spirit shirt may be worn on Wednesdays throughout the school year unless the Wednesday falls on a Mass day. Any violation of the Dress code will result in disciplinary action.

St. Margaret Catholic School has adopted changes to the uniform policy for the 2015 – 2016 school year. This school year is a transition year into the new uniform policy. The school year of 2016 – 2017 will require full implementation of the new policy. This handbook will have both policies included so that everyone has fair access to the policies during this transition year.

BOYS K – 8 (old policy – last year for these requirements)

Pants – Navy trousers – Pants must be worn at the waist. No sagging pants will be allowed.

Shorts – Navy shorts may be worn year round. Shorts should not extend below the lower knee. They may not be worn on Mass/Church days. Check the school calendar for Liturgical Days when shorts cannot be worn.

Shirts – Long or short sleeved, green knit shirt with school logo – All shirts must be tucked in and a belt worn on all pants and/or shorts.

Belts – Must be worn with pants and shorts. They are considered a part of the uniform. Belts can be navy, black, or brown.

Undershirts are optional. If worn they must be solid white with no design on them. Undershirts **must not** extend past the shirt sleeve.

Socks – **Crew type** socks **white** only – No logos on socks. **No ankle type socks.**

Shoes – Navy, black or brown leather shoes with non-marking soles. White, navy blue, black, or gray tennis shoes with markings of white, navy, black or gray and non-marking soles may be worn. Only

white, navy, black or gray shoelaces are allowed. No flashing lights or shoes with fluorescent colors are allowed. Boots and sandals may not be worn.

Jewelry – 1 watch, 1 ring, 1 necklace, and 1 bracelet may be worn. Earrings and visible body piercing, linked neck chains, and visible tattoos are not permitted.

Sweatshirt – solid navy with no logo other than the SMCS crest or SMCS logo.

Sweaters – solid navy with no logos other than the SMCS crest or SMCS logo.

Jackets – solid navy jacket

ALL OUTER-WEAR SHOULD BE LABELED WITH STUDENT'S FIRST AND LAST NAME.

Hair – Neat, clean, and combed. Hair **should not** extend below the top of the collar in the back; below the earlobe on the sides, and be free from the eyes in the front. Pony tails, Mohawks, braids (corn rolls and twists) or other exaggerated hair styles are not permitted. A design shaved into the hair is not permitted. No Color treated hair of any kind permitted. Hats, bandannas, sweat bands, and wigs ARE NOT permitted.

Items worn in the classroom must be uniform.

Facial hair – No facial hair (mustache, goatee or beard). Sideburns should be well groomed and cannot extend past the earlobe. Boys must be clean shaven at all times.

Boys PreK – 8 (New Policy full implementation 2016 – 2017)

Pants – navy, twill, poly-cotton blend pleated or flat front trousers with belt loops
Pants must be worn at the waist and secured with a belt. No sagging pants will be allowed. PreK may wear pull-on elasticized waist navy twill pants. All items are available through the uniform supplier.

Shorts – navy, twill, poly-cotton blend pleated or flat front shorts with belt loops
Shorts should not extend below the lower knee. Shorts must be worn at the waist and secured with a belt. PreK may wear pull-on elasticized waist navy twill shorts. Shorts shall not be worn on Mass/Church days – check the school liturgy calendar. Shorts are a seasonal item and may **not** be worn from **December 1- February 28**.

Shirts – boys in grades PreK-4

Short sleeved, yellow, pique polo shirt with monogrammed school logo is to be worn with navy pants or shorts. All shirts must be tucked. A long sleeved version may be worn from **November 1- March 31**.

Shirts – boys in grades 5-8

Short sleeved, yellow, poly-cotton oxford button front shirt with button-down collar and monogrammed school logo is to be worn with navy pants or shorts. All shirts must be tucked. A long sleeved version may be worn from **November 1- March 31**.

Belts – Smooth or braided leather belt in black or dark brown must be worn with shorts and pants. The belt should have a standard issue belt buckle. There should be no oversize or decorative belt buckles. Note: Boys in PreK and Kindergarten may wear “magnet” style belts in navy or brown if shorts or pants have belt loops.

Undershirts are optional. If worn they must be solid white with no design on them. Undershirts **must not** extend past the shirt sleeve.

Socks – White, **crew type** socks with no logos- **no ankle type socks**.

Ties- boys in grades 5-8

A standard issue men's necktie (**not** clip-on style) in solid navy is to be worn on Mass day.

Shoes – Solid black, solid white, a combination of black & white shoes (no patterns or designs) or solid brown leather Sperry/Sperry-style boat shoes with non-marking soles. Only white, black or Sperry brown shoelaces are allowed. The pair of shoelaces must match. No flashing lights or shoes with fluorescent colors are allowed. Boots and sandals may not be worn.

Jewelry – 1 watch, 1 ring, 1 necklace, and 1 bracelet may be worn. No piercings or tattoos are permitted.

Sweatshirt – Previously purchased solid navy sweatshirts with a monogrammed SMCS crest or SMCS letters will be allowed for the 2015-16 school year. Sweatshirts will not be worn after that time.

The following items may be worn in the classroom or church. The cardigan or all-weather jacket may be purchased through the uniform supplier. The fleece jacket may be purchased through the director of development.

- 1) A solid navy acrylic cardigan with the monogrammed SMCS crest.
- 2) A solid navy fleece zippered jacket with the monogrammed SMCS crest.

Optional item- An all-weather, navy, gray flannel lined jacket is also available for purchase through the uniform supplier. It does not need to be monogrammed.

ALL OUTER WEAR SHOULD BE LABELED ON THE INSIDE OF THE ITEM WITH FIRST AND LAST NAME OF THE STUDENT.

Hair – Neat, clean, and combed hair **should not** extend below the top of the collar in the back; below the top of the earlobes on the sides, and be free from the eyes in the front. Pony tails, Mohawks, faux hawks, braids (corn rolls and twists) or other exaggerated hair styles are not permitted. A design shaved into the hair is not permitted. No color treated hair of any kind is permitted. Hats, bandannas, sweat bands, and wigs ARE NOT permitted. Items worn in the classroom must be uniform.

Facial hair – No facial hair (mustache, goatee or beard). Sideburns should be well groomed and cannot extend past the earlobe. Boys must be clean shaven at all times.

GIRLS K – 8 (old policy – last year for these requirements)

Jumper – plaid – girls in grades K – 4.

***Jumper length must be no shorter than three (3) inches above the knee.** After one warning, students will be sent home for jumpers that are too short.*

Shorts must be worn under jumpers. Shorts worn under jumpers are navy, Calcasieu parish P.E. type available from most sporting goods stores, Brousses, School Time and the Uniform Shop.

Skirts – plaid – girls in grades 5 - 8 have the option of wearing a uniform skirt. **Skirt length must be no shorter than three (3) inches above the knee.** After one warning, students will be sent home for skirts that are too short.

Shorts in lieu of jumper – solid navy or plaid. These may be worn year round, but not on Mass/Church days. Check the school liturgy calendar. Length of uniform shorts should be no shorter than three (3) inches above the knee. **After one warning, students will be sent home if their shorts that are too short.**

Slacks in lieu of jumper or skirt – navy slacks only

Belt – navy, black or brown – Belts must be worn with shorts and slacks.

Shirts – Short or long sleeved, green knit shirts with school logo. Shirts must be tucked in and have a visible waistband.

Undershirts – Optional. If worn, they must be solid white with no design on them. Undershirts must not extend past the shirt sleeve.

Socks – white (calf length) crew socks. **No anklets or ankle socks.** No logos on socks.

Tights – white, navy, or black opaque tights may be worn in cold weather. No regular hosiery may be worn.

Shoes – navy, brown, black leather shoe with non marking soles may be worn. White, navy, black or gray tennis shoes with markings of white, navy, black or gray and non-marking soles may be worn. Only white, navy, gray or black shoelaces are allowed. No flashing lights or shoes with fluorescent colors may be worn. Boots and sandals may not be worn.

Jewelry – 1 watch, 1 ring, 1 necklace, 1 bracelet and 1 pair of earrings may be worn. Only one earring per ear. Loops may be no larger than a dime. Post earrings may be no larger than the earlobe.

Dangle earrings are not allowed. Visible body or tongue piercing, linked chains and visible tattoos are not permitted.

Sweatshirt – solid navy with no logo other than the SMCS crest or SMCS letters.

Sweaters – solid navy with no logo other than the SMCS crest or SMCS letters.

Jackets – solid navy jacket

ALL OUTER-WEAR SHOULD BE LABELED WITH STUDENT’S FIRST AND LAST NAME

Hair – Neat, clean, and combed. Exaggerated hair styles are not permitted. Highlighted, color treated, bleached hair, dyed hair, hats, scarves, bandannas, sweat bands, wigs, and feathers are not permitted.

Hair accessories – gold, silver, brown, black, uniform plaid, or a solid color found in the uniform plaid. No ribbons with writing on them unless it is a SMCS school ribbon.

Other – No make-up, artificial nails or nail polish is allowed.

Girls Pre-K through 8 (New Policy full implementation 2016 – 2017)

Jumper – plaid – girls in grades Pre-K–4

Jumper length must be no shorter than three (3) inches above the knee for the entire circumference of the skirt. After one warning, students will be sent home for jumpers which are too short.

Skirt – plaid – girls in grades 5-8

Skirt length must be no shorter than three (3) inches above the knee for the entire circumference of the skirt. After one warning, students will be sent home for skirts which are too short.

Shorts must be worn under jumpers and skirts. Shorts are to be knit, navy modesty shorts available through the uniform supplier.

Shorts –plaid, pleated with cuff or navy blue uniform shorts (flat or pleated front)
Plaid shorts are a seasonal item. Plaid shorts/navy shorts may **not** be worn between **December 1- February 28**. Additionally, shorts shall not be worn on Mass/Church days- check the school liturgy calendar. Length of uniform shorts should be no shorter than three (3) inches above the knee. After one warning, students will be sent home if their shorts that are too short.

Navy slacks, in lieu of jumper or skirt
Flat, front slacks with straight leg are available through the uniform supplier. Additionally, slacks should not be worn on Mass/Church days – check the school liturgy calendar.

Belt
Smooth or braided leather belt in black or dark brown must be worn with shorts and slacks. The belt should have a standard issue belt buckle. There should be no oversize or decorative belt buckles. *Note:* Girls in PreK and Kindergarten may wear “magnet” style belts in navy or brown if shorts or pants have belt loops.

Shirts – girls in grades PreK-4
Short sleeved, yellow, poly-cotton broadcloth button front Peter Pan collar blouse is worn with plaid jumper, plaid shorts, navy shorts or navy slacks.

Shirts – girls in grades 5-8
Short sleeved, yellow, poly-cotton oxford button front blouse with button–down collar and monogrammed school logo is to be worn with the plaid skirt or navy slacks. It must be tucked in and have a visible waistband. Long sleeved version may be worn between **November 1- March 31**.

Undershirts – optional
If cami or undershirt is worn, it must be solid white with no design. Undershirts must not extend past the shirt sleeve. No colored undergarments may be seen through the school shirt. Colored undergarments must be concealed.

Socks –
White calf length crew socks or knee socks are acceptable. Anklets and ankle socks are not to be worn. There should be no logos on socks. White or navy tights may be worn from **November 1- March 31**. No regular hosiery or leggings may be worn.

Shoes – Solid black, solid white, a combination of black & white shoes (no patterns or designs) or solid brown leather Sperry/Sperry-style boat shoes with non-marking soles. Only white, black or Sperry brown shoelaces are allowed. The pair of shoelaces must match. No flashing lights or shoes with fluorescent colors are allowed. Boots and sandals may not be worn.

Jewelry – 1 watch, 1 ring, 1 necklace, 1 bracelet and 1 pair of earrings may be worn. Only one earring is allowed per ear. Loops may be no larger than a dime. Post earrings may be no larger than the earlobe. Dangle earrings are not allowed. No piercings or tattoos are permitted.

Sweatshirts

Previously purchased solid navy sweatshirts with a monogrammed SMCS crest or SMCS letters will be allowed for the 2015-16 school year. Sweatshirts will not be worn after that time.

The following items may be worn in the classroom or church. The cardigan or all-weather jacket may be purchased through the uniform supplier. The fleece jacket may be purchased through the director of development.

- 1) A solid navy acrylic cardigan with the monogrammed SMCS crest.
- 2) A solid navy fleece zippered jacket with the monogrammed SMCS crest.

Optional item- An all-weather, navy, gray flannel lined jacket is also available for purchase through the uniform supplier. It does not need to be monogrammed.

ALL OUTER WEAR SHOULD BE LABELED ON THE INSIDE OF THE ITEM WITH FIRST AND LAST NAME OF THE STUDENT.

Hair should be neat, clean, and combed. *Exaggerated hair styles are not permitted. Highlighted, color treated, bleached hair, dyed hair, hats, scarves, bandannas, sweat bands, wigs, and feathers are also not permitted.

*When considering hair extensions, principal consultation is necessary.

Hair accessories may be SMCS school colors, uniform plaid, or a solid color found in the uniform plaid. No ribbons with writing on them are permissible unless it is an SMCS logo.

Other important information:

No make-up, artificial nails or nail polish is allowed.

VISITORS TO THE SCHOOL

All visitors must report to the school office upon arriving at school. Parents/sponsors of students in pre-K – 8th grades are to go to the school office for their child. If a parent/visitor is at school to visit the classroom or eat lunch with a student, the visitor must sign in and receive a pass in order to precede to the destination. Students in grades K – 8 are checked out through the school office. The school office staff will locate your child and have them meet you in the school office. For security reasons, parents **ARE NOT** to wait for students in the halls or at the student’s classroom door.

VOLUNTEERS

Everyone who works with children, whether paid or volunteer, must undergo a criminal background check. This is a state law. The fee for this is the responsibility of the person seeking the position. All volunteers must also participate in a mandatory Diocesan Safe Environment training.

II. ACADEMIC PROCEDURES AND POLICIES

AWARDS

An Awards program is held annually. Students are recognized for outstanding academic achievement and for special projects as determined by the faculty. Only awards received and achieved through the school are recognized at the Awards program and 8th grade End of the Year Ceremony.

CONFERENCES/CONSULTATIONS

The home and school have a joint responsibility for a child's development. It is important that the lines of communication between home and school stay open. With regard to a problem that your child may be having in class, **please contact the teacher first**. Conferences are made by contacting the teacher by note, email or phone. The office will give a phone message to the teacher but will not schedule the conference.

Consultations with the teacher, even brief ones, should be scheduled in advance. Upon arriving at school for a conference, parents should report to the office to receive a visitor's pass and to announce their arrival. Please **do not** go to your child's classroom before school unless a conference is scheduled. The time before school is used to prepare for the day. All teachers must be ready to begin teaching at 7:40.

Conferences are held with the person(s) that has custody of the child; individuals who have a vested interest in the student's education, as determined by school personnel, may attend conferences with permission from the parents/guardian and school personnel.

After the parents have conferred with the teacher, the principal is available for a conference by appointment.

CURRICULUM

Required and elective curricular offerings comply with requirements in Bulletin 741, Louisiana Handbook for School administrators, Nonpublic, latest edition. Religious curricular offerings comply with the Diocesan Office of Religious Educations and issued by the Office of Catholic Schools. Subjects taught are: Reading/Literature, English, Spelling, Mathematics, Social Studies, Science, Art, Music, Computer Literacy, Physical Education, and Christian Doctrine (Religion).

CURRICULUM GOAL: The primary goal of the curriculum in the Diocese of Lake Charles is to provide those learning experiences most conducive to providing student virtues, knowledge, understanding, and skills necessary for the student's spiritual, intellectual, social, cultural and physical development in keeping with the stated philosophy of each school.

CURRICULUM OBJECTIVES: The distinctive purpose of the Catholic schools is to proclaim the Gospel message, to build community, and to educate. Within the school community the teachers, priests, parents, and students experience together what it means to live a life of prayer, community, personal responsibility, and freedom reflective of the Gospel values manifesting peace, brotherhood, love, patience, and respect for others.

To achieve this purpose the Catholic school organizes its curriculum, its staff, and its physical facilities:

- to make known to all students the person and message of Christ and to help students develop a spirit of prayer and worship and an understanding of the Catholic Church
- to develop in all students a respect for the rights of others, as individuals and as groups with moral and spiritual values, ethical standards of conduct, and basic integrity;
- to provide for all students educational opportunities and experiences related to their heritage, their American citizenship, their responsibilities to family, local community, and the larger society;
- to enable students to acquire the basic skills, especially in the art of communication, in quantitative thinking, and in the sciences;
- to help students develop the power to think constructively, to solve problems, to reason independently, to accept responsibility for self evaluation and self instruction;

- to help students develop and foster physical and mental health and to deal constructively with the psychological tensions inherent in change and adaptation.

EDUCATION IN HUMAN SEXUALITY (DIOCESAN POLICY)

Each school shall develop a program of education in family living, human sexuality, and sexual morality appropriate to the age and maturity of the students. The program shall be developed and administered according to the guidelines issued by the Office of Catholic Schools.

Guidelines:

1. Parents retain their right to withhold their child from participation if they so choose.
2. There should be appropriate involvement of the pastor in the program.
3. The program should be described to parents before being conducted.
4. All teachings of the Roman Catholic Church must be upheld and promoted when conducting the program.

Implementation of the Diocesan Policy on Education in Human Sexuality

This the official notification that St. Margaret School teaches a program of education in family living, human sexuality, and sexual morality as appropriate to the age and maturity of the various grades.

The program begins in kindergarten and is taught through the eighth grade. A Family Life Program is used. The themes of the Benziger Family Life Program are: family living; personal growth and understanding; respect for life; Catholic Christian Sexuality; and social living. The books are available for review through the religion coordinator.

ENRICHMENT PROGRAM

Art, Computer literacy, Music, foreign language, and Library are enrichment classes. Students in grades K-5 have art, music, computer and library weekly. Computer Literacy classes begin in the third (3rd) grade. Students in grades 6-8 spend nine week each in Art, Computer and Spanish. Junior High students receive Library once a week.

FIELD TRIPS

All field trips are educational in nature. There are not specific grade field trips. Students in various grades will take field trips as they relate to the curriculum.

For a student to participate in a field trip, a written permission form must be signed by a parent/sponsor. Field trips are privileges afforded to students. Students who have exhibited a lack of discipline in the classroom **may** be excluded from participation in a field trip. Students that have been suspended during the year may not be able to attend a field trip. It is at the teacher's and principal's discretion to make this decision.

Field trips serve as "an extension of the classroom." Students are to experience the field trip as a class. All students are required to ride the bus to and from St. Margaret. In the case of an illness or family emergency, an exception may be made and the student may be allowed to ride home with their parent only. No child may be checked out from a field trip without having prior permission authorized by the principal. No students other than St. Margaret Catholic School students are allowed to ride the bus.

GRADING

The grading scale used on our school Report Card and classroom evaluation is:

A = 100 – 93
B = 92 – 85
C = 84 – 77
D = 76 – 70
F = 69 – 0

Conduct grades are an average of all individual conduct grades. Conduct grades count toward earning Banner or Honor Roll. The school's mission is to educate the total child. Grades and comments on report cards are permanent and may not be changed unless the school makes a mistake.

HOMEWORK

Homework is an important part of the educational process. It is an extension of learning that takes place in school. It provides practice, reinforces skills and develops independent study, research, and higher order thinking.

All children, except pre-kindergarten and Kindergarten, can expect to have written or study homework in some subject(s) almost every night. Parents should show an interest in their child's assignments and offer assistance, but parents should never do the homework for their child.

Students failing to turn in homework assignments are subject to the consequences as determined by their teacher. Although homework assignments account for only a fraction of the final grades, missed assignments will cause a lowering of a grade, and could result in failure for the year.

MAKE-UP TESTS AND SCHOOL WORK is the responsibility of the student. He/she must make arrangements with teachers to make-up and turn in assignments missed because of absence. Tests and school work missed due to any absence must be made up within an amount of time equal to the number of days absent once the student has returned to school.

Mid-term exams for grades 6-8 are given in December and finals in May. Parents/guardians are asked not to schedule appointments during school hours during exam week.

LIBRARY

The Jo Self Library and Media Center offers students and teachers a wide range of books, materials, and technology. The full time librarian is available before and after school. Each student in pre-kindergarten through eighth grade receive instruction in a class setting once a week.

NON-CUSTODIAL PARENT

The school abides by the provisions of the Buckley Amendment with respect to rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that no information is to be shared, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

PHYSICAL EDUCATION PROGRAM

St. Margaret Catholic School believes that physical education is an important part of the educational experience. The P.E. program creates an atmosphere for the development of leadership, sportsmanship, and congeniality. P.E. classes are provided regularly for all students.

All students will be required to wear or bring tennis shoes for P.E. classes daily. If a student wears any other type of shoes, he/she may bring their tennis shoes to change into before P.E. class. This also applies to free dress days. Students in grades 5 – 8 who do not comply with this requirement will be disciplined according to P.E. classroom procedures.

Girls are required to wear the designated uniform shorts under their jumpers or skirts. P.E. shorts will be checked during P.E. class. Students not wearing the correct shorts will be disciplined according to P.E. classroom procedures. *ALL CLOTHES SHOULD BE LABELED WITH STUDENT'S FIRST AND LAST NAME.*

Students may be excused from P.E. activities for 3 days with a note from the parent/guardian. Any excuse for more than three days must be from a doctor. Students who are excused from P.E. activities CANNOT participate in extra-curricular activities such as athletic games, pep squad, and cheerleading for the length of the P.E. excuse.

Physical Education behavior should include the following:

1. Everyone is to exhibit good sportsmanship, respect P.E. equipment, and follow instructions. Failure to cooperate will result in disciplinary action.
2. Students are to be in appropriate uniform for P.E. Out of uniform (unacceptable shorts, lack of tennis shoes etc.) will result in consequences outlined by the P.E. teacher.

PROMOTION AND RETENTION

A minimum of a “D” average is required in all major (full year) subjects (English, reading, math, social studies, science, and Christian Doctrine) to be promoted. A student who has made satisfactory progress (minimum of a “D”) in all major subjects will be promoted to the next grade. In grades 1 – 5 students will receive language and spelling grades as separate subjects. In grades 6 – 8 students will receive an English grade with spelling being a part of that grade.

A student failing one (1) subject may attend summer school to remove the deficiency. A student failing two subjects is not eligible for promotion and will be retained in that grade. Students attending summer school for promotion must notify the principal. Kindergarten promotion will depend on three criteria – (1) results of test scores, (2) teacher judgment based on classroom performance and (3) principal judgment. 8th grade students that do not meet promotion requirements shall not participate in graduation ceremonies and shall not repeat 8th grade at St. Margaret Catholic School.

RELIGION CLASSES

All students are required to take Christian Doctrine (religion). It is taught on a regular basis and grades reflect assignments, knowledge gained, and tests. Students are not graded on their personal religious beliefs. It only indicates their instructional evaluation. Christian Doctrine is considered a major subject and a minimum of a “D” average must be maintained for promotion.

REPORTING TO PARENTS

SMCS employs **Oncourse**, online grade reporting system and student information center. Parents are assigned a personal code that they may use to access their child(ern)’s grades. Parents may access their child’s class and/or teachers to see their progress and averages. Signed papers will be sent home weekly in the elementary grades so that parents can keep abreast of specific areas of concern. No additional progress reports will be sent home during the nine week grading period unless the principal and teacher see a need for specific notification. Parents may request a printed progress report. This report can be generated in the office upon request. **Oncourse** will also house teacher websites so that all information needed for individual students will be easily accessible.

Report cards are issued at the close of a nine (9) week period. They are to be signed and returned to the teacher. Report cards will be distributed to students whose fees are current (i.e. lunch, after school care, tuition). A student **will not** receive a report card if fees are not current.

These two means of reporting (Oncourse and report cards) during the grading period are the only two means of reporting which are required of St. Margaret’s teachers. While a teacher may contact parents/guardians if grades begin to drop, it is the **responsibility of the student and parent to keep up with test grades, homework, etc.**

Normally, teachers will send home a weekly disciplinary notice so parents/sponsors are aware of behavior that could result in disciplinary action.

SUBSTITUTE TEACHERS

Every student will periodically be taught by a substitute teacher. It is expected that students will be courteous, respectful, and cooperative toward substitute teachers. Disciplinary action will be issued for unacceptable behavior.

III. DISCIPLINE

Traditionally Catholic schools have been known for their high standard of discipline which has helped students grow personally and succeed academically. The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline to self-discipline to discipleship.

St. Margaret Catholic School maintains an atmosphere conducive to developing a positive attitude concerning discipline, trusting that parents and school personnel will work together to instill in

each child the essential elements of self-discipline according to Christian values and morality coupled with acceptable social norms.

Students are to demonstrate and exhibit considerate, Christian behavior at all times. They are responsible for their actions and behavior. Those choosing not to comply with school and classroom established procedures, practices, and policies must face and accept the consequences. The key person in maintaining classroom discipline is the teacher. They provide firm, consistent, and reasonable limits to behavior to meet the needs of classroom instruction. **No one student has the right to disrupt the learning process with unruly, inappropriate, and disruptive behavior.**

If a student's behavior becomes defiant and uncontrollable, parents/sponsors will be called to take the student home. When this happens, parents/sponsors must set up a conference with the principal before the student can be admitted to class again. Severe disruptions will result in serious disciplinary action such as, **immediate suspension or expulsion**, regardless of a student's previous disciplinary record. The principal is the final judge of what constitutes a severe disruption.

At the beginning of the year, teachers will send home an explanation of their classroom rules and consequences for failure to comply with the rules. Teachers are empowered to implement their discipline plan and procedures. It is the student's responsibility to learn and follow the established classroom rules and procedures.

All students of St. Margaret Catholic School, whether they are of Catholic faith or not, are expected to follow the moral guidelines and ethical standards of the Catholic Church.

Discipline and inquiry of school incidents are responsibilities of school/church personnel. It is a violation of a child's and parents' rights to be questioned or disciplined by anyone other than school/church personnel or a designee of either. The principal is the final recourse in all matters of discipline and may waive or invoke any disciplinary action for just cause at her/his discretion.

CHRISTIAN BEHAVIOR EXPECTATIONS

1. be prompt and prepared
2. Respect authority
3. Respect the rights of others
4. Respect property
5. Display a concern for learning
6. Exhibit appropriate social skills
7. Display positive and productive character

Church Behavior

A meaningful worship experience includes the elements of **response, respect, and reverence**. These elements are to be displayed by students during liturgies and other worship experiences. All students in grades Kindergarten thru 8th of St. Margaret Catholic School are required to attend Mass on a weekly basis.

Expectations

- Enter the church quietly and respectfully while blessing yourself with Holy Water
- Genuflect facing the altar/tabernacle when entering.
- Kneel without sitting on the pew (seat).
- Stand and sit without slouching or leaning on the back of the pew in front of you.
- Do not bother or distract others during Mass or worship service.
- Participate fully in Mass
 - Sing, pray, and **respond** at appropriate times
 - Use songbooks and other materials quietly
- Listen to the readings and homily.
- When receiving communion, you may choose to receive on the tongue or with raised cupped hands chest high.
- The appropriate response after receiving is **AMEN**.
- If receiving a blessing, come to the minister with head bowed and hands across the chest.
- Upon exiting the church, do so quietly and respectfully with a blessing of Holy Water

After School Behavior

When school dismisses students are to exit to their designated pick-up (departure) areas or walk home. Students are not to visit or loiter after the bell rings. Those who persistently disregard this procedure will be disciplined accordingly.

Students waiting to be picked-up are to follow these guidelines:

1. All students are to sit.
2. There is no eating, chewing gum, or drinking while waiting.
3. Students are to behave in a respectful manner.
4. Students are to stay behind the yellow line until the vehicle comes to a complete stop.
5. Students are to listen and follow instructions given by the duty teachers.

Parents/sponsors/care givers are to be considerate of the children and school personnel in the pick-up area. The safety of children and school personnel is the school's prime responsibility.

Care givers are to move their vehicles up as far as possible to the front of the line. Do not park vehicles in the pick-up line. If someone must get out of their vehicle, park in the church parking lot. These measures are necessary to keep traffic moving on 17th Street.

FIGHTING AND PHYSICAL AGGRESSION

Fighting and other forms of physical aggression **will not** be tolerated. As a Catholic community we strive to teach children the Christian response to difficult situations.

A student who is the subject of a physical attack by another student, provoked or unprovoked, **must immediately seek the aid of an adult**. Retaliation, even in self-defense, makes the attacked student an aggressor too. "He started it," is not an excuse to retaliate with violence.

Fighting and physical aggression involving children in grades PK - 5 will be dealt with by the faculty and principal on an individual basis. Fighting and physical aggression involving students in grades 6 - 8 who actively participate in a fight, regardless of who was the primary aggressor, may be given a **one day at-home suspension**. Subsequent actions could result in expulsion.

THREATS

Any threats made by non-students or students will be considered valid. School personnel cannot presume to know if a threat is real or "just talk." **Threats will be dealt with as acts of physical aggression and disciplined accordingly.**

RESPONSIBILITY FOR OUT OF SCHOOL ACTIVITIES

Out of school activities of students is primarily the responsibility of parents/guardians. However, these activities can become the proper concern of school authorities if the children involved are identified in some manner, such as the wearing of a uniform, as students of a particular school, and when they affect the work of other students.

Outside of school hours, students are to behave in a manner that reflects the beliefs, values, and philosophy of the Church and school. Students choosing to ignore this expectation are subject to disciplinary action by the principal. The disciplinary action could include suspension or expulsion.

DISCIPLINE NOTIFICATION

Normally, a Weekly Discipline Report is sent home. The Weekly Discipline Report informs parents/sponsors of unacceptable behavior that could or have lead to disciplinary action (detention, in-school suspension, suspension, etc.). Teachers **do** require these reports to be signed and returned. If your child does not bring home a discipline report by the third week of school ask him/her if they have one or contact the teacher.

DETENTION

Detentions given to students in grades K – 5th will be determined by the principal. Detentions given to students in grades 6 – 8 will be determined by violations to the Viking Standard Disciplinary Code and/or principal/teacher consultation on severity of infraction.

After a student has earned a detention, parents/sponsors are notified at least a day in advance. If there is an appointment that cannot be rescheduled, parents/sponsors must write a note to the home room teacher asking for the detention to be reassigned. It is the student's responsibility to report to detention at the assigned time. **Parents/sponsors must come to school to sign out and pick-up students who are in detention. The only exception is a student who goes to the after school program.**

Students failing to report to detention at their assigned time will be given an additional detention. Parents and students who fail to comply with disciplinary actions can be asked to withdraw from the school.

Automatic detentions and/or suspensions may be issued for repeated misbehavior, disrespect to faculty and staff, profanity, harassment, failure to attend class, or any other inappropriate behavior as determined by the principal.

SUSPENSIONS

A student may be suspended for a serious violation of school regulations by the principal. After the second detention in a nine week period, a student will receive a pre-suspension notice. The student will serve the 2nd detention. On the third detention in a nine weeks period, the student will receive a one day at home suspension. After 2 suspensions a student will be considered on disciplinary probation. The third suspension will result in expulsion.

After thorough investigation, students choosing to commit any of the following serious infractions will receive a suspension – (1) Immoral behavior, (2) possession of a dangerous instrument or substance, (3) vandalism, (4) stealing, (5) fighting, (6) harassment, (7) written or verbal threats, (8) habitual violation of school rules, (9) accumulation of detention, and/or (10) any written or verbal threat to staff and any grave act of disrespect to teachers or staff.

MAKE UP WORK FOR SUSPENSIONS

A student who is suspended (at-home suspension) is responsible for getting his/her own assignments and materials. This work will be completed while suspended and given to teachers on the day the student returns to school. It is the student's responsibility to find a time to make up any tests missed and turn in any missed assignments. Any tests and/or graded quizzes and assignments shall be taken the day the student returns.

EXPULSIONS

PLEASE REFER TO THE DIOCESAN POLICY 4540

GROUND FOR IMMEDIATE EXPULSION

1. Violating a policy which is a state law such, as possessing drugs and other substances, weapons, perpetrating a bomb scare etc.
2. Any action endangering the lives of the school community
3. Striking an adult
4. Immoral conduct
5. Any other severe behavior or infraction or unchristian behavior during school hours or at a school related function as determined by the principal.

A FINAL WORD ON DISCIPLINE

The expectations and guidelines described are the minimums. Every situation cannot be addressed. If students practice basic Christian expectations, disciplinary actions will be minimal. The overall aim of discipline is to give students good habits they need in order to succeed in life, including their future career. Though all parties involved in discipline may not always see things the same way, our ultimate goal is the same: to raise a child that will become a responsible, productive, Christian member of our community. By working together and with the Grace of Christ, we can fulfill this goal.

Parent

Handbook

Appendix

Asbestos Notification – In accordance to AHERA requirements, an inspection for asbestos containing materials at St. Margaret Catholic School was conducted. Asbestos was identified as summarized below:

St. Margaret School
Report No. 0543-0372-02REV

Type of Material	Material Location	Condition Assessment
Vibration joints	Library air handler	Abated 1989
Transite panels	Boiler room in junior high	Good
Vinyl floor tile	Classrooms	Junior High Wing Abated 1991; other classrooms areas in good condition

ADDITIONAL MATERIALS

In our original documentation, we noted that there were transite panels in the junior high school boiler room. As a point of clarification, it should be noted that these transite panels are also located at the entryways and overhangs for both the primary and junior high school buildings.

St. Margaret School
Report No. 0543-0372-02REV

REMAINING ASBESTOS – CONTAINING MATERIALS ST. MARGARET SCHOOL 2510 ENTERPRISE BOULEVARD LAKE CHARLES, LOUISIANA			
Material Type	Location	Classification	Condition/Hazard Assessments
Vinyl floor tile	Classrooms	Non-friable	Good condition/Low hazard
Transite panels	Junior High and primary school overhangs and entries, and Junior High boiler room	Non-friable	Good condition/Low hazard

4240 ABSENCE

Students may need to be away from school for illness and family situations that may arise. These are to be documented as absences.

When a child is absent, the school shall require notification of the absence from the parent, either in person or by phone, on the day of the absence. If a pupil is absent without notification, or if a school has reason to suspect the validity of an excuse, the situation must be investigated. This procedure safeguards the school from possible liability should an abduction or accident befall a student on the way to school.

A written note from the parent indicating awareness of an absence should accompany the child on the day the child returns to school. Cases of frequent absenteeism should be referred to the principal.

Parents/guardians shall be encouraged to make appointments for private medical or dental services outside of school time.

4400 TRANSFERS

4410 TRANSFERS WITHIN THE DIOCESE

The transfer of a student from one Catholic school to another within the diocese can be effected only after the principals and/or pastors of the schools involved in the transfer have consulted and agreed to the transfer. This applies only when there is no change of domicile by the parents.

In cases where a student registers at a Catholic school other than his or her own parish school, the family is responsible for payment of any out-of-parish subsidy.

During the process of registration at an interparochial school, each of the proprietary pastors shall receive a list of the registrants from his parish. Admission of these students shall not be finalized until they have been approved by the pastor.

4420 GUIDELINES TO BE USED IN REVIEWING TRANSFER REQUESTS

1. Every Catholic child has the right to attend Catholic school in his or her parish.
2. If the home parish has no school, or no room, this right should extend to a neighboring parish.
3. Transfers are never permitted to avoid integration.

4430

STUDENTS TRANSFERRING FROM FOREIGN SCHOOLS

Placement of students transferring from foreign schools shall be determined by the principal of the school in which the student is enrolling.

Credits earned by students in schools located in foreign countries, once verified, should be accepted.

4440

STUDENTS TRANSFERRING FROM PUBLIC AND OTHER NONPUBLIC SCHOOLS

A student applying for admission into any Catholic school of the diocese must be determined to be eligible for admission into the public schools of the civil parish of residence.

Placement of students transferring from public and other state approved nonpublic schools shall be in the grade recommended by the school from which the student is transferring. Exception to this directive may be made only upon recommendation of the principal when evidence obtained through testing, observation and other means indicates it might be in the best interest of the student and the placement is agreeable to both parents and principal.

4560

HARASSMENT

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

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

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

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

Physical harassment includes unwarranted physical touching, contact, assault,

deliberate impeding or blocking movements, or any intimidating interference with normal school work or movement.

Each school shall establish a policy regarding the identification, reporting, investigation, and disciplinary action taken for any reported instances of harassment involving any members of the school community. This policy shall be published for all persons in the school community and should be in the school's faculty and parent-student handbooks.

4540 EXPULSION

A student is liable for expulsion from school when other means of discipline have failed. A student may be immediately expelled from school for certain very serious reasons and/or after a single violation if, despite his or her previous disciplinary history, the student's continued presence in the school would seriously hamper the school in fulfilling its obligation to other students.

Expulsion of a student is reserved to the principal or, in the rare instance that the principal is unavailable and the situation is grave enough to merit immediate attention, the chief administrator in charge at the time, who shall observe the following procedure within one school day of the incident:

1. Documentation of the violation and the reason(s) for expulsion shall be included in the school's discipline file.
2. Inform the pastor and the school board president, in writing, of the action and the reasons for such action.
3. Inform the appropriate pastor, in writing, when the student is from another church parish.
4. Inform the student's parents, in writing, of the action, the date the expulsion becomes effective, the reasons for the expulsion, and the right of the parent to a hearing with the principal if this hearing is requested within five (5) days of the occurrence.
5. Parents shall be given access to the student's school records prior to the hearing, if this is requested.
6. Inform the superintendent, in writing, of the action and the reasons for such action.
7. The parents have the right to appeal the decision first, at the local level and then, if they wish, at the diocesan level. The decision of the Diocesan School Board, with approval of the bishop, shall be final in all appeal cases. (For complaint procedures see series 6500 of this handbook.)

**SMCS K-3 Drop-off / Pick-up
Traffic Flow and Procedures**



Enterprise Blvd



Church Parking Lot

- All vehicles will line up going south on Enterprise Blvd turning right onto 18th Street
- Vehicles are not permitted to enter from the west side of 18th Street

- Vehicles will proceed thru the church parking lot crossing over 17th Street to drop-off / pick-up student(s) by the cafeteria

- Vehicles must not block street or parking lot entrances / exits

- Vehicles are not permitted to cut into the car drop-off / pick-up line via the church parking lot

• If you have a student in 4-8th grade and they have a younger sibling in K-3, the older student will wait with the younger sibling by the cafeteria for pick-up on regular days.

17th Street

18th Street

18th Street

*Family members are not permitted at any time to park and walk up to the cafeteria to drop-off / pick-up their student(s)



**School Drop-off /
Pick-up Line**



ON RAINY DAYS DISMISSAL

- Students in grades K thru 4 will be dismissed at 2:50.
- We will begin to load students in Grades K – 4 ONLY from 2:50 – 3:00
- Students in Grades 5 thru 8 will be dismissed at 3:00
- We will begin to load students in Grades 5 – 8 from 3:00 – 3:15
- If you have student a student in grades K – 4 and in grades 5 – 8, you MUST come at 3:00 to retrieve both students.
- We will not allow any students in grades 5 – 8 to be dismissed before 3:00.

RAINY DAYS EVERYONE WAITS IN THE CAFETERIA.

