



Redemptorist St. Gerard

Parent/Student
Handbook
2017-2018

3655 St. Gerard Ave.
Baton Rouge, La. 70805
Phone (225) 355-1437 Fax (225) 355-1879
www.rsgbr.org

Redemptorist St. Gerard School

2017-2018

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Policies Disclaimer

The policies outlined below represent a framework. This list is not exhaustive and should not be considered comprehensive of all Redemptorist St. Gerard policies. Statements in this Handbook are subject to amendment whenever the school deems it necessary. RSG will attempt to keep parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances.

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Dear Parents and Students,

Welcome to Redemptorist St. Gerard School and the Wolf Pack family for the 2017-2018 school year. One of the most important decisions that you will make as a parent is choosing the best educational experience for your child, and we appreciate your vote of confidence in us. As we work together on behalf of your child and the school, we promise to:

- always strive toward academic excellence;
- work closely with you for the good of your children;
- continue the religious formation of your children began at home;
- have clear and concise goals
- provide a challenging atmosphere;
- maintain a secure environment;
- be educators that believe all children can be successful

In anticipation of the challenge of a new school year, we are pleased to give you this *Parent/Student Handbook* for the 2017-2018 school year. Within these pages, you will find the rules and policies of the school stating our expectations for you and your child as well as our responsibilities as a Catholic institution. This handbook serves as the legal and binding agreement between students/parents and Redemptorist St. Gerard School. Please read the handbook carefully and discuss pertinent sections with your child(ren). We do reserve the right to amend this handbook during the school year; you will be notified of any changes that occur.

I appreciate your commitment and dedication to our school. Together, we can thank God for all of His blessings and pray for His continued care in the all-important challenge of educating our children in the Catholic tradition. We look forward to serving you and your child throughout the year.

Sincerely,

Ms. Aimee Wiles
Principal

****Please returned the signed “*Parent-Student Agreement Form*” located in the back of the handbook by August 25, 2017. By admitting your child(ren) to Redemptorist St. Gerard, you agree to adhere to and be governed by the school’s rules and procedures.**

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SCHOOL INFORMATION

Redemptorist St. Gerard School
3655 St. Gerard Ave., Baton Rouge, LA 70805
Phone: (225) 355-1437
Fax: (225) 355-1879
Website: www.rsgbr.org

Approved by:
Catholic Diocese of Baton Rouge
State of Louisiana
AdvancED/Sacs accredited

Motto

Cultivating Scholars with Pride and Passion

School Colors

Forest Green and White

Mascot

Wolves

Mission Statement

The Redemptorist School of Baton Rouge provides Catholic formation in which students enhance spiritually, pursue academic excellence, and create a caring community as they develop their God-given potential.

School Philosophy

Redemptorist St. Gerard School is a Catholic, parochial school, grades Pre-K4 through 8th, built on more than six decades of tradition, and founded on the charisms of the Redemptorist Fathers and Brothers with the School Sisters of Notre Dame. RSG is a diverse learning community providing a student-centered, loving, family environment where parents join in support of the school mission. RSG students are proud members of the Redemptorist wolf pack who participate in a broad array of athletic and extra-curricular activities, who pursue community service to build God's Kingdom, and who continue the legacies of St. Gerard and St. Isidore schools.

History of Redemptorist St. Gerard

St. Gerard Majella was founded in September of 1945 by the School Sisters of Notre Dame. At that time, through the generosity of Mr. Harrison Carr, the office building of the United Gas Pipe Line Company served as a temporary school until the new combined church and school building was completed in 1946. The school began with grades one through eight, and each classroom housed 70-90 students. Enrollment for the 1945-46 school year was 293. St. Gerard Majella was the only Catholic school within a ten mile radius at that time and there were sharp increases in enrollment each year.

If you look at the cumulative records of the 40s and 50s, you'll see Catholic children from blue-collar plant workers and local business families. The cafeteria was constructed in 1953, the permanent convent was completed in

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1955, and new classrooms were added above the cafeteria in 1956. Upon completion of the new church in 1957, the parish began to convert the first floor of the school building into classrooms, finishing in 1958. School enrollment subsequently increased each year until it reached its greatest number of 2,124 for the 1960-61 school year. From 1960 through 1965, four other Catholic elementary schools opened nearby which at the time relieved the overcrowding in the classrooms. In 1963, the school divided into a K-6th grade elementary school and a Junior High School, also adding to the elementary school the Madonna Center, which now serves as the community church hall. The School Sisters of Notre Dame, called to minister elsewhere to children in need, left the school after the 1984-85 school year.

The school added Pre-K for the 1985-86 school year for a short time until 1989. Pre-K4 was reinstated in 1998 and continues today with class size maxing out at 20 per classroom in the Guardian Angel wing of the building.

St. Gerard Majella merged with students from St. Isidore parish in Baker, Louisiana, that closed its school doors in June 2010. The name unofficially changed to Redemptorist Elementary. The Redemptorist order of priests support the education and religious education of students still today. When Redemptorist High School, a 7th -12th grade configured school, closed its doors in May 2015, the incoming 7th graders joined the school for the 2015-2016 school year and the name unofficially changed to Redemptorist St. Gerard. The name reflected the blending of yet another school into this historical building. The school is retaining the Redemptorist St. Gerard School name as we now have added 8th grade to our school. We want to make it official-we are alive, spirit-filled and promoting pride and passion to continue the Wolfpack nation (Redemptorist and St. Gerard Majella) legacy.

From the school's inception, dedicated Sisters and lay teachers along with generous parishioners built a community for families and a tradition of educational excellence. Today, the parish is called to serve local students, of every denomination, with a loving, Christ-centered value-based education that stresses academic excellence and instills a love for humankind in all our students. St. Gerard and Redemptorist has a long-standing tradition in North Baton Rouge, and with the help of wonderful supporters and the community, our school will be here for many years to come to serve our students in North Baton Rouge.

Non-Discrimination Statement

Redemptorist St. Gerard School does not unlawfully discriminate on the basis of race, color, gender, sexual orientation, religion, or national or ethnic origin in its student admission process, faculty and staff hiring practices, educational policies, scholarships, athletics, or other school administered programs.

Notification of Designation of Directory Information

Notice is hereby given of Redemptorist St. Gerard School's FERPA (Family Educational Rights and Privacy Act) policy and parent's and eligible students' (students over 18 years of age) rights under the Act.

Designation of Directory Information: Parents and eligible students are advised that Redemptorist St. Gerard has designated the following information contained in the education records of its students as "Directory Information" for purposes of FERPA: the student's name, addresses (including email addresses), telephone number, date of birth, year of school, parish, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Redemptorist St. Gerard School, degrees and awards received, and previous educational institution(s) attended.

Directory Information may be disclosed without consent.

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Parents' and Eligible Students' Right to Prevent Disclosure of Directory Information: Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the Principal of Redemptorist St. Gerard School.

Annual Notification of Rights under FERPA

FERPA affords parents and eligible students certain rights with respect to the student's education records. These rights are:

- A. The right to inspect and review the student's education records within 45 days of a written request to the Principal of Redemptorist St. Gerard.
- B. The right to request in writing an amendment of the student's education records that the parent or eligible student believes are inaccurate and to a hearing if the requested amendment is denied.
- C. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by Cristo Rey Baton Rouge as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School's Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or company providing degree verification services to the School); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- D. The right to file a complaint with the US Department of Education concerning alleged failures by Redemptorist St. Gerard to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
The Family Policy Compliance Office
US Department of Education
400 Maryland Ave., SW
Washington, DC 20202-5901

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ACADEMIC CALENDAR

Redemptorist St. Gerard Catholic School

2017-2018 School Calendar

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
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October 2017						
Su	M	Tu	W	Th	F	Sa
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29	30	31				

November 2017						
Su	M	Tu	W	Th	F	Sa
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26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	M	Tu	W	Th	F	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	Tu	W	Th	F	Sa
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25	26	27	28	29	30	31

April 2018						
Su	M	Tu	W	Th	F	Sa
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29	30					

May 2018						
Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- | | | |
|---|--|--|
| School Closed
No EBR Bus Service
Parent Teacher Conference | Staff Inservice (no school for students)
Report Cards
First and Last Day of School for Students | School and School Office Closed |
|---|--|--|

Aug 7-8	Faculty In-Service
Aug 9	First Day of School for Students
Sep 4	Labor Day Holiday - No School
Oct 8	Faculty In-Service
Nov 30-24	Thanksgiving Holiday - No School
Dec 19	Last day of 1st Semester

Jan 3	Parent/Teacher Conf. - No School for Students
Jan 4	First Day of 2nd Semester
Jan 15	Martin Luther King Jr. Day - No School
Feb 12 -14	Mardi Gras Break - No School
Mar 30 - Apr 6	Easter Break - No School
May 23	Last Day of School for Students
May 24-25	Faculty In-Service

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ADMINISTRATION, FACULTY and STAFF

School Office: 355-1437

Church Parish Office: 355-2553

Cafeteria: 355-0504

Administration

Fr. Choung Cao, CSsr, Pastor

Aimee Wiles, Principal

Phyllis Crawford, Associate Principal

awiles@resbr.org

pcrawford@resbr.org

Staff

Rachel Mosby, Executive Secretary

Rose Legrange, Administrative Asst/Financial Officer

Terrell Burke, Maintenance Director

Will Crenshaw, Maintenance

rmosby@resbr.org

rlegrange@resbr.org

tburke@resbr.org

Faculty

Wanda Moore, Pre-K4

Yolanda Williams, Pre-K4

Gisele Gosserand, Pre-K4 Assistant

Karisha Brown, Pre-K4 Assistant

Elaine Soileau, Kindergarten

Amy Brown, Kindergarten

Cindy Rivet, Kindergarten Assistant

Chantel Terrell, 1st Grade

LaKisha Collins, 2nd Grade

Lolita Duperon, 3rd Grade

Pamela Gauthier, 3rd Grade

Ruth Oliver, 4th & 5th Grade Math, Guidance Counselor

Delores McClay, 4th & 5th Grade ELA

Sha-reka Alridge, 4th-8th Grade Social Studies

Vonetta Harris, 4th-8th Grade Science

Lisa East, 4th-8th Grade Math

Catherel Barber, 6th-8th Grade ELA

Cassandra Will, K-8th Grade Religion

Brittany Percell, Pre-K4 – 8th Grade PE, Athletic Dir.

Jonavan Devold, Pre-K4 – 8th Grade Art

LaTonya Johnson, Special Education

Yolanda Joseph, Special Education

Camesia Kador, Special Education Assistant

wmoore@resbr.org

ywilliams@resbr.org

ggosserand@resbr.org

kbrown@resbr.org

esoileau@resbr.org

abrown@resbr.org

crivet@resbr.org

cterrell@resbr.org

llcollins@resbr.org

lduperon@resbr.org

pgauthier@resbr.org

roliver@resbr.org

dmcclay@resbr.org

salridge@resbr.org

vharris@resbr.org

least@resbr.org

cbarber@resbr.org

cwill@resbr.org

bpercell@resbr.org

jdevold@resbr.org

ljohnson@resbr.org

yjoseph@resbr.org

ckador@resbr.org

Governance of the School

THE PASTOR is the head of Redemptorist St. Gerard School and a member of the Redemptorist Order. His responsibility, including provisions for the religious instruction of the children in the school and the establishment

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and maintenance of high academic standards for the school, are carried out under the direction of the diocesan Bishop and the Board of Education of the Diocese of Baton Rouge.

REDEMPTORIST ADVISORY BOARD OF EDUCATION is a consultative body that supports the school's essential ministry of evangelization and religious/academic development. The board serves to advise the school administration on all school matters. This board is in the process of formation and will be implemented by the beginning of the 2018-2019 school year.

THE PRINCIPAL is the director of the school responsible for its daily operation. The principal is responsible to the Pastor, Diocesan Board of Education, Advisory Board of Education, State Board of Education, and to the community for all school matters. Working with the faculty, the principal has total responsibility for the implementation of the policies and regulations within the school.

THE FACULTY AND STAFF is comprised of a group of dedicated lay people qualified by State standards. It is their responsibility to help create a safe environment conducive to education, to facilitate learning, and to help build faith community within the school.

RIGHTS and RESPONSIBILITIES

As members of the Redemptorist St. Gerard School Community, all of us have the following rights and responsibilities. We all have the right to be safe: physically, emotionally, intellectually, and spiritually. Under this right...

1. We all have the right to be free from physical harm and from the fear of physical harm on school property. We have the responsibility to be aware of building security, addressing all forms of intimidation and violence in positive ways.

We will NOT tolerate: threats, fights, intimidation, and/or corporal punishment.

2. We all have the right to our emotions. We have the responsibility to express our emotions in an appropriate and constructive manner.

We will NOT tolerate: verbal abuse, inappropriate public display of affection, distasteful language, loud laughter, shouting or whistling in the school building.

3. We all have the right to our opinions, ideas, and learning perspectives. We have the responsibility to be honest, express ourselves as clearly as possible, and actively listen to others' viewpoints.

We will NOT tolerate: verbal harassment, and/or ridicule.

4. We all have the right to a school environment free of all forms of discrimination and harassment. We have the responsibility of monitoring our own actions as well as reporting instances of discrimination and harassment perpetrated against others.

We will NOT tolerate: conduct that belittles or shows hostility toward an individual.

5. We all have the right to our own spirituality. We have the responsibility to be tolerant of the beliefs of others and the expectation to participate in all religious activities of the school.

We will NOT tolerate: beliefs and practices that compromise the human dignity of others.

6. We all have the right to a challenging learning climate that will allow us to realize our academic potential. We have the responsibility to come to each class on time with the proper materials, and to

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be prepared mentally and attitudinally to learn each day. We have the responsibility to protect each person's right to this learning climate. We have the responsibility to make healthy choices.

We will NOT tolerate: tardiness, lack of preparation for class, continual absences, and academic expectations that are not met.

7. We all have the right to a clean and aesthetic school environment. We have the personal responsibility to contribute to the cleanliness and beauty of the physical school plant.

We will NOT tolerate: spitting, chewing gum, littering, and defacing school property.

ACADEMIC EXPECTATIONS

Every student at Redemptorist St. Gerard has the right to a good education. All behavior in the school should help to establish and maintain an environment, which fosters maximum learning and mutual respect. Students are expected to be respectful of the educational process and participate in the educational process.

Educational Objectives

In order to provide the best education possible for your child, all educators at Redemptorist St. Gerard School agree to:

- study, implement, and continue the Rigor/Relevance Framework and Common Core Standards for Curriculum and Instruction
- recognize and appreciate each child's God-given talents and encourage each child to use his/her talents to reach his/her academic potential
- strengthen and expand the school's curriculum, creating a highly enriched, multi-sensory environment to meet the diverse academic needs of the students
- promote good citizenship and strong Christian leaders
- fully integrate technology as an essential tool and means for teaching and learning

Rooted in the school's mission, Redemptorist St. Gerard promises to provide a comprehensive education, educating the whole child, which includes each student's spiritual needs. RSG seeks to encompass the threefold purpose of Catholic education: to teach doctrine, to build community, and to serve one's neighbor.

We promise to:

- instill in each child a sense of his/her privilege and responsibility in helping to build God's Kingdom here on earth by internalizing Catholic doctrine
- encourage each student to respond to the Lord through experiences in silent, spontaneous, and formal prayer
- give students the opportunity for active participation in liturgical celebrations and provide special sacramental preparation programs, for both parents and students
- encourage student involvement in parish/school activities both in the local and larger community
- make gospel values the norm, thereby fostering in each student a respect for self and others
- emphasize world needs by fostering in students a social awareness of their responsibility to humanity, which is part of their Catholic calling to serve one another

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- nurture a trusting relationship among students, teachers, and parents

Academic Integrity

In its attempt to instill Christian values and academic integrity, Redemptorist St. Gerard School expect students to act responsibly in regard to his or her own learning. As a Catholic community that seeks to “care for the whole person,” Redemptorist St. Gerard desires to form students who demonstrate a deep “self-awareness” that extends beyond lessons learned in the classroom. This self-awareness is characterized by the clear formation of a moral consciousness that allows the individual to distinguish between right and wrong, truth and falsehood. As such, the RSG community believes that all academic work is the product of the individual student. The academically honest student:

- completes his/her own homework and does not allow his/her work to be copied by other students;
- completes quizzes, tests, and exams without seeking help from or offering help to another student during the testing;
- completes quizzes, tests, and exams without copying from notes or from a book, unless told to do so;
- acknowledges another person’s contributions to his/her own work, whether written or oral, by citing the source and individual’s name;
- submits his/her own work and does not misrepresent someone else’s work as his/her own.

RSG stands firmly against academic dishonesty in any form whether it is intentional or not. Among the types of academic dishonesty not tolerated at RSG are the following:

Cheating: using or attempting to use unauthorized materials in any academic situation or having some else complete work for which the student is responsible. Examples of cheating or violations of testing procedures include, but are not limited to:

- leaving books or notebooks open during a testing period;
- writing answers on desk tops, hands, or clothing
- communicating verbally or nonverbally with another student during a testing period;
- exchanging answers with another student;
- copying another student’s answers with or without his/her permission;
- copying unauthorized information from digital sources and using as the student’s work without proper documentation;
- using unauthorized “cheat sheets”
- communicating with students who have taken the quiz or test earlier regarding test content and/or structure;
- using electronic devices to divulge any testing information.

Tests and exams require a high level of attention to academic integrity. Therefore, it is important that students comply with testing procedures specified by the teacher. Students should be aware of their behaviors during a testing period and avoid looking around or looking at other students’ papers to prevent giving the impression of cheating.

Fabrication: Inventing or falsifying information. Examples include, but are not limited to:

- inventing lab data for an experiment done incorrectly;

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- citing sources not used

Attendance Policy

Daily Schedule: RSG's doors open at 6:50am; all students should go to the cafeteria upon arriving to school for breakfast. Students dropped off by bus or by carpool should be dropped off in the parking lot (St. Katherine side) by the cafeteria. Breakfast is free for all students for the 2017-2018 school year. The school day begins at 7:20am with Assembly in the gym; students who are not in the gym, seated with their class by 7:20am are tardy.

The school day ends at 2:15pm. Pre-K4 & K students' carpool is located on St. Gerard near the Pre-K walkway and begins at 2:00pm; all other students should either go to carpool at 2:15 (pick up in the parking lot located on St. Katherine) to be picked up by parents or bus, or should go to aftercare conducted by the YMCA.

By law, elementary students are required to be in school at least 160 days to be able to be promoted to the next grade.

Absence Policy

Unforeseen Absences: A parent or guardian should telephone the school at (225) 355-1437 before 9:00am and briefly state the nature of the unforeseen absence. A phone call must be made for each day the student is absent. The student will need a note upon return to school in order to return to class; the note should be given to the homeroom teacher, and the office staff will issue an "absence form". If a student is absent three or more days, a note from the doctor is required in addition to the note from a parent.

Foreseen Absences: A foreseen absence requires that the parent or guardian write a note, in advance, notifying the front office of a scheduled foreseen absence. The front office will then issue a "Foreseen Absence/Early Release Form" to the student to be given to the teacher at the time of departure and returned to the front office. Upon returning to school, the student must report to the front office to obtain an admit slip. Please note that a foreseen absence is not necessarily an excused absence. Appropriate consequences may be added for not following this procedure.

Returning to School: Upon returning to school after each absence, the student must return with a note from the parent or guardian stating the reason for the absence. The student must present an absence note to the homeroom teacher, and the office staff will issue an "absence form" as a receipt of the note and a pass to go to class. If a student does not have a note from a parent or guardian, the parents will be contacted. If a note is not submitted, a detention will be assigned for each day until the note is brought in to the front office.

Early Release from School: If a student is to be released early from school, he/she should present a note from a parent or guardian to the homeroom teacher upon arrival to school in the morning stating the time and reason for departure. The front office will then issue a "Foreseen Absence/Early Release Form" to the student to be given to the teacher at the time of departure and returned to the front office. Any student checked out after 11:00am will receive a half-day absence, unless the student returns to school during the day. **No student will be released after 1:30pm because of the increased office activity between 1:30pm and dismissal.**

Excessive Absences: Excessive absences may result in a student being dismissed from Redemptorist St. Gerard or not being promoted to the next grade. **Students must be present a minimum of 160 days to be eligible to receive credit for the courses taken.** Students with 10 or more absences are required to schedule a meeting with the administration to determine the student's enrollment status.

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Illness During School: If a student becomes ill or is injured significantly during the school day, the student is to report to the nearest adult on duty and then report to the school office. The secretary will call and inform the parent. If the parents cannot come to pick up the child, one of the emergency contacts should come instead. A student may not remain at school if he/she has fever, diarrhea, vomiting, head lice, ringworm, pink eye, or anything contagious. **A student may not return until the child is fever free for at least 24 hours. For cases of head lice, ringworm, pink eye, or any other contagious illness, a doctor's note stating that the child has been seen and treatment has been completed or is currently being made and the child is healthy and able to return to school is needed and should be turned in to the front office.**

Medical Absences: Absences due to medical conditions must be certified by a doctor's note and turned into the homeroom teacher/front office upon the return to school. Students with a medical emergency requiring a hospital visit must have a doctor's note authorizing that the student is able to return to school. Extended absence due to illness or injury will be treated on an individual basis. Parents must notify the school as soon as possible of a medical emergency.

Scheduling Outside Appointments: Parents are requested to schedule medical and dental appointments during non-school hours. When planning vacations during the school year, families should consult the school calendar as to not conflict with school attendance; however, if it does, please see "Make-Up Homework Policy" for additional procedures.

Truancy: Absence from school without sufficient reason is considered truancy and may result in suspension. Additional offenses may result in additional and increasingly severe disciplinary action up to and including expulsion.

Tardy Policy

Tardiness: Any student who arrives after 7:30am is considered tardy. **If a student is tardy, the parent or guardian must accompany the student to the office to sign in the late student along with stating the reason for the tardiness. Any student (Pre-K4 through 8th grade) that is checked in after 9:00am will receive a half day absence.**

Habitual tardiness is unacceptable; furthermore, it is unfair to the other students in the class, as instruction is interrupted every time a late student arrives. The following consequences will be enforced for students who have repeating tardies:

- 3 tardies in one 9-week period = meeting with the principal/letter from the principal
- More than 3 tardies in one 9-week period = detention
- 3 detentions in a semester for tardies = 1 suspension

Continued violations of tardy probation will result in further disciplinary consequences and possibly the request to leave the school.

Books and Materials

All textbooks and workbooks are furnished by the school. Textbooks are very costly; therefore, we make every effort to protect the books. Please abide by the following regulations:

- All textbooks that are taken from the classroom must be covered by the students.
- A fee determined by the administration will be levied on damaged books and assessed to the student.

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This fee will be based upon the replacement value of the item.

- Replacement value of the item will be charged to the student in the case of items damaged beyond use or lost.
- Textbooks and materials issued to a student are the responsibility of that student. If the textbook or materials are lost or damaged, it is the student's responsibility to pay the replacement value.

Campus Ministry

As a Catholic school, Redemptorist St. Gerard strives to provide each student with a spiritual foundation to become one with others. The rigor of the curriculum prepares our students to succeed in high school, but more importantly, to use his/her critical skills in the larger world. The school wants to cultivate a consciousness of God's continual presence and a passion for justice by recognizing that God desires a life of happiness and peace for everyone. RSG challenges all members of our community to fulfill the God-given potential in everyone and to place that fullness at the service of others. Jesus Christ is our model for all.

Expectations/Requirements

Spiritual formation is an integral and indispensable part of the RSG experience. Just as the student matures socially, intellectually, and physically, his/her relationship with God should mature to include a strong personal faith. RSG combines the academic discipline of theology with a program of worship, retreats, and Christian service, offering a number of opportunities for students to grow in their faith and spirituality.

First Eucharist and First Reconciliation

The sacraments of First Eucharist and First Reconciliation are usually celebrated by the second grade students. Parents of children who are candidates for these sacraments should contact their home parish for information concerning sacrament preparation.

Masses and Prayer Services

Students and faculty are actively encouraged to be part of all our monthly masses and school-wide prayer services each Friday. Prayer is also part of each class throughout the day. Please note that for school liturgies and prayer services, students must wear dress uniform.

Curriculum

First and foremost, RSG is a Catholic school which strives to foster in each child the love of God, love of others, and love of self. This basic objective is carried out in every aspect of the child's school day. In addition to daily prayer and religion class, students participate in Eucharistic liturgies, prayer services, retreats, seasonal activities, and service projects that foster social awareness and outreach to the community.

RSG's academic program is student-centered. We accommodate a variety of learning styles, encourage the development of leadership skills and provide support and nurturing for each student. Our academic program offers a solid foundation for Pre-K4 through 8th grade. The primary grades (Pre-K4 through 3rd) are taught in self-contained classrooms, while middle school grades (4th through 8th) have a departmentalized curriculum. On occasion deviation from this policy is necessary to meet the needs of the students and to maximize the talents of the faculty and staff.

In addition to the basic subjects in education (Religion, Reading, Math, English, Social Studies, Science, Spelling, penmanship, etc.), students take part in physical education, health, computer, library, and art classes. Also,

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qualifying students have access to Title I services.

Extra-Curricular Activities

Redemptorist St. Gerard offers a variety of extra-curricular activities to its students. The Athletic Program is open to boys and girls in the upper grades; for more information regarding Athletics, please see the Athletic Handbook. Each month, the school hosts a Club Day, where students from grades 1-8 participate in activities and clubs during the school day. Catholic students may also participate as Altar Servers in our school masses. Specific grade and behavior requirements of each activity must be observed; all school rules apply to students involved in these activities as well as any specific expectations or guidelines set down by the coordinators of the activities.

Field Trips

Field trips are privileges afforded to students in order to accomplish educational goals. Students can be denied participation if they fail to meet academic or behavioral requirements. The cost of field trips are not included in the tuition/fee schedule. Students wear the school uniform for field trips unless otherwise specified. All students in Pre-K4 through 8th grade paying for the field trip are required to ride the bus to and from the field trip. Any students in Pre-K4 – 8th grade that do not pay to attend the field trip must remain at home for that day. Since the field trip is part of the school program, all school policies and expectations are in effect.

Field trips help to stimulate good student morale. Since the field trip is a learning experience, students are properly prepared for the observations they will make on the trip, and students are given a follow-up assignment which will help them assimilate the knowledge they gained from the trip. A staff member must accompany the students.

A standard permission form must be signed by the parent or guardian and returned to the school. No other forms or notes will be accepted. The Field Trip Permission Form is located on our website in the event that a child has lost the one that the teacher issues. No student may attend a field trip without this field trip form properly completed, signed and returned to school. Telephone call or other parent notes will not be acceptable permission in lieu of the standard form.

Persons serving as chaperones must complete all parts of the Diocesan Protection certification, including a clear background check, at least a week before the field trip. Chaperones will be responsible for the students during a field trip; siblings may not accompany the students on the trip. Every effort will be made by the school to afford a safe trip for students; however, parents must sign the permission form which releases Redemptorist from liability. Parents who do serve as chaperones may not ride the bus for the fieldtrip do to insurance restrictions; therefore, they must provide their own transportation for the fieldtrip.

Grading Scale

The evaluation of student achievement is one of the important functions of the teacher. All teachers must keep grades current and collect enough information to back up their grades. Administration will check grade book periodically when lesson plan books are reviewed.

Grades reflect the student's academic progress based on the competencies/benchmarks for the grade level/course in which the student is enrolled. The grade must not be based on the student's effort and/or conduct. The determination of the specific grade a student receives must be based on the teacher's best judgment after careful consideration of all aspects of each student's performance during a grading period.

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Students are RSG are graded in major subjects according to the following scale:

Letter grade	Percent range	Quality point
A	93-100	4
B	85-92	3
C	75-84	2
D	67-74	1
F	66-0	0

Certain primary grades (Pre-K and Kindergarten) use a different grading system with these abbreviations: S = Satisfactory, N = Needs Improvement, U = Unsatisfactory, I = Incomplete; P = Proficient, D = Developing, N = Needs Strengthening

Subject areas for grades 1-3: Art, English/Language Arts, Math, PE, Reading/Literature, Religion, Science, Social Studies, Spelling

Subject areas for grades 4-8: Art, English/Language Arts, Math, PE, Reading/Literature, Religion, Science, Social Studies

Incompletes for grades may become Fs if not made up within the stipulated time by the teacher or administration.

Homework

Students ordinarily have homework which may be written work or study. Home study is a necessary part of each child's educational program. Some assignments are long-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending excessive time in completing an assignment the day before it is due. One of the most important objectives of the school is to teach the child how to study independently. Home assignments are given as an outgrowth of what has been learned.

We trust the parents to see that the homework is done in an atmosphere conducive to study. It is important to keep in mind that written work is not the only kind of homework. Homework is an appropriate part of the educational program, and it has a direct effect on the child's quarterly report card grade.

Homework activities may include practice and application of previously taught material, supplementary reading, research, or other tasks that reinforce instruction. Generally, homework is assigned each day. When students have no written homework, they should study or read.

The amount of time a child should spend on homework varies from grade to grade and from child to child. If a child is spending long periods of time each evening doing homework, the parents need to consult with the teacher to determine whether the child requires some special help or assessment.

The parent should help the child become an independent learner. Children in grades K-3rd may require homework

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assistance, but children in 4th-8th should be encouraged to complete work on their own, unless a learning disability necessitates closer supervision. For example, in the lower grades, the parent may call out spelling words or questions to help the child prepare for tests, check to be sure the child has completed written work, let the child know if he/she should recheck work when the parent notices incorrect answers, etc. However, 4th through 8th grade children should complete work without direct parent supervision but may need a parent initial or signature as completion.

For Kindergarten through 3rd grade: Teachers will prepare a homework sheet, including assignments and test dates to be distributed weekly.

4th through 8th grade: Teachers will write homework assignments on the board and maintain ClassDoJo for homework, as well as having it posted on Headmaster. Students are responsible for copying down the assignment and test dates within their planner. Lost planners can be replaced by purchasing one for a nominal fee from the front office.

Make-up work: It is the student's responsibility to make-up any work missed due to absence or tardiness. Usually, a student will have as many days to make up the work as the number of days absent. For example, if a child is absent two days, she/he will have two days in which to make-up the work. If parents choose to take their child out of school for vacation, make-up work will be given when the child returns to school rather than prior to the child's leaving; the child will have the same number of days to make up the work as the number of days missed. Recognizing that parents are the primary educators of their children, the administration and faculty wish to maintain a cooperative and supportive relationship with the families, thus assuring the very best for each child's individual development.

Honor Roll

Honor Roll will be posted at the end of each quarter (9 weeks) and does not include conduct; it is solely based on GPA. No student with a D or F can be on any honor roll. The following academic awards comprise the honor rolls:

Principal Honor Roll: For students in 1st-8th grade that maintain a 4.0 GPA.

High Honor Roll: For students in 1st-8th grade that maintain a 3.5-3.99 GPA.

Academic Honor Roll: For students in 1st-8th grade that maintain a 3.0-3.49 GPA

Library

The school library is an essential component in the education of students. It offers materials such as computers, books, magazines, audio-visuals, and online computer resources. Overdue books will be charged a fee of twenty-five cents (\$.25) per day. If the book or other library materials are lost or damaged, the complete cost of replacement will be charged.

Probation (Academics)

Redemptorist has employed a system of academic probation to assess the needs of all students who are in need of improving their academic status which minimally includes the parental signature on progress reports and grades. Through conferencing with teachers and/or administrators a workable plan for remediation of the problem can often be found either by scheduling the student for tutoring, formulating a plan to assist the child in adapting good work/study habits, using motivational techniques to inspire the student to strive for his/her scholastic potential or placing the student in another environment where success can be realized.

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The progress of these students on probation will be monitored every nine week period by the teachers and administrators. If other options have proven ineffective, a recommendation may be made to transfer the student to another academic environment. It has been our observation that students who have previously been retained and/or students who have tried other corrective alternatives and continue to encounter extensive academic difficulty frequently do not profit by remaining in circumstances where they do not experience success.

If a transfer is recommended by the teachers and administrators, we feel that this recommendation is made in the best interest of the student but realize that parents are the final judges of whether or not their child should remain in the curriculum provided by Redemptorist. It is our hope that a probationary status will help a student by providing the impetus to improve his/her quality of work at Redemptorist. Be assured that we will help in any way we can to insure that a student on probation will benefit from the educational process.

Promotion and Retention

The promotion or retention of a student is based primarily on the degree of achievement of the specific objectives of the grade or course. The ultimate decision must be a joint one between the teacher and the principal. At the beginning of the second semester, parents will be informed in writing of possible retention.

Kindergarten: Redemptorist places strong emphasis on a child's developmental abilities and stresses school readiness in placing children in kindergarten. At the beginning of a child's education, decisions concerning placement are critical. Once a child is accepted into the Kindergarten program, the school assumes the responsibility for the child's placement. Promotion from Kindergarten to 1st grade is based on the child's maturity, level of achievement in academic work, developmental guidelines set forth by the administration, and the recommendation of the instructor. The final decision on retention rests with the school. The primary skills that are needed in the Kindergarten is Reading and Math ability.

Without these abilities it is disadvantageous for a child to be promoted as most learning is directly related to Reading and Math skills. For this reason a child in Kindergarten may be retained if the Reading and Math skills are below grade level.

Readiness from Kindergarten to First grade is based on checklists and narratives. Students receiving 4 or more "N"s (Needs Improvement) in the Reading Readiness and the Math portion of their report card may be retained.

First Grade: Students will be required to earn 4 quality points in each subject for all major subjects as listed above. Failure to achieve this would result in retention. Failure in any two subjects, meaning not earning 4 quality points will result in retention. Successful completion of a major subject area means that a student must accumulate a minimum of four quality points in that subject area for the year. Additionally, the student must also obtain a minimum yearly average of 67% for that subject. Failure to achieve this in one subject would require 40 hours of summer work as approved by the administration.

The primary skills that are needed in the first grade are Reading and Math ability. Without these abilities it is disadvantageous for a child to be promoted as most learning is directly related to Reading and Math skills. For this reason a child in first grade, may be retained if his or her is Reading and Math skills are below his/her grade level.

Second : Students will be required to earn 4 quality points in each subject for all major subjects as listed above. Failure to achieve this would result in retention. Failure in any two subjects meaning not earning 4 quality points will result in retention. Successful completion of a major subject area means that a student must accumulate a

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minimum of four quality points in that subject area for the year. Additionally, the student must also obtain a minimum yearly average of 67% for that subject. Failure to achieve this in one subject would require 40 hours of summer work as approved by the administration.

Third– Eighth Grade: Students will be required to earn 4 cumulative quality points in ALL core subject areas. Failure to achieve this would result in retention. Successful completion of a major subject area means that a student must accumulate a minimum of four quality points in that subject area for the year. Additionally, the student must also obtain a minimum yearly average of 67% for that subject. Failure to achieve this in one subject would require 40 hours of summer work as approved by the administration.

A student who fails two major subjects is not eligible for promotion.

Conditionally Promotion A pupil may be passed on condition when only one major subject is failed. Provision must be made to remove the condition through **40 hours** of summer remediation approved by administration. The teacher resume and or teaching license must be submitted before approval will be granted.

Hours signed and dated must be completed by the July 15th. A skills test will be given to the student at the end of the summer by July 25-28th. The student must make a passing grade on the skills test.

Redemptorist attempts to meet the needs of students within our school by making minor adjustments and incorporating minor interventions in regular classroom activities. Major adjustments, including those that are detrimental to the rights of other students and are beyond reasonable costs of the school, are considered beyond our ability and cannot be incorporated.

Report Cards

Report cards are sent home at the end of each nine week period. Report card dates are published on our school calendar and in our school newsletters.

Any Past Due fees owed per Nine Weeks to the school (Tuition, Cafeteria, NSF Checks, Service Hours, Extended Care, Library Fines, Fundraisers, book loss or damage fees, Late Carpool Pickup, Athletic Fees etc.) must be paid in order for the student to participate in extra-curricular class functions, athletics, class trips, or to participate in promotional exercises. To receive progress reports and report cards or to have school records forwarded to another school, all of the above fees must be paid.

Standardized Testing

Three times each year, students in grades 3-8 are administered The ACT ASPIRE Test, which are used to monitor student progress and growth throughout the year. Scholarship students (Louisiana Scholarship and ACE Scholarship) in grades 3rd thru 8th are also required to take the State of Education testing (LEAP). When compared with previous scores, this test can often indicate whether or not a student is making progress. This information is also helpful to educators as they plan for instruction. Parents should be sure that students are present at school during this week and make every effort to avoid scheduling outside appointments that conflict with this testing.

Student Records

Student records are held in confidence in the school office. Parents have a right to view the child's records. Records will only be released to other schools with the parent's/guardian's permission. Also, Redemptorist will

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share demographic/contact information without Catholic high schools so that the high schools can invite elementary students to their Open House events. Parents who do not want us to forward that contact information must state so in writing.

ADMISSIONS

The Principal makes decisions regarding admissions, continuation, retention, and promotion of students. Where extenuating circumstances require careful consideration, the principal consults with the Pastor and/or the Superintendent.

Application and admission to Redemptorist is made on a year to year basis. All new students who are offered admission are accepted for the probationary period of the first year. The child's continuation for the remainder of the year as well as for subsequent years is an Administrative decision.

Redemptorist does not discriminate on the basis of race, ethnic origin, or sex. The school does give preference in admissions to Catholics who are members of Saint Gerard Majella and St. Isidore Parishes, secondly to Catholics outside of Saint Gerard Majella and St. Isidore Parishes, and thirdly to non-Catholics.

All students presently enrolled at Redemptorist in Kindergarten through Eighth grade will be given first priority for re-admission for the next school year. However, if parents do not pay registration fees by the due date, admission is first come first serve. Due to the possibility of limited space, returning parents must understand that paying registration is the only way to secure placement for the upcoming school year.

Admission Requirements

Prior to admission, all new students must provide an official report card from the previous school system in which they were enrolled and may be asked to take a placement test. Report cards must provide evidence of promotion to the next grade level within that system.

Age

A child entering Pre-Kindergarten who is 4 by September 30 of the year he/she enters school is eligible to continue to kindergarten provided that is recommended by the school at the end of the year. A child entering Kindergarten must be five (5) years old by September 30. Students must be fully potty trained.

Certificates

The baptismal certificate (if Catholic), birth certificate, health records, and copy of the social security card must be presented at the time of registration.

Health Records

A current Immunization Record must be filled out by a physician or an acceptable authority and returned before the first day of school. *By State law, no student may attend school until this has been submitted.*

Promotion Documentation

All new students must provide an official report card from the previous school system in which they were enrolled. Report cards must provide evidence of promotion to the next grade level within that system.

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Other Documentation Required

Other documents such as report cards, standardized achievement test results, psycho/educational evaluations, court-certified documents regarding child custody, IEPs, etc. will be requested to help to determine the appropriateness of RSG for the respective child.

CODE OF CONDUCT

Acceptable Use Policy for Technology

The Redemptorist St. Gerard Acceptable Use Policy (AUP) applies to all technology resources. Students are expected to use all technology resources in a considerate, ethical, moral, and legal manner. RSG reserves the right to monitor, access, retrieve, read, and disclose all messages, information, and files created, sent, posted from, and/or stored on school devices. Any student who violates this policy or any applicable local, state, or federal laws is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

The administration of RSG reserves the right to amend any item in the Acceptable Use Policy or any technology policy during the school year. Students and parents will be notified if changes are made.

General Computer and Internet Use:

Educational programs governed by the Catholic Schools Office require the ethical use of Internet and related technologies by all employees, volunteers, and students, as set forth in the Acceptable Use Policy for the use of the Internet and related technologies. Access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action taken for any violation that is unethical, and/or may constitute a criminal offense. The use of Internet and related technologies must be in support of education and research and consistent with the educational objectives of the diocesan school district.

RSG provides Internet access and network resources to students and employees who use the access in accordance with the mission of the school. Students must remember that technology devices and resources they are allowed to use, are a privilege, not a right. By using such devices and resources, students agree to the following terms:

- Student use of the school's network and Internet usage must be consistent with the mission of Redemptorist St. Gerard and its educational goals. Misuse includes any Internet conduct on or off-campus that negatively affects the reputation of RSG including messages sent, posted or received that suggest harassment, racism, sexism, and inappropriate language and/or symbols.
- Students will not access or try to make unauthorized entry to any computer accessible via the network or on remote networks. If a student notices a security problem, the student must notify the teacher or administration immediately.
- Students will not use network resources or Internet access to transmit threatening, obscene or harassing materials, including inappropriate photos and videos, solicitations, or broadcast messages via our network.
- The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. RSG students will not use network resources or Internet access to knowingly visit sites that contain this material nor import, transmit, and/or transfer any of this material to other computers.
- Students should not email, post to websites or blogs, images photos or video of employees of RSG.

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Photographing and/or recording (audio or video) of a teacher or staff member without permission is prohibited.

- Students will not provide their passwords or share another student's password with any other student or non-student.
- Students are prohibited from doing anything to compromise the privacy and/or security of other users.
- Students are held responsible for any communication that comes from their account regardless of who had access to that account.
- Students will not communicate their address, phone number or other personal information to any person or company on the Internet.
- While at school, students may only connect to the RSG Wi-Fi (identified as SSID: RES) and are prohibited from connecting to secondary Wi-Fi devices such as cellphone and/or other external devices.
- The intentional destruction, deletion, or disablement of RSG installed software on any computer is prohibited. Unauthorized copying or installation of software programs belonging to the school is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.
- Deleting, examining, copying or modifying files and/or data belonging to the school is prohibited.

Discipline

Students at Redemptorist St. Gerard are respected as individuals of substantial merit and potential. The discipline system used at RSG simply provides an objective and cumulative record of a student's demonstration of behavior as well as an attempt to right those behaviors that may inflict harm to the student's potential or merit.

Disciplinary action will be taken when a student commits an infraction deemed inappropriate by a faculty or staff member. Any employee of the school has the right to give a detention.

RSG Discipline Policy

The discipline policy is based upon the realization that the child must learn, internalize, and practice the values of the community. Our aim is to develop a responsible person. This process is lengthy and requires patience and love on the part of teachers and parents.

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just causes. The discipline plan includes instructing children in appropriate behaviors and teaching them social skills which empower them to have self-control and to make respectful and responsible behavioral choices. Since students of RSG represent the school at all times, both on and off campus, both in and out of uniform, conduct unbecoming a Christian student earns disciplinary action.

Teachers are responsible for maintaining discipline in the classroom. The Principal assists teachers as needed. From the first day of school, teachers clearly define acceptable and unacceptable behavior (rules, expectations, etc.), along with the positive and negative consequences for each. Teachers will communicate discipline issues to the parent and work with the parent to improve the child's behavior. Parents are expected to support the teacher's efforts. If the child's behavior does not improve after the interventions of the teacher and parent, the child will earn further consequences. The Principal is the final recourse in all disciplinary situations and may modify consequences for just cause at her discretion.

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A **Disciplinary Code Letter** is the school's communication to the parent that the student has committed a major or serious infraction or **has accumulated 3 or more tardies in a nine-weeks**. With a Code Letter, the student earns a consequence such as, but not limited to, detention, loss of field trip, loss of athletic program participation, extra service to the school, extra written work, denial of bus service, or denial of extended care, etc.. An accumulation of 3 or more Disciplinary Code Letters may earn a suspension.

Procedures for Infractions

The discipline system at RSG recognizes that different action must be taken depending upon the circumstances of the incident. As such, the discipline system attempts to reflect differences in student decision-making by delineating between the severity of infractions. The following is a tiered system which addresses minor infractions and more severe infractions in different ways.

Minor Infractions

Minor infractions are considered errors in judgment but not serious violations of the school's discipline policies. Minor infractions are handled "on the spot" by the teacher. These types of infractions include but are not limited to: minor disruptions, dress code violation, tardiness to class, lying, eating, chewing gum, drinking a beverage in class, not being prepared for class, defiance (timeout-worthy), noncompliance (timeout-worthy), inappropriate outbursts. The teacher/staff member will correct the student, apply a consequence, and contact the parent.

Major Infractions

Major infractions are more serious than minor infractions. The teacher has tried to curb the inappropriate behavior, but the corrective action has not been successful. These type of infractions include but are not limited to: consistent minor infraction, copying of homework, lack of homework over a period of time, plagiarism, disrespect, cell phone. These type of infractions will result in a detention.

Serious Infractions

Serious infractions are serious violations of the school's discipline policies. These types of situations requires immediate administrative assistance and serious consequences. These types of infractions include but are not limited to: fighting, weapons on campus, extreme disrespect, harassment (physical or verbal), skipping class, walking out of class, possession of alcohol or drugs, use of alcohol or drugs, profanity, racial slurs, theft, terroristic threats, damaging property, inflicting bodily harm. The faculty/staff member will document the incident and forward a copy of all documentation to the administration. The administration will meet with the student(s) involved and the documenting teacher or staff member to consider all circumstances surrounding the incident. The objective of this meeting is to provide immediate intervention and achieve behavior modification through reflective action. At the end of this meeting process, the administration will issue a consequence that is commensurate with the severity of the violation, taking into account the goal of the overall growth of the student. It should be noted that all consequences are given at the discretion of the administration in consultation with faculty and staff members involved in the incident. Possible consequences range from multiple detentions, Saturday detention, and suspension up to and including recommendations for dismissal/expulsion from the Principal.

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Penalties

Daily Detention

Detention is held Monday through Thursday from 2:30-3:20pm. All students in detention must be picked up by 3:20pm or report to pre-arranged YMCA aftercare or pay the late fee of \$2/minute. Detentions will be served the day following the infraction. In some cases, the principal may schedule detention on Saturdays. Serving the assigned detention the day it is assigned is the responsibility of the student. If the student checks out for a credible reason or is absent on the assigned day of detention, it will be reassigned for the following day. Failure to report to detention will result in the student receiving another detention to be served in addition to the first. Parents or guardians who do not cooperate with the school regarding detention subject the student to suspension, expulsion, or denial of readmission.

Detention takes precedence over any other school activity, such as sports or club activities. More than two detentions in one week will result in a Saturday detention. Detentions will be handled in the following way:

- One major infraction = one detention
- If the student misses his/her daily detention, another will be assigned by the administration, which means the student must make-up the one he/she missed and then serve another one on consecutive days.
- If a student does not attend the two consecutive daily detentions to make up for the one that he/she missed, then the student will be issued a Saturday detention and a parent conference with the administration is needed.
- Chronic detentions will be handled by the administration and could lead to further disciplinary action.

Saturday Detention

Saturday detentions are issued only through the administration and are reserved for serious infractions and where previously indicated.

- Saturday detentions will take place from 9:00am-11:00am on dates designated by the administration.
- If a student misses his/her assigned Saturday detention, a meeting will be held with the student and parents to determine further consequences.
- As Saturday detentions are serious consequences reserved for serious violations of the Disciplinary Code, repeated Saturday detentions are grounds for further more severe consequences which include but are not limited to suspension or expulsion. Determination will be decided at the administration's discretion.
- If the student is assigned a Saturday detention, the parents will receive a phone call from the administration explaining the reason for the detention.
- If the student cannot attend a Saturday detention for any personal reasons, a parent/guardian must justify the absence in writing before the date the detention is scheduled to be served. The administration will call the parents to confirm the absence.

Suspensions

Suspension is a grave penalty imposed for very serious offenses. When a student is suspended, the following procedures will be followed:

- The student's parents/guardian will be called to notify them of the suspension.
- The parents/guardian will be asked to meet with the administration/counselor and pick-up the student from school.

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- The administration reserves the right to assign an in-school or out-of-school suspension when appropriate.
- The student, during his/her time of suspension, will not be allowed to participate in any school functions and is not allowed on campus.
- Students risk the opportunity to make up missed work based on the teacher's discretion. No student will be allowed back on campus until the administration and counselor has spoken with the parents/guardian concerning their child's behavior; repeated suspensions will lead to expulsion.
- Three suspensions could include, but are not limited to, expulsion, based on the administration's discretion.

Expulsion

Expulsion is the loss of one's privilege to attend Redemptorist St. Gerard. Normally, this would be the last step taken after following the discipline procedures described above. However, certain serious actions may result in immediate expulsion.

Probation

A student may be placed on disciplinary probation at any time. A student who completes a school year with three suspensions will be placed on disciplinary probation during the following year. The parent will be notified in writing and a conference will be held. The administration will determine the duration of the probationary period. **Student earning an "F" in conduct for a nine-week period will be placed on disciplinary probation for the next nine-weeks.** During this period, no serious misconduct will be tolerated and signs of improvement in the student's behavior are expected. Failure to improve or issuance of a suspension during the disciplinary probation period will result in the expulsion of the student.

Off Campus Behavior Policy

As members of the Redemptorist school community, students must conduct themselves both on and off campus in a manner consistent with the values and beliefs of our Catholic faith and with the mission, philosophy, policies, goals and commitments of Redemptorist as set forth in the Parent/Student Handbook. Students are Redemptorist students at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. Violations of civil or criminal law or other conduct that causes discredit to RSG or disruption of the RSG community that demonstrates a disregard for the beliefs of our Roman Catholic Church and the policies of Redemptorist are considered serious infractions and make a student subject to corrective action, including suspension or expulsion.

Activities prohibited by this regulation include but are not limited to the following:

- Attending, sponsoring or participating in activities where alcoholic beverages or narcotics are sold, purchased, possessed or consumed by minors.
- Committing or attempting to commit acts of vandalism that affect a person's life, health or property.
- Using technology inappropriately, such as but not limited to communication in a manner that bullies another person, showing disrespect for self or others, using offensive language, and misusing social networking sites. Parent/guardian must assume responsibility for monitoring their child's use of technology off campus to assist in reducing on campus disruptions.

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In all cases, communication among parent/guardian, student, and administration will be required to determine a course of action. Decisions concerning consequences for this type of misconduct are made by the administration with the support of the Pastor.

Redemptorist is committed to providing a safe and caring environment which fosters respect for others and does not condone bullying. Our school will not allow any action that undermines a person's right to feel safe and be safe. Redemptorist will take all disciplinary steps that are necessary to stop such behavior.

Search and Seizure

School authorities are allowed to inspect and search places such as lockers, desks, other school property and any other items brought to school, as well as personal effects left in those areas by students without notice to or consent of students and without search warrants. Inappropriate items will be confiscated at the discretion of school officials. The search of a student(s), his/her belongings shall be conducted respectfully; it will be conducted with a minimum of embarrassment to the student(s), preferably in the privacy of an administrator's office in the presence of witnesses. Strip searches **shall not** be conducted.

The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

Dress Codes

The school uniform is a symbol used to identify our students to the public. Redemptorist St. Gerard students should wear their uniforms with pride, dignity, and compliance. Final decisions regarding the appropriateness of dress and grooming are reserved by school administration. All students should be neatly and properly dressed daily. Uniforms can be purchased at School Times (7745 Jefferson Hwy., Baton Rouge, LA 70809; phone #: 225-926-5371). All students should be in compliance with our uniform policy daily unless the day has been designated as a Casual Dress/Dress Down Day.

For Boys:

The uniform policies are as follows:

- *For Pre-K4 through 5th grade:* Green polo shirt (w/ school logo), khaki pants or shorts, with black or brown belt, and tennis shoes (any combination of white, grey, black or forest green) or leather (black or brown) with white socks. For the dress uniform, boys must wear khaki pants. Only white undershirts may be worn under the school shirt.
- *For 6th through 8th grade:* Green polo shirt (w/ school logo), khaki pants or shorts, with black or brown belt, and tennis shoes (any combination of white, grey, black or forest green) or leather (black or brown) with white socks. For the dress uniform, boys must wear khaki pants and white long-sleeve oxford shirt (with school logo). Only white undershirts may be worn under the school shirt.

The grooming policy is as follows:

- Hair must be clean and well-groomed with a traditional, conservative cut. Boys' hair must be the same length all over. Hair length all around should be no more than 2 inches in length and above the shirt collar

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with the front hair length clearly above the eye brows. No dyed, two-toned, lines, Mohawks, braids, dreadlocks, shaved heads, fades or designs cut into their hair are allowed.

- No jewelry is allowed. Earrings may not be worn by boys. A watch is allowed.
- Heavy chains on wallets are not acceptable.
- Clothes should fit properly. Undershirt sleeves should not be longer than (nor visible below) uniform shirt sleeves. Undergarments should not be visible. Pants should not be cuffed.
- Final approval on grooming not mentioned above is left to the administration's discretion.

For Girls:

The uniform policies are as follows:

- *For Pre-K4 through 3rd grade:* Plaid jumper w/ school logo and white, black or grey kick pants (black, grey, white, or forest green tights in cold weather); optional white polo shirt or white shirt with peter pan collar; tennis shoes (any combination of white, grey, black or forest green) or leather (black or brown) with white socks. Only white undershirts may be worn under the school shirt.
- *For 4th and 5th grade:* Plaid jumper w/ school logo and white, black or grey kick pants (black, grey, white, or forest green tights in cold weather); **REQUIRED** white polo shirt or white shirt with peter pan collar; tennis shoes (any combination of white, grey, black or forest green) or leather (black or brown) with white socks. Only white undershirts may be worn under the school shirt.
- *For 6th through 8th grade:* White polo shirt (w/ school logo), plaid skirt or plaid walking shorts (white, black or grey kick pants with skirt; black, grey, white, or forest green tights in cold weather), and tennis shoes (any combination of white, grey, black or forest green) or leather (black or brown) with white socks. For the dress uniform, girls must wear plaid skirt and green vest with logo over white shirt. Only white undershirts may be worn under the school shirt.

The grooming policy is as follows:

- Girls' hair must be neat and clean with no "unnatural colors (i.e. fluorescent, bright colors, multi-colors, etc.). Extreme hairstyles (including those with symbols and words) and hair that is distracting to the educational setting will not be allowed. Hair must be kept out of the eyes. No hats or hoodies. No headbands larger than one inch in width, no scarves, or bandanas may be worn unless it is part of a documented religious doctrine pre-approved by the administration.
- Makeup/cosmetics, colored lip gloss/balm, colored nail polish, artificial nails and tinted hair are not allowed for students in grades Pre-K4 through 5th. If a student in one of these grades wears makeup to school, she will be asked to remove it. Light makeup applied at home before school that is not distracting is allowed for girls in grades 6th-8th.
- Girls may wear small pierced earrings (one in each ear) and a watch. No other jewelry is allowed.
- Undergarments should not be showing. Clothes should fit properly; undershirt sleeves should not be longer (nor visible below) than the uniform shirt sleeves.
- Ribbons, barrettes and bows are allowed in moderation and must be school colors only (green, white, or grey). Hair beading is not acceptable.
- Final approval on grooming not mentioned above is left to the administration's discretion.

For All Students:

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- In cold weather, students may wear outerwear in the classroom approved by RSG: the green nylon jacket, the dark grey Redemptorist Polar Fleece, or the Redemptorist sweatshirts. Heavy coats may be worn outside only.
- All uniforms and clothing should be properly labeled with the child's name so that if it is lost, it can be returned to the rightful owner.
- On Casual Dress Days, students should be modestly and neatly dress. Boys and girls may wear jeans or slacks (that fit properly, have no tears or holes in them) with a shirt. Shorts may be worn but should be no shorter than 2 inches above the knee. Girls may also wear skirts or dresses that are no shorter than 2 inches above the knee. There should be no cut-off clothing, tights, jeggings, tight jeans, jeans with holes, and/or shirts with inappropriate writing or graphics. Sandals are not allowed (no flip-flops or thongs for safety reasons). The school administration holds the final decision regarding what is appropriate dress.
- On Spirit Days, students may wear the designated school spirit shirt/sweatshirt with school pants, school shorts, or with jeans.
- Dress uniforms are worn on special occasions, like on mass days, for special prayer services, for graduation, etc. Students and parents will be informed on when a student is required to be in dress uniform.

Harrassment/Bullying/Hazing

To reflect Gospel values and to ensure a positive and safe learning climate, the schools of the Diocese of Baton Rouge do not condone harassment, hazing, or bullying of any kind. All school community members are to be treated with dignity and respect. In that spirit, the prohibition against acts of harassment, hazing, and bullying applies to all Catholic school students, both on and off campus. It is recognized that harassment, hazing, or bullying can involve verbal, physical, written, or electronic communication.

Definitions:

Harassment: is annoying or unpleasant behavior toward someone including, but not limited to, threats, offensive remarks, or physical attacks. 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 movement, or any intimidating interference with normal school work or movement. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Hazing: is a form of harassment that involves intentional, knowing or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain or mental discomfort. It is directed against a student for the purposes of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team or other group. Culpability includes hazing practices mandated or voluntarily entered into by any party.

Bullying: behavior that is the repeated harassment and targeting of another with the intent to cause emotional, physical, or psychological harm.

DIOCESAN POLICY REGARDING THREATS

With recent events in our city and nation, families must be aware that school administrators respond to any and all incidents of a threatening nature. Even though statements are made in anger or in a joking manner, and

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usually prove to be frivolous, we must take aggressive action to protect all individuals involved. Safety to our school population is of utmost importance and our top priority.

Parents are urged to caution their children about making statement of a threatening nature. As stated above such statements cannot and will not be taken lightly. Any student making a threatening statement may be removed from school, until such time as a professional evaluation determines that the student is not a threat to himself/herself or to others. We are extremely sensitive to any threats to our students, teachers, or parents, and take aggressive action to protect all individuals involved. We take threats of physical violence serious and immediately contact proper authorities when necessary. We take whatever action is deemed necessary to ensure safety of all involved. As a matter of privacy, we are not at liberty to share or discuss internal matters.

Any student or employee who violates this policy against harassment, hazing, or bullying will be subject to corrective action up to and including termination or expulsion.

Any student who believes that she/he has been the subject of any form of harassment, hazing, or bullying by anyone at Redemptorist St. Gerard should bring the matter to the attention of an RSG staff member, the Administration, or the school counselor. A prompt and thorough investigation of any alleged incident will be conducted and appropriate corrective action taken if warranted.

To the extent possible, complaints of harassment, hazing, and bullying will be treated as confidential. RSG will not retaliate in any way against any current, potential, or former student who, in good faith, reports a harassing incident or participates in the investigation of such a complaint or report. Any attempt at such retaliation will not be tolerated and will itself be subject to appropriate corrective action up to and including termination or expulsion.

Leaving School Campus

Leaving campus during school hours or leaving extracurricular events without following proper procedure is never acceptable. Once a student has arrived on campus or at an extracurricular event, that child should remain on campus under supervision of faculty and staff until the proper authorized adult collects the child. Students never have permission from the school to leave campus unless proper procedure is followed. No student has permission to leave at the end of the school day with someone other than an authorized adult.

Substance Abuse Policy (Diocesan)

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus, and at all school-related functions.

The use of all chemicals, including alcohol, tobacco and tobacco products is prohibited. This Diocesan Substance Abuse policy must be included in each school's handbook of policies and must be adhered to:

1. Tobacco and Smokeless Tobacco If a student is found to have in his/her possession any tobacco or tobacco product on school grounds or at any school-related function, appropriate action will be taken by the administration. Any tobacco product found in the student's possession shall be

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- confiscated. Appropriate action may include but is not limited to suspension.
2. Alcoholic Beverages If a student is found to be in possession of or under the influence of alcohol on school grounds or at any school-related function, the alcohol will be confiscated and the parent/guardian will be called. Appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension or expulsion.
 3. Prescription or Over the Counter Drugs If a student is found to be in possession of, to have provided or sold, a prescription or over the counter drug to another person on school grounds or at any school-related function, the item will be confiscated and appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension or expulsion.
 4. Illegal Drugs An illegal drug is any drug the possession of which is prohibited by federal, state, or local law. If a student is found to be in possession of, or under the influence of an illegal drug on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and appropriate action will be taken by the administration. Appropriate action will include but is not limited to suspension or expulsion. If a student is found to have provided or sold, an illegal drug to another person on school grounds or at any school-related function, the parent/guardian and civil authorities will be notified immediately and the student will be expelled. If a drug/alcohol treatment program and/or testing is mandated, it is to be financed by the parent/guardian.

GENERAL POLICIES

Arrival and Dismissal Procedures

Arrival each morning is through the carpool/bus line, not through the office. Students should arrive on campus between 6:50 and 7:15 a.m. and report directly to their assigned area in the gym. If the student chooses to eat breakfast in the cafeteria, the student should arrive in the cafeteria by 7:10 in order to allow enough time to be served, to eat, and to arrive in the gym by 7:20. (The cafeteria stops serving breakfast at 7:10.) At 7:20 there is a general assembly in the gym; then teachers lead their respective classes to their rooms.

All school busses and private vehicles should enter the west gate of the parking lot on Saint Katherine Street, drive around the lot near the school building, curve around to the front of the cafeteria, drop off the students under the covered walkway, and then exit the east gate onto Saint Katherine Street.

The children are to walk on the sidewalk to the cafeteria for breakfast or to the gym to await the assembly. In the morning, **no one should enter the front of the school except “walkers” who live on that side of school** or parents who have business in the office.

Students should be ready to disembark from their vehicle from the passenger side of the vehicle, in a speedy fashion so as not to hold up the car pool line. Teachers on duty are not to engage in conversation with parents as their job is to supervise the children at that time. If a parent or guardian needs to discuss a matter, he or she is encouraged to call the office to have the teacher schedule an appointment.

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Students who ride a bike or walk to school should cross the street with assistance from the cross guard.

Parents should never drop their children off on St. Katherine Avenue. You put your child at risk of injury if you allow your child to walk onto school grounds from St. Katherine Avenue. This area is not supervised during morning arrival. You should drop them off in the carpool line in the parking lot.

NO student should be checked in after 8:15am, if so the school must receive an official doctor's note to include signature from their office and they are still counted as tardy. Any student that is checked in after 9:00am receives a half-day absence.

NO student can be checked out after 1:30pm. In case of doctor appointments, parents should notify the office of an appointment from the doctor's office in advance and students must bring in a doctor's excuse the following school day for attendance.

Dismissal begins at 2:15 for Pre-k and Kindergarten in front of the school building, 2:15 p.m. dismissal for bus riders in 1st thru 8th grade, and then 2:20pm dismissal for carpool and walkers. Students should be clear of the campus no later than 2:45 p.m. The office closes at 3:00pm; any students still waiting for pickup will be sent to extended care. **Any child left and not registered for Extended Care will remain in the Main Building at 2:45 and the parents will be responsible for paying the fee of \$25.00 Registration Fee. If the child is registered the drop-in fee will be assessed at the point.**

In the case of younger siblings and older siblings at dismissal, the older siblings will meet the younger siblings.

Bus riders are dismissed from the back parking area after announcements. Private vehicles should wait until the busses are off of the parking lot before they pull through to the pick-up point.

Walkers and bike riders are to proceed homeward immediately.

Car pools are dismissed from the front of the cafeteria where they were dropped off in the morning. All members of the same car pool should sit together while waiting for the car pool's arrival.

In the afternoon for pick up, students should quickly enter the vehicle on the passenger side once it has stopped. **If for some reason one of your children is not available or if you have some other reason to delay, please pull up near the gate so that the other cars can continue the dismissal process.**

Parents must drive through the carpool line if your child is a "carpooler." Parents must not by-pass the carpool line by parking on St. Katherine and walking to the waiting area to collect their child.

Early Dismissal

A written request from a parent to the teacher is required for leave of absence before the regular dismissal time. In this event the parent must report to the school office (never to the child's classroom) to check the child out. The office staff will call for the student. Frequent early dismissals should be avoided. **If the parent desires to**

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check the child out early, the parent must do so before 1:30. Because of the increased office activity between 1:30 and dismissal, checking a child out at that time is a hardship for the office and will not be allowed.

Emergency Dismissal

Should school have to close early for emergency reasons, i.e. dangerous weather conditions, etc. the television and radio stations will announce the time of closure. Parents are encouraged to carry out the regular dismissal procedures for emergency dismissal.

Emergency Closing of School

In the event of inclement weather, etc., parents must/guardians stay tuned to local television and radio stations to find out if school will be opened or closed. Whenever possible, parents will be contacted with emergency information through the parent notification system. Generally, all Catholic parochial schools follow the dictates of East Baton Rouge Parish schools because of the bus transportation. If days are missed because of emergency closure, the students might have to make them up at the end of the school year or during an appointed contingency day. If school is dismissed for emergency reasons, all other programs are canceled as well, e.g. extended care, athletics, practices, etc.

Extended Care (After school)

YMCA governs our current Extended care and is available to PreK-8th grade students. Pre-K students have after school until 5:00 p.m. only and K-8th graders until 6:00 pm. An extra fee is required for tuition or scholarship students to enroll.

Pre-K Extended Care closes at 5:00. Any student still at the school at 4:40pm. a call will be made to parents as a reminder. If the Pre-K student is not picked up by 5:05 a fee of \$2.00 a minute will be assessed. If the student is not picked up by 6:00 pm the authorities will be called.

Kindergarten -8th grade Extended Care closes at 6:00. Any student still at the school at 5:40pm. a call will be made to parents as a reminder. If the student is not picked up by 6:05 a fee of \$2.00 a minute will be assessed. If the student is not picked up by 6:20 pm the authorities will be called.

Please note the Extended Care fee for those enrolled will be assessed as soon as the duty teachers are complete with carpool duty each day. Those students will be checked in by the duty teachers. This will eliminate parents parking in the front of the building after school and waiting to avoid the carpool line.

Any child left by 2:45 and not registered for Extended Care will remain in the Main Building and the parents will be responsible for paying the fee of \$25.00 for registration at the point of pickup.

Students in Extended Care are governed by the same guidelines as those during the school day and will earn disciplinary action for inappropriate behavior. Students who consistently or seriously misbehave may be suspended from the after care service indefinitely.

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Extended Care Bills are due on the 1st - 5th of each Month. Students will not be able to return to school until the bill is paid. Extended Care is an extension of the schools financial obligations and will be treated accordingly. This policy includes all tuition/scholarship students in Pre-K thru 8th.

Extended Care will not be opened on certain days, please contact YMCA for those dates in advance. Please NOTE...any students that remain at school after 2:45 on any ANNOUNCED NO EXTENDED CARE DAYS or at the END OF THE SCHOOL YEAR will be assessed a fee of \$2.00 a minute.

Food Services/Cafeteria

Due to special funding from the state, our food service program is free for students for the 2017-2018 school year. Both breakfast and lunch are free to all students.

Breakfast is served beginning at 6:50 until 7:15 a.m. for students in grades PreK-8th. Children go directly to the cafeteria if they are eating breakfast. Once they have eaten, they must report to the gym to line up with the class for morning assembly.

Lunch is served at designated times by grade levels: **PreK-K** 10:30-11:00; **1st-3rd** 11:00-11:30; **4th-5th** 11:30-12:00; **6th-8th** 12:00-12:30.

Medication Policy

We do not employ a school nurse. The Redemptorist medication policy is adapted from the East Baton Rouge School Board Medication Policy which was approved on 08/03/95. **Students should NEVER have medication in their possession on the school grounds.** The teachers and administrator have the right to take away any such medication from the child and contact the parent for appropriate information. Possible detention, suspension, or expulsion may result. Medication will not be given at school by faculty or staff. This includes antibiotics, short-term medications, as well as non-prescription drugs, over-the-counter drugs (aspirin, Tylenol, cough drops, lip balm etc.) Any questions concerning medication should be directed to the school office.

Possible exceptions to this rule are:

Medication for behavior modification (e.g. Ritalin, Adderall), insect sting allergy, anticonvulsant medications (e.g. Dilantin, phenobarbital), and medication for asthmatic conditions like an inhaler pump - must have a note from the physician with specific instructions. Please notify the front office ASAP if your child has severe food and/or nut allergies.

If a child must take one of the above mentioned medications at school, a parent must observe the following rules:

The medicine must be prescribed by a physician, who advises the school that it is NECESSARY for the child to be given the medicine at school. This advice must be obtained by having the doctor sign the special form or by a separate note attached to the special form. The form may be obtained from the school office. If the physician indicates that the medicine must be given at school, the parent must keep the school supplied with the prescription.

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The medication must be brought to school by the parent or guardian in the container in which it was originally packaged. The label should clearly indicate the name of the student, name of the medication, dosage, and the specific time it is to be given at school. Unlabeled prescribed medicine CANNOT be dispensed.

The medicine must be accompanied by a medical permission form signed by the parent and by the student's physician with specific instructions for administering the medication. Copies of this form may be obtained in the office.

No more than a 10 day supply for each student may be kept at school. The student will bring the empty bottle home with him/her, and the parent will be responsible for returning the medicine for the next school day.

To circumvent potential abuse, the medications will be kept in the school under lock and key in a secure, central location. Parents are to inform their child (ren) to report to the Office at the appropriate time for medication.

The school or designated person administering the medication is not responsible for any unintentional mistake or oversight in keeping or giving the child's medicine.

Medications normally administered at school may be administered on a field trip by a teacher under the following conditions: The medication section of the field trip permission form must be completed and returned prior to the day of the field trip. A parent must deliver the medication in the original prescription container to a member of the school faculty in the particular grade level involved on the day of the field trip.

Office Hours

Normal office hours are from 6:45 am- 3:00pm.

Transportation (Rules for School Bus Riders)

These are general rules that students are to follow while being transported by bus to and from school or approved school-related activities. Following these rules is necessary to maintain order and a safe environment.

Before leaving home:

- Check to be sure you have everything you need for the school day to prevent having to return to the house.
- Check weather conditions so that you can dress appropriately.

Waiting for the bus:

- If you cross the street to get to the bus stop before the bus is in sight,
- Check traffic in all directions.
- Before starting across the street, be sure there is ample time to cross without having to run.

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- Once you have crossed the street, remain at the bus stop until the bus arrives.
- Wait quietly for the bus to come.
- Do not play in the street.
- Do not damage the property of others.
- Do not leave litter at the stop.
- Stand back from the street/road as the bus approaches and give the driver room to stop.
- Be at the stop a few minutes before pick-up time.
- (Behave generally in a safe and respectful manner appropriate to a Catholic School student.)

These rules are from East Baton Rouge Parish School with a few additions by us.

Boarding the bus:

If you must cross the road after the bus is in view,

- Wait until the driver stops the bus and signals for you to cross the street/road.
- Check traffic in both directions.
- Walk at least 10 feet in front of the bus.
- Form a single line and do not crowd or push.
- Use the front door only.
- Use the handrail and take steps one at a time.
- Go directly to your seat and remain seated.
-

Disembarking the bus:

- Stay seated until the bus stops.
- Do not push or shove, but move quickly.
- Exit by the front door only.
- Use the handrail and take steps one at a time.
- If you do not have to cross the street, walk immediately away from the bus.
- If you must cross the street,
- Walk at least 10 feet in front of the bus.
- Stop when you are even with the traffic side of the bus and look carefully both ways.
- Cross the street quickly but do not run.
- If you drop something in front of the bus or close beside the bus, get the driver's attention before you try to pick it up.
- Never run back to the bus when the door has been closed and/or the bus is beginning to move.
-

Bus passenger conduct:

- Respect and obey the driver at all times.
- Remain in their seats.
- Talk softly

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- Do not fight or scuffle (argue, bicker, etc.)
- Keep hands (and feet) to yourself.
- Keep feet out of the aisle.
- Never use profane, indecent (or un-Christian) language.
- Do not put hands, feet or head out of the window.
- Do not throw articles on the bus or out of the window.
- Do not disturb the driver.
- Do not possess harmful items (i.e glass, weapons, cigarettes, or other tobacco products, matches or lighter, drugs, etc.)
- Do not eat, drink or litter.
- Do not damage the bus or other property on the bus.
- (Stay awake and alert in case the bus stops or turns suddenly so that you can brace yourself.)
- Items in parenthesis have been added to EBR Parish rules.

If the bus breaks down or is late: If the bus breaks down or is late, the driver should call the East Baton Rouge Parish School Transportation Department **(225-226-3784)** to report this. In turn the Transportation Department should call Redemptorist. However, this sometimes cannot happen if the driver does not have access to a telephone. If your child does not arrive home at the normal time, please call Redemptorist to see if any information is available. Sometimes the bus might leave school late; we will probably know that. Neither Redemptorist nor the bus driver will be able to call all parents.

If a bus does not show up on time, the school will have the child call the parent for a ride home. It is important that parents keep emergency phone numbers up to date in the school office.

Other:

Students must present to the bus driver a written note signed by a parent and the school principal or her designee in order to get on or off the bus at a stop other than the assigned stop or to ride a bus other than his/her assigned bus.

Students not assigned to a bus may not have permission to go home with another student on a bus, not even with written permission from the parents.

SAFETY: Arrival and dismissal procedures are formulated to secure the safety of our children. It is imperative that all of the school community follow these established procedures. Children and parents need to be alert and careful in their transitions. **Children must leave school following their normal, established plan.**

Deviation from the normal procedure requires prior written parent permission signed by the principal.

PARENTAL/GUARDIAN EXPECTATIONS

Attire

Please refrain from entering the school yard or the school building with pajama pants, slippers, robes, bedroom attire, swim wear, nightcaps, hair rollers, short shorts/skirts/dresses, tights, muscle shirts, and low-plunging neck lines, etc. Please be properly dressed when coming on campus for conferences or any other business. You may be

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turned away from the office if you are dressed inappropriately. We are always role models for students, and our attire is part of that.

Class Parties (for ONLY Pre-K4 and Kindergarten)

The teachers, in coordination with the room mothers, plan class parties at Christmas. Administration's permission must be obtained for any other parties. **Birthday parties in the classroom are not permitted;** birthday treats for 1st-8th grade students may be shared at the end of the lunch period or at the end of the school day and will be determined by the teacher.

The following procedures are to be followed:

1. Contact the teacher prior to sending birthday treats.
2. The treats must include individually prepared items only, such as cupcakes or cookies that can be easily distributed. Do not send anything that needs to be cut.
3. Treats are to be sent to the School Office with the student on the morning of the birthday, along with a note to the teacher, labeled with the student's name, teacher's name, and grade.

Balloons, flowers, candy, etc. may not be sent to the office. Invitations to private parties, clubs, or other activities are not to be issued at school unless the entire homeroom (all boys and/or all girls) in the homeroom or grade level are invited.

Classroom Visitation

Without special permission from the Administration, no one is allowed to visit classrooms or the campus during the school day. Parents and visitors are to report directly to the school office for any need or problems. No parents should pick up their child(ren) at the classroom door; the office will call the classroom, and the child will be dismissed through the office. Outsiders, including students from other schools, may not come on or near the playground or school premises to visit friends during school time without permission from the administration. If parents wish to "observe" their child in a class, they must first speak with the Administration to get permission.

Classroom Volunteers

Family volunteers greatly enhance classroom and enrichment programs and are essential for supervision on some fieldtrips. The purpose of volunteers is to provide hands-on assistance to students and teachers in the classroom and on fieldtrips. Teachers may ask for volunteers from time-to-time to help out with classroom activities. The following guidelines are in effect in order to volunteer:

- complete the Diocese of Baton Rouge Child Protection Program
- Arrive and depart at scheduled time
- Dress appropriately for the activity
- Arrange for childcare of younger siblings when volunteering

Communication

Redemptorist St. Gerard strives to have an open communication line with parents. We communicate with parents in several ways.

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Class Dojo: Classdojo provides a variety of information and announcements and is sent out regularly by the teachers and administration. Many teachers communicate to parents via Classdojo. Information will be given to you by the teachers at the beginning of school.

Monthly Newsletter (WolfPack Word): On the first of every month, the administration publishes the monthly newsletter called the WolfPack Word. The newsletter will be given to students to take home, posted on our website, and sent out to parents via SchoolCast. If you do not have access to the newsletter, printed copies are available in the school office.

SchoolCast: The principal makes a weekly telephone parent broadcast to remind parents of upcoming events. Each family must keep their contact information complete and updated with the school office to insure that primary and emergency numbers are accurate.

Contact Information

At the beginning and mid-point of each school year, you will be asked to update your contact information. If your personal information (address, phone number, etc.) changes during that time, please contact the school office and let them know about the changes. It is pertinent that we have the most current information in our database system in order to reach you if something happens.

Conferences

Parent-teacher conferences are scheduled throughout the school year through our Guidance Department. Conferences will be scheduled at the end of each nine-weeks as needed. The teacher or the parent may initiate interim conferences when necessary. *Parents should send a note/ e-mail to the Guidance Department or call the Guidance Counselor at the school to schedule a parent-teacher conference. Classes are not to be interrupted, and teachers will be expected to return parent calls within 48 hours. **A parent must not enter a classroom without first getting permission and a visitor badge from the office.***

When a problem or concern arises, the parent and the teacher initially consult with each other in a cooperative attempt to resolve the issue. The principal is available to facilitate conferences if needed. At times, other involved parties may be invited to attend a conference concerning a student. Teachers and parents are encouraged to keep conference logs to document parent-teacher discussions.

Conferences with the Principal can be arranged by calling the office.

Custodial Rights

In the case of divorce or separation of parents, the law holds that parents do not cease to be parents when they no longer have custody of their child(ren). This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, as school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child(ren). If there is a court order specifying that there is to be no information given, it is the

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responsibility of the parent to provide the school with an office, signed copy of the court order.

Emergency Contacts

Only people listed as emergency contacts on the Parent Contact Information Form will be allowed to pick up students from the school office. Please contact the school office if your emergency contact list needs to be updated throughout the school year.

Fundraising

Redemptorist embraces fundraising activities to generate at least 15% of the total operating budget. School parents are expected to participate in these fundraising activities to the best of their ability through monetary donations, purchases and volunteer hours.

Grades Online

Each family will be given online access to Headmaster, which is the academic database system that records all of the teachers' grades. Information will be sent home to parents on how to set up your account; it is the parents'/guardian's responsibility to create the account to view grades, assignments, calendars for different subjects, etc. Progress Reports will no longer be sent home; parents can access their child's grades at any time online through Headmaster. Teachers are required to update their grades every Monday. If parents have questions or concerns about your child's academic performance, they should contact the teacher.

Grievance Procedures

A parent with concerns or questions pertaining to a classroom problem should first consult with the child's teacher in order to discuss appropriate solutions. If further consultation is warranted, the teacher and/or the parent should conference with the principal. In case the complaint is not settled, the parent may appeal to authorities in the following ascending order: the Redemptorist School Board, the pastor, and the Diocesan School Board represented by the appeals committee. Appeals to the principal and succeeding higher authorities shall be made in writing on the form provided for this purpose within 5 days of the disposition of the immediate superior.

Home and School Association

The Home and School Association (HSA) exists to further the school's vision through a combination of volunteer ministry, education, and special events. A core committee serves to coordinate volunteer efforts of various subcommittees. By getting involved, you make the most of the opportunity to meet other parents, become an active part of the school's life, and join our school community. Traditionally, parents at Redemptorist are heavily involved, support the school's mission, and know that Redemptorist Catholic School works with them. We encourage you to become a part of this volunteer program. All HSA representatives working directly with students in the classroom (i.e. Room Mothers, Fieldtrip chaperones, team sponsors, etc.) must be background checked through the Catholic Diocese. Serious inquiries to the principal may receive compensation for the \$40.00 fee.

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Service Hours for Parents

Redemptorist parents Pre-K thru 8th grade are expected to be active and involved. We have a special service hour binder in the office that parents must sign to receive credit. **NO credit will be received if parents do not sign in the office. Parents (or grandparents or older siblings) are asked to give 20 hours of service to the school each year.** The hours can be fulfilled in many ways. The Home and School Association will offer service hour opportunities as well that can begin as early as July 5th to count toward the current school year. Other service hour opportunities include landscaping, painting, cleaning, maintenance, tutoring, helping on field trips/activities, substituting, working athletic events, donations for class events, and donating paper (1 ream of paper = 2 service hours). **Service providers should fill the binder in the office to document their volunteerism.**

Pre-K4 -8th grade parents who do not complete ALL 20 volunteer hours by May 1st will be assessed a \$100.00 fee. The service hour fee is based on hours of work not performed or not reported.

Use of School Grounds

No students or parents should arrive on campus before 6:50 A.M. Parents who carpool should pick up their children before 2:45. Any student in violation of this policy will be sent to the office in the morning or to extended care in the afternoon, and a fee will be assessed for these extra services. Consistent violations may result in disciplinary action for the student.

If a student is with a school sponsored group (i.e. Extended care, athletic team practice/game, Altar Servers, etc.) he/she should remain under the supervision of the coach, teacher, or coordinator in charge of the event until an authorized person picks him/her up.

TUITION AND FEES

Parents/Guardians of students enrolled at Redemptorist are required to assume the responsibility of the school's operational costs by payment of tuition and fees. When a child is accepted into Redemptorist, the parent assumes the responsibility for his/her portion of the school's operating costs through the payment of pre-paid tuition or the tuition loan.

BASIC FEES AND TUITION FOR 2017-2018 (before late fees)

Application Fee (per student):	\$25.00 Non-refundable
Registration Fee (per student):	\$400.00 Non-refundable
Tuition	\$5,800.00
Intellectual Disabilities	Please contact Special Ed Director @ the Catholic Diocese

REGISTRATION FEES are paid on a per student basis at the time of registration in order to secure the student's place in school. These fees are non-refundable. **Paid registration fees secure the child's place only until the deadline for pre-paying or financing the tuition.** At this deadline, pre-payment or completion of the finance paperwork secures the child's registration. Note: late fees apply to registrations fees paid after deadlines.

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REGISTRATION FOR THE SUCCESSIVE SCHOOL YEAR is held in the spring, usually early February. Parents will be given the necessary information concerning registration, tuition and loan payments.

Parents are responsible for meeting the deadlines. **Students not re-registered by the deadline of re-registration will be considered withdrawn from Redemptorist St. Gerard.** Redemptorist St. Gerard is not responsible for registrations which may be lost in the mail or in a student's book bag, etc.

PREPAID TUITION: Redemptorist St. Gerard requires prepaid tuition. Parents may pay the fees and tuition in their entirety by a designated date in April for the upcoming school year or they may use the Pre-Paid Tuition Loan Plan with First Bank and Trust. If parents do not have the full amount of tuition, they may pay any portion of the total amount and finance the rest.

TUITION REFUNDS: If a student withdraws or is dismissed during the year, tuition paid in advance will be refunded according to the graduated tuition refund scale as approved by the **Redemptorist St. Gerard** Advisory Board. The scale is as follows:

-August 9 to September 30 (70% refund)

-October 3 to December 2 (50% refund)

-December 5 to December 30 (25% refund)

-January 2 to May 26 (0% refund)

All fees are non-refundable when paid to the school, **NO EXCEPTIONS.** Families of students, who are asked to leave the school for disciplinary reasons, forfeit remaining tuition.

All fees owed to the school (e.g. Before/After Care, library fines, lunch money, fundraisers, cafeteria, book loss or damage fines, club dues, late carpool pickup) will be deducted before any refund of tuition is issued.

If a student withdraws or is dismissed during the year, any tuition loan outstanding will be cancelled according to the following policy approved by the Pastor and Principal. The policy is as follows:

Any principle, interest, bank fees, or fees owed to the school that are outstanding at the time of cancellation of the loan will be due and payable to Redemptorist St. Gerard at the time of the cancellation of the loan.

DELINQUENT FINANCIAL OBLIGATIONS: *Any financial obligations that are past 30 days, parents risk students being removed from the school until balances are made current.* Report cards or Progress Reports will not be issued to students until all outstanding fees are paid.

Tuition Loans- Redemptorist St. Gerard will allow monthly tuition to be due by the **LAST DAY** of each month. First Bank and Trust requires tuition to be paid by the 1st. If not paid by the 1st, you will be charged a late fee by the bank. First Bank notifies the school and parents in writing, email, and phone calls when loans are past due and when loans are charged back to the school. Redemptorist will seek collection on all balances due. All payments should be made to First Bank & Trust, not the school office. Any payments made online are pending for 3-5 days. Those payments are not secured funds until it posts to the account. Redemptorist will not accept pending payments. Receipts should be turned into the school office the next business day for students to be admitted back in school.

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Extended Care-Extended Care Bills are due on the 1st- 5th of each month. If the bill is not paid by the 5th day of the month, a \$10.00 late fee will be assessed from the school. Students will not be able to return to school until the bill is paid nor will the child be able to attend Extended Care for the whole semester. Extended Care is an extended part of the schools financial obligations and will be treated accordingly. This policy includes all tuition/scholarship students in Pre-K thru 8th.

(Please see the additional section of the Handbook for Extended Care)

Pre-K thru 8th grade Parents: All Outstanding Financial Obligations must be paid (Zero Balance) by the May 1, 2018 of this year. These obligations include but not limited to tuition, fundraiser money, library books, NSF checks, service hours, late carpool pickup and Extended Care. Failure to do so will result in student being removed from the school. At this point of the school year we will not be able to accept checks, only money orders or cash.

Any Past Due fees owed per Nine Weeks to the school (Tuition, Cafeteria, NSF Checks, Service Hours, Extended Care, Library Fines, Fundraisers, book loss or damage fees, late carpool pickup etc.) must be paid in order for the student to participate in extra-curricular class functions, athletics, class trips, or to participate in promotional exercises. To receive report cards or to have school records forwarded to another school, all of the above fees must be paid in full.

THE PRINCIPAL reviews fiscal matters needing attention. Unmet obligations, loans in arrears, loans in default, and other financial hardships are typically the purview of the principal. As always, the family is encouraged to contact the principal and/or pastor to make financial arrangements should difficulties arise in paying on time.

CHARGE BACKS: If parents have obtained a loan through First Bank and Trust to pay the tuition and if they have been delinquent in paying, the bank will charge back to the school the amount owed plus interest and fees. In that event, the parent must settle immediately with the principal any outstanding debt.

Redemptorist will charge a \$150 chargeback fee for each charged back loan. The Charge Back Date is May 1, 2017.

NSF CHECKS will carry a \$40.00 NSF fee. All recurring NSF checks, you will be asked to pay in cash or money order.

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