

Redemptorist St. Gerard Elementary School

MOTTO: "CULTIVATING SCHOLARS WITH PRIDE AND PASSION"



Parent/Student Handbook 2020-2021

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

Fr. Tat Hoang, C.S.S.R., Pastor
Ms. Cheryl Domino, Principal

Mission Statement:

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



Redemptorist St. Gerard Catholic School
3655 St. Gerard Ave.
Baton Rouge, La. 70805
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www.resbr.org

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***Redemptorist St. Gerard Elementary School
Grades Prek- 8th***

***ESTABLISHED 1945
APPROVED BY
Catholic Diocese of Baton Rouge
Louisiana Department of Education
SACS Accredited***

Dear Parents and Students,

As we begin this school year, it is a pleasure to welcome you and your child back to Redemptorist St. Gerard Catholic School for the 2020-2021 academic school year. The faculty and staff join me in expressing our delight of having you and your child as part of the Wolf Pack Family!! As a parent, one of the most important decisions in your life and in the lives of your children is that of choosing the education that will most benefit them. We appreciate your vote of confidence in us.

In anticipation of the challenge of another school year, I am pleased to send you this *Parent/Student Handbook* for the 2020-2021 school term. 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 Catholic 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 in our weekly School Cast of any changes that may occur.

Return the signed “Parent-Student Agreement Forms” located in the back of the handbook by August 20th and you will receive two service hours credit. By admitting your child(ren) to Redemptorist, you agree to adhere to and be governed by the school’s rules and procedures. At Redemptorist we are committed to

working with you and your children for the purpose of offering Catholic education that addresses our students' spiritual, academic, physical, emotional, and social development.

It is my sincere hope that this handbook will serve as a guide and a source of information to address your questions regarding school procedures and practices. We will enjoy a respectful, fruitful partnership as we pursue the education of our children.

May God bless us in our efforts,

Ms. Cheryl Domino

Ms. Cheryl Domino, Principal

CD:ROLO

TELEPHONE DIRECTORY/WEB ADDRESS

Parish Office (225) 355-2553

Cafeteria (225) 355-0504

RES School Office (225) 355-1437/355-8125

RES School Fax (225) 355-1879

Web Address www.rsgbr.org

ADMINISTRATION

Fr. Tat, Pastor, C.S.S.R.

Ms. Cheryl Domino, Principal

OFFICE STAFF

Yolanda Williams, Secretary

Ashley Pizzolato, Finance Manager

Maintenance Engineers

**Mr. Terrell Burks
Mr. Willie Crenshaw**

CAFETERIA

LaToya McCray, Cafeteria Manager

Redemptorist St. Gerard Catholic School

“Cultivating Scholars with Pride and Passion”

MISSION STATEMENT

Redemptorist Catholic School provides Catholic formation in which students enhance spirituality, pursue academic excellence, and create caring community as they develop their God-given potential.

PHILOSOPHY

Redemptorist is a Catholic, parochial school, grades Pre-K through 8th built on more than six decades of tradition, and founded on the charisma of the Redemptorist Fathers and Brothers and the School Sisters of Notre Dame. Redemptorist is a diverse learning community providing a student-centered, loving, family environment where parents join in support of the school mission. RES students are proud members of the Redemptorist Wolfpack family 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. Isadore schools.

ACCREDITATION

Redemptorist is a member of the National Catholic Education Association (NCEA) and is approved and accredited by the State of Louisiana. The school is also accredited by the Southern Association of Colleges and Schools as part of the Diocese of Baton Rouge District Accreditation. The school adheres to all policies contained in the Administrative Manual of the Diocese of Baton Rouge that is available for review at the school office.

The Principal is the final recourse and reserves the right to revise this handbook with the approval of the Pastor. Parents will be given prompt notice. The schools' curriculum is prescribed by the Office of Education for the Diocese of Baton Rouge, and is in accordance with the state regulations. RES strives for academic excellence at all levels with continuous curriculum modifications and updating of teaching methods to meet the needs of our changing times. The school abides by all regulations pertaining to the health and safety of our children.

EDUCATIONAL OBJECTIVES

- 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

RELIGIOUS OBJECTIVES

Redemptorist Catholic School seeks to encompass the threefold purpose of Catholic education: to teach doctrine, to build community, and to serve one's neighbor.

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

GOVERNANCE OF THE SCHOOL

THE PASTOR is the head of Redemptorist St. Gerard Catholic 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 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.

The following is quoted from the Redemptorist School Board Constitution, Article VIII:

Section C: All meetings of the Board will be open to members of the parish and to parents/guardians of children receiving their education under the auspices of the parish. The rights of such non-members, visitors, etc. to address the Board shall be limited to those whose petition has been approved for the Agenda in advance of the meeting.

Section D: Board members and petitioning non-members may place an item on the Agenda. Anyone so desiring to place an item on the Agenda shall notify the Secretary two weeks preceding the next regular meeting. These items on the Agenda shall include a brief explanation of the action desired. The Secretary shall mail a copy of the Agenda to each Board Member prior to the next regular meeting.

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.

PARENTAL EXPECTATIONS

In enrolling the child in a Catholic school, parents should be aware that they are expected to clearly demonstrate their support of Catholic Education. **Parents are expected to show an interest in the education of their children by cooperating respectfully with the rules and directives of the administration and faculty in all school matters.** If this respectful cooperation is not forthcoming, the child's continued enrollment may be jeopardized. Students are expected to comply with all school regulations, cooperate with the administration, participate in all aspects of the religion program, and to conduct themselves, both on and off campus, in a manner that is conducive to good learning and appropriate behavior. **Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student's removal from the school. If after reasonable and fair dialogue between parents and administration, the administration deems parental or student cooperation is not forthcoming, the administration shall direct the parents to withdraw their child/children from the school. If the parent refuses to withdraw the student, the administration will expel the child.**

In regard to parents, especially in the area of religious education, the *Diocesan Administrative Manual* states: In the Catholic school “*formational efforts of Catholic families are complemented, reinforced, and extended ...*” (TTAJD #107, p.30)

Having chosen it (the Catholic school) does not relieve them of a personal duty to give their children a Catholic upbringing. They are bound to cooperate actively with the school. (TCS #73, p. 22)

To Teach as Jesus Did #55, p. 15 recommends ‘*continuing education (which) will help parents understand the approach, content and methods of contemporary religious education.*’

FUNDRAISERS

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 and purchases. **If a family chooses not to participate in the fundraising activities, they are responsible for meeting a set amount called the “Fundraising Assessment.”**

PARENT ATTIRE

It is **NOT APPROPRIATE/ALLOWED** to enter the school yard or the school building with pajamas pants, slippers, ropes, bedroom attire, swim wear, head scarves/wraps, short shorts, tights, pants with holes, muscle shirts or low-plunging neck lines, etc. **Please be properly dressed when coming on campus for conferences or any other business. If proper procedure isn’t followed you will be asked to leave the grounds and return with proper clothing.**

ADMISSIONS POLICY

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 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. Isadore Parishes, secondly to Catholics outside of Saint Gerard Majella and St. Isadore 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 take a placement exam and 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.

AGE

A Child entering Pre-K 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.

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 RES for the respective child.

FINANCES

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.

FEES AND TUITION FOR 2020-2021

Registration Fee (per student):	\$400.00 Non-refundable
Tuition	\$6,000.00

If all fees are not paid by August 8th student will not be allowed to start school.

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.

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.**

Redemptorist is not responsible for registrations which may be lost in the mail or in a student's book bag, etc.

PREPAID TUITION: Redemptorist 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 Advisory Board. The scale is as follows:

-August 7 to September 30 (70% refund)

-October 1 to November 30 (50% refund)

-December 1 to December 31 (25% refund)

-January 1 to May 31 (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, etc.) 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 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.

Cafeteria-The Redemptorist Cafeteria manager gives the front office a copy of monthly delinquent bills. Any student with an account over **\$20.00** will not be able to eat the cafeteria breakfast/lunch. All payments must be made in the cafeteria not in the RES front office. This policy includes all tuition/scholarship students in Pre-K thru 8th.

Tuition Loans- Redemptorist 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 will spend for 3-5 days. Those payments are not secured funds until it post 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.

Extended Care- Extended Care Bills are due every week on Wednesday. NO CASH WILL BE accepted on site. Check or Money orders ONLY. If the bill is not paid by Wednesday, a \$10.00 late fee will be assessed from the. Students will not be able to return to school until the bill is paid nor will the child be able to attend Ext. Care for the whole semester. Ext. 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 section of the Handbook for Ext. Care)

Pre-K thru 8th grade Parents: All Outstanding Financial Obligations must be paid (Zero Balance) by the May 3, 2021 of this year. These obligations include but not limited to tuition, cafeteria fees, fundraiser money, library books, and Ext. 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, Service Hours, Extended Care, Library Fines, Fundraisers, book loss or damage 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.

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 3, 2021..

WOLF TRACK PARENT SERVICE HOURS

Redemptorist parents 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 25 hours of service to the school each year. All students that participate in sports for Redemptorist must commit to 12 hours in Athletics.** The remaining hours can be fulfilled in other ways. The Home and School Association will offer service hour opportunities as well. Other service hour opportunities include landscaping, painting, cleaning, maintenance, tutoring, helping on field trips/activities, and

substituting. **Service providers should fill the binder in the office to document their volunteerism. Parents who do not complete ALL 25 volunteer hours by April 19th will be assessed a \$150.00 fee. The service hour fee is based on hours of work not performed or not reported.**

HOME AND SCHOOL COMMITTEE

The Home and School Committee 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 Home and School representatives must be background checked thru the Catholic Diocese for \$40.00.

COMMUNICATIONS

CONFERENCES: Parent-teacher conferences are scheduled at the end of each nine weeks. The teacher or the parent may initiate interim conferences when necessary. *Parents should send a note, Dojo or e-mail to the teacher requesting such a meeting or call the school office for an appointment. Classes are not to be interrupted and teachers are not to be called at their homes. A parent MUST NOT enter a classroom without permission or a visitors' 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 are by appointment ONLY with the student's teacher or arranged by calling the office.

PARENTS' CALLING A STUDENT OR BRINGING ITEMS TO SCHOOL FOR A CHILD: Parents should generally refrain from bringing a child's "forgotten" item to school. Children should arrive at school prepared for the day. When a parent brings a necessary item for the child (such as eye glasses, medicine, or lunch), the parent must report to the office to handle the matter. Children will not be called out of class to the telephone unless there is an emergency. Teachers are instructed to question all visitors on campus and to send them to the office for the proper permission before doing business with them.

MESSAGES FOR STUDENTS

Parents are discouraged from calling the school to leave messages for students unless it is an emergency. Likewise, children are not to use the telephone at school except for circumstances like illness, injury, or at the request of the teacher. Children will be allowed to call home if they forgot eyeglasses or lunch. Other forgotten items, such as books, signed papers, book orders, etc., will not be given to the child during the school day.

OFFICE POLICY:

Only authorized personnel and faculty are allowed behind the counter in the school office and in the faculty lounge, workroom, and classrooms.

NEWSLETTER: The school's newsletter communicates important information to parents. It is periodically sent home with the students. It is very important that parents read the important dates. Communication between home and school eliminates unnecessary calls in the school office.

WEBSITE: The school's website provides a variety of information such as: calendar, teacher web pages, athletic and Home & School announcements, emergency information, links to forms and documents, and contact information. The administration reserves the right to use student pictures in publications and on the school website. Any parent who does not wish his or her child's picture used must notify the principal in writing by the end of the second week of school.

CURRICULUM

First and foremost, Redemptorist is a Catholic school which strives to foster in each child 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 weekly Eucharistic liturgies, prayer services, retreats, seasonal activities, and service projects that foster social awareness and outreach to the community. Our 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. The academic program offers a solid foundation for Pre-kindergarten through eighth grade students. The primary grades (Pre-K through 3rd) are taught in self-contained classrooms while Grades 4th-8th have a departmentalized curriculum. On occasion deviation from this policy is necessary to meet the needs of students and to maximize the talents of the faculty and staff.

In addition to the basic subjects in education (Religion, Reading, Math, English, Spelling, Social Studies, Science, penmanship, etc.), students are scheduled for physical education, computer, library, and art. Also, qualifying students have access to Title I, which is a computer assisted instruction program. .

Title I: Students who live in a public school district that qualifies for Title I services and who score below a certain percentile on the most current standardized test may be eligible for Title I services. The school has the services of a Title I teacher. Generally, students are scheduled to attend Title I each day for 30 minutes. Students who are in the Language Science Lab are not eligible for Title I services.

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 costs of field trips are not included in the tuition/fee schedule. Students wear the school uniform for field trips unless otherwise specified. Since the field trip is a 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. A standard form is included in the back of this book in case a parent needs to copy it in the event a child has lost the one that the teacher issued.

No student may attend a field trip without this field trip form properly completed, signed and returned to the school. Telephone calls 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 Diocese of Baton Rouge Child Protection certification, including a clear background check before the field trip. Chaperones will be responsible for the students during a field trip therefore report to the school for the trip and siblings may not accompany 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. All students attending field trips must ride the bus and return to school on the bus for proper checkout.

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.

ACADEMIC POLICIES

PHONE CALLS AND CONFERENCES: Teachers informally communicate academic progress and behavior when they speak with parents over the telephone or in person.

NOTES, PAPERS TO BE SIGNED, ETC.: At times teachers may choose to send notes, forms, or papers for parents to see and/or to sign and return to the school. The school strongly encourages parents to keep a record of student grades to monitor the student's progress.

PROGRESS REPORTS: Progress reports for all students can be found on the school's website and can be accessed using parent login information using Rediker software. The date of progress reports will be noted through School Cast.

REPORT CARDS: Report cards are sent home at the end of each nine weeks period. Report card dates are published in the newsletter.

Any Past Due fees owed per Nine Weeks to the school (Tuition, Cafeteria, Service Hours, Extended Care, Library Fines, Fundraisers, book loss or damage 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: In the spring of each year, students in grades 3-8 are administered Louisiana Believe LEAP and iLeap Test and ACT Aspire. Scholarship students in grades 3rd thru 8th are also required to take the State of Education testing. 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.

ACADEMIC RECORDS

Cumulative Folder Grade books and cumulative folders are permanent records. Daily attendance and report cards are semi-permanent records and are used for the current academic year only. Lesson plans and daily memos are work records and have a value only during the current academic year which is discarded at the end of the year.

GRADES

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

ACADEMIC GRADES – are to 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.

GRADING SCALE: Students at Redemptorist 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

Report Card/Progress Report Abbreviations: E = Excellent, S = Satisfactory, N = Needs Improvement, U = Unsatisfactory, I = Incomplete grades; these might become F’s if not made up within a time stipulated by the teacher or administrator.

Conduct Grades – to be used to communicate the teacher’s evaluation of a student’s behavior and citizenship development.

Major subject areas for grades K-2: Religion, Reading, Math, Language Arts (English)

Major subject areas for grades 3-7: Religion, Reading, Math, Language Arts (English), Science, Social Studies

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 first 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 Reading with 2 quality points being earned in the 1st semester and 2 quality points earned in the 2nd semester. Failure to achieve this would result in retention. Students will be required to earn 4 quality points in Math and English with 2 quality points being achieved in the 1st and in the 2nd semester. Failure to do this in any combination of Math, Religion and English would result in retention. 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 Reading with 2 quality points being earned in the 1st and 2 in the 2nd semester. Failure to achieve this would result in retention. Students will be required to earn 4 quality points in math and English with 2 quality points being achieved in the 1st and 2 earned in the 2nd semester. Failure in any two subjects 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.

Third– Eighth Grade: Students will be required to earn 4 quality points in ALL Major subject areas with 2 quality points being earned in the 1st semester and 2 in the 2nd semester. 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.

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

ILEAP/LEAP Considerations: Students who are required to take iLeap. LEAP tests are expected to pass the tests. In an event that a student fails the test, the students will be required to attend summer enrichment or tutoring class in the subject area that they failed. However, if a student fails the test and fails one subject at Redemptorist, the failure at the school takes precedence. Parents/guardians are responsible for securing summer a tutor, school fees and tuition. If a student fails to attend summer enrichment or tutoring class, he/she may be ineligible to return to Redemptorist for subsequent school years.

ACADEMIC AWARDS (Doesn't Include Conduct)

- Nine Weeks and Yearly Academic Awards are given to students in grades 1-8 who have earned a A's and B's in all major subjects.
- Principal's List Achievement Awards are given every 9 weeks to students in grades 1-8 who have earned all A's in All subjects .
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- Breakfast with the Principal will be awarded every 9 weeks to students in grades 1-8 that have achieved all A's in All subjects.
- A Recognition Award is given every 9 weeks to those students who demonstrate improvement in a subject and/or a strong work ethic.

FROM GOOD to GREAT BEHAVIOR REWARDS/PBIS: The primary reward for good behavior is sense of self-worth, inner peace, and the smooth flow of the school day. Good behavior results in the ability of students to participate fully in field trips, extra-curricular activities and other special events. Periodically, individual classes or students will receive gold slips for commendable behavior that is above and beyond normal expectations. To promote and motive positive behaviors and wise choices, two students from each homeroom (Grades K-7) are recognized each month for outstanding behavior. **The reward for students who do not earn discipline letters within one calendar month will be receive a special treat from the administration.**

GRIEVANCE PROCEDURE: 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.

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 parents to make sure 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 assistance, but children in 4th-6th 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 6th grade children should complete work without direct parent supervision.

For Kindergarten through First grade- Teachers will prepare a homework sheet, including assignments and test dates to be distributed weekly. **Second through Eighth grade:** Teachers will write homework assignments on the board and maintain a homework webpage. Students are responsible for copying down the assignment and test date.

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 misses two days, she/he will have two days in which to make-up the work. **Parents are discouraged from taking their children out of school for vacation. If a parent chooses to do so, however, 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 work as the number of missed days.**

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.

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

(A 4.9.1.3-A, A 4.9.1.3.B)

The Diocese of Baton Rouge advocates the use of innovative technology resources in its students' academic pursuits. However, because Internet is a public forum with unrestricted access, all schools contained within the Diocese of Baton Rouge reserve the right to discipline any student for the posting of information on the Internet by that student regardless of the origin of the post. Disciplinary action can be taken as a result of any information or photographs in any format related to any school, faculty/staff member and/or student within the Diocese of Baton Rouge on any web site, chat room, e-mail or other messaging system that is deemed threatening, harassing, or spreading false, defamatory or morally inappropriate material. Any student who fails to adhere to this policy is subject to disciplinary action, including expulsion. In situations in which laws may be violated, civil authorities may be notified.

STUDENT INSURANCE: The Diocese of Baton Rouge has mandated that all students enrolled in Catholic School must have student accident insurance. The premium has been included in the general fee for each student; however, the parent will be responsible for completing any forms or information necessary and for returning them by the school-appointed date.

DISCIPLINE

DIOCESAN POLICY STATEMENT: As prescribed by law, every teacher is authorized to hold every student to a strict accountability for any disorderly conduct in school, or on the playground of the school, or on any street, road or school bus going to or returning from school, and during intermissions or recesses (R.S. 17:416).

It is the final responsibility of the principal to maintain discipline at each school and at any off-campus school activity. In enrolling the child in a Catholic school, parents are to be aware they are expected to clearly demonstrate their support of Catholic Education.

Parents are expected to show an interest in the education of their children by cooperating respectfully with the rules and directives of the administration and faculty in all school matters. If this respectful cooperation is not forthcoming, the child's continued enrollment may be jeopardized.

RES 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 Redemptorist represent the school at all times, both on and off campus and in and out of uniform, conduct unbecoming a Christian student earns disciplinary action.

Teachers are responsible for maintaining sound 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.) and the positive and the 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.

A **Disciplinary Code Letter** is the school's communication to the parent that the student has committed a singular serious infraction or has accumulated a number of lesser infractions or has accumulated **5 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. **An accumulation of 3-4 Disciplinary Code Letters earns an out-of-school suspension.**

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 scheduled. The administration will determine the duration of the probationary period. **Students earning an "F" in conduct for a nine weeks 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 students' 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 School 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 Redemptorist or disruption of the Redemptorist 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, communicating in a manner that bullies another person, showing disrespect for self or others, using offensive language, and misusing social networking sites. Parents must assume responsibility for monitoring their child's use of technology off campus to assist in reducing on campus disruptions.

In all cases communication among parent, student, and the 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.

DIOCEAN POLICY REGARDING HARASSMENT/BULLYING/HAZING

4.9.2.7 Harassment/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:

A. 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 movements, 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.

B. Hazing is a form of harassment that involves intentional, knowing or reckless acts that induce pain, embarrassment, and 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.

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

DIOCEAN 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 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 statements 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 the 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 seriously 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.

SUSPENSION is earned for any one serious offense or for an accumulation of offenses, and the student is placed on disciplinary probation for the remainder of the school year. **After the student accumulates two suspensions, he or she is eligible for expulsion from Redemptorist.**

EXPULSION may be earned for any one serious offense, or for an accumulation of offenses and/or detentions, or for a parent's/guardian's lack of cooperation. If this occurs, the student will not be allowed to continue in the school.

SERIOUS OFFENSES SUBJECT TO DETENTION, SUSPENSION OR EXPULSION include but are not limited to the following:

- Disrespect for school personnel, fellow students, or visitors, i.e. name calling, cursing, harassment, cruelty to another, threatening others, vulgar or improper gestures/body language, etc.
- Fighting (verbally or physically) anywhere in the school uniform or on school property
- Disruption of the teaching-learning process
- Unruly conduct anywhere on campus; unruly conduct during a school activity on or off campus
- Neglect of good grooming and uniform regulations
- Disregard of bus rules and regulations (may result in suspension from riding the bus)
- Student, parental or guardian refusal to cooperate with the faculty and/or administration regarding school rules, procedures, regulations, etc.
- Carrying a weapon; possession or consumption of tobacco, alcohol, prescription medicine (except for medicine properly dispensed in the office), pornographic material, or illegal drugs (see Substance Abuse Policy)
- Verbal or physical harassment
- Destruction of school property
- Accumulation of misbehavior or failure to correct behavior through the normal flow of consequences; accumulation of Code Letters
- Excessive tardiness and/or absence
- Violation of the Internet policy
- Dishonesty, stealing, cheating
- Failure to remain or report to the student's assigned area; leaving school grounds without permission;
- Forging a parent/guardian's signature
- Repeated possession of a cell phone or other electronic devices
- Other similar actions

DETENTION is held **Daily** except Friday from 2:20p.m. to 3:20p.m. All students must be picked up by 3:20p.m. or report to aftercare. 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 or is absent the detention will be reassigned.

FAILURE TO REPORT TO DETENTION will result in the student receiving another detention. Except under extenuating circumstances will be an automatic suspension. Parents or guardians who do not cooperate with the school regarding detention subject the student to suspension, expulsion, or denial of readmission.

SEARCH AND SEIZURE: The legal relationship between the Catholic school and the student (or the student's parent/guardian) is one contract law.

The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice. School officials may search student(s), his/her belongings, (i.e. including but not limited to locker, handbag, briefcase, book bag, cell phone), and his/her other possessions *if one or both of the following exist:*

- The students are informed in writing (parent/student handbook) that searches may be conducted.
- The administrator has suspicion that contraband, illegal substances or objects or stolen property are being concealed or that a violation of a school rule related to the maintenance of discipline in the school has been committed.

The search of a student(s), his/her belongings, shall be conducted respectfully. The search shall be conducted with a minimum of embarrassment to the student(s), preferably in the privacy of an administrator's office. 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.

PORTABLE ELECTRONIC DEVICES: Students **cannot** bring to school or have in their possession any electronic game devices such as but not limited to: iPod, PSP, Nintendo DS, CD players, MP3 players, electronic toys, radios, tape recorders, cameras, and camcorders. These items will be confiscated and the student is subject to disciplinary action. Redemptorist recognizes the convenience and logistical and safety advantages for students to have cellular telephones and other communication devices in their possession while on campus and during school activities.

All communications devices may not be displayed and must be tuned off and stowed away during the academic day and during school activities. Cell phones may not be carried on the student in pockets, purses, sweatshirts, etc. Cell phones must be in the book bags at all times. Students may only use communication devices while on campus and during activities with the permission of the supervising adult, such as the teacher, bus driver, athletic coach or sponsor.

Violations of this policy will result in disciplinary measures as well as the confiscation of the communication implement. The administration reserves the right to read text messages or check address books on cell phones that may be confiscated. For the purpose of this policy, the term “communication devices” includes cell phones, beepers, pagers, two-way radios, palm top computing devices and similar devices.

DRESS AND GROOMING CODE

Both boys’ and girls’ uniforms **MUST** be purchased from *Inka’s 11626 Sherwood Forest Court, Baton Rouge, LA 70816 @ 1-800-780-8751*. All students are expected to comply with the Dress and Grooming Code. Final decisions regarding the appropriateness of dress and grooming are reserved by the administration. **All students should be neatly and properly dressed in the school uniform. No Exceptions.**

BOYS’ UNIFORM:

- Khaki long uniform pants with logo (K-8) Must touch the top part of the foot no longer;
- khaki shorts with logo (K-8) length must be the middle of the knee; khaki elastic wasted long

pants and shorts with logo for Prek.

- Dark green knit shirt with logo for Prek through 8th grade (may wear a solid white, short sleeve undershirt beneath his uniform shirt)
- Solid brown belt with a plain buckle only (Shirt tail must be tucked in at all times.)
- White ankle or crew Socks only.
- Solid brown leather loafer type/saddle oxford shoe or white, black or brown tennis **ONLY (No sandals or boots)**

BOYS’ GROOMING:

Boys’ hair must be clean and well-groomed with a traditional, conservative cut. Hair length in back is above the shirt collar with the front hair length clearly above the eye brows. **Sculptured designs or lines, shaved heads, braids, tails in the hair, Mohawks, afros (index finger length) and tinted hair are not allowed.** Side burns are not to be shaved above the natural hair line.

A simple chain around the neck and a small ring are not acceptable. **Earrings may not be worn by boys.**

Heavy chains on jewelry or 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.

GIRLS’ UNIFORM:

Pre-Kindergarten through 3rd grade

- Plaid jumper with logo. Length must be the middle of the knee.

- Under jumpers are solid dark green shorts that must be worn beneath the jumper.
- Plaid walking short. Length must be the middle of the knee.
- Khaki long pants with logo. Must touch the top part of the foot no longer.
- White Peter Pan blouse with logo worn under jumper or with walking short or with long pants
- White, banded-at-waist blouse with logo worn with walking short or long pants
- **White** ankle or crew Socks and white tights (no leggings, no No-Show socks or sweat pants)
- **Solid brown leather loafer type/saddle oxford shoe or black, grey or brown tennis ONLY. (No sandals or boots)**
- Solid brown or black belt with a plain buckle only.

4th grade through 8th grade

- Plaid skirt with solid grey or solid dark green shorts worn underneath.
- Length must be the middle of the knee
- Under jumpers are solid dark green shorts that must be worn beneath the jumper.
- Plaid walking short. Length must be the middle of the knee.
- Khaki long pants with logo. Must touch the top part of the foot no longer.
- Solid white banded-at-waist uniform blouse with the school logo
- (Girls may wear a solid white undershirt beneath the uniform blouse.)
- **White** ankle or crew socks and white tights (no leggings, No-Show socks or sweat pants)
- Solid brown leather loafer type/saddle oxford shoes or black, grey or brown tennis ONLY. **(No sandals or boots)**
- Solid brown or black belt with a plain buckle only.

GIRLS' GROOMING: Hair must be neat and clean with no "unnatural" colors i.e. fluorescent, bright green, etc. Extreme hairstyles (i.e. symbols and words) and hair that is distracting to the educational setting will not be allowed. Hair must be kept out of the eyes. **This is left to the administration's discretion.** No hats, hoodies, headbands larger than ½ inch, scarves, or bandanas may be worn. No make-up will be worn in grades PreK-8th. **Makeup/cosmetics, lip gloss/balm, artificial nails, and tinted hair ARE NOT allowed. Girls may wear small pierced earrings (one in each ear) ONLY!**

Undergarments should not be showing. Clothes should fit properly; undershirt sleeves should not be longer than (nor visible below) uniform shirt sleeves.

Ribbons, barrettes, and bows are allowed in moderation and must be school colors only. Hair beading is not acceptable.

COLD WEATHER GEAR: In cold weather, students may wear the nylon green uniform jacket or the dark grey Redemptorist Polar Fleece. **The only sweatshirt allowed is the Redemptorist sweatshirt sold as a fundraiser.** Heavy overcoats 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.

CASUAL DRESS DAYS: On days when alternate dress is offered as an option, students should be modestly and neatly dressed. Casual dress days are at times “free of charge” but at times cost \$2.00. On **Casual Dress** days, boys and girls may wear jeans or slacks (that fit properly and have no tears or holes in them), uniform shorts, or other shorts that are no shorter than 2 inches above the knee. Students may wear shirts or blouses that are modest and fit properly. 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, no tight jeans and shirts with inappropriate writing or graphics. Sandals are allowed (no thongs or flip-flops).

**The school administrator or her delegate holds the final decision
Regarding what is or is not appropriate dress.**

On **SPIRIT SHIRT** days, students may wear the designated school spirit shirt with school pants or with jeans or with shorts that are no shorter than 2 inches above the knee.

DRESS UNIFORM:

On Mass days and Every Friday, or other announced days students must wear the dress uniform as outlined below:

Girls: The jumper or skirt with a uniform blouse. (The girls may wear the uniform long pants on Dress Uniform days only when the temperature is 39 degrees or lower that morning.)

Boys: Long uniform pants with the uniform shirt.

6th thru 8th Grade Girls-Redemptorist green vest, plaid skirt, and Redemptorist long/short sleeve white button down oxford shirt, Redemptorist shirt.

6th thru 8th Grade Boys- Redemptorist long sleeve white button down oxford shirt, necktie/bowtie with khaki pants.

Uniform Violations

Level I – Verbal warning.

Level II – School sends home a uniform violation stamp/note.

Level III – Student will call parent from office to obtain correct uniform. Student will wait in the office or detention room for parent to bring correct uniform.

CAFETERIA:

This information applies to scholarship parents and tuition payers. Breakfast/Lunch Fees are established by the Diocesan School Food Service Office. These fees are payable to the cafeteria. Redemptorist participates in the Child Nutrition Program of the Diocese of Baton Rouge. Families **MUST** apply for free or reduced lunch. Any parents that do not apply for lunch are responsible for the bill. Families must re-apply each year and forms are available online. A form must be completed for each child if you choose to apply.

Until ALL Child Nutrition Paperwork is Approved, by the Diocese Parents are responsible for cafeteria bills.

Beginning on August 6th, 2020 to the end of the school year if your child's cafeteria bill exceeds \$20.00 the child will not be able to eat breakfast or lunch. Parents will have to provide lunch.

Forms will be sent out to parents at the beginning of every school year so that families may apply for free or reduced lunches if they care to do so. It is the parents' responsibility to ensure that all lunch paperwork is completed and returned at the beginning of the school year.

The school reserves the right to exclude your child from participation in the School Lunch Program due to your delinquent lunch account.

Students that select to eat lunch in the cafeteria must do so for the entire school year. Students who bring their lunches cannot bring soft drinks or restaurant-packaged food. They can buy milk only and cannot eat any cafeteria food.

BREAKFAST is served beginning at 6:50 until 7:15 a.m. Children may go directly to the cafeteria if they are purchasing breakfast. Once they have eaten, they must report to the gym to line up with the class.

LUNCH is served at the following times (Times maybe adjusted)

10:25 Pre-K

10:35 2nd - 3rd grades

10: 30 K-1st

10:40- 4th -5th grades

10:45 6th thru 8th grades

PARENTS AND GRANDPARENTS who wish to have lunch with their children are warmly invited to do during special occasion such as parent(s)/grandparent(s) day. Notification and payment **MUST BE MADE** at last 2 days in advance in the front office. **CASH ONLY!!**

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 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.

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.

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.

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 at a school function, 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 the authorized person picks him/her up.

WEAPONS ON CAMPUS: R.S. 14:95.2 as amended by the Louisiana Legislature through the Third Extraordinary Session of 1994 creates the crimes of carrying a dangerous weapon by a student or non-student on school property, on a school bus, at school-sponsored functions, or in other designated zones. The law provides that a dangerous instrumentality includes but is not limited to a firearm or other object, any gas, liquid, or other substance, is calculated or likely to produce death or great bodily harm. A dangerous weapon includes a gun, knife, club, or similar device.

The law prohibits possession of such an instrumentality within 1,000 feet of the school's property, on a school bus, and at any school-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities.

Whoever is convicted of the crime of carrying a dangerous instrumentality, whether a student or a non-student, is

subject to a maximum penalty of imprisonment at hard labor for not more than five (5) years.

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 7:18 a.m. and report directly to their assigned area in the gym. If the student chooses to purchase breakfast in the cafeteria, the student should arrive in the cafeteria by 7:10 in order to allow enough time to be served, 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.

Parents may be in the cafeteria for breakfast with the child but should allow the child to proceed to the gym alone. If you plan to go into the cafeteria for breakfast, park outside the gates on St. Katherine and take great care in escorting your child through the parking lot to the cafeteria. 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, parents who have business in the office or those who have a large item (such as a project, etc.)

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.

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.

NO student should be checked in after 8:15am, if so the school must receive an Official Doctor’s Note and they are still counted as Tardy.

NO student can be checked out after 1:30pm. In case of doctor appointments students must bring in a doctor’s excuse the next day.

Dismissal begins at 2:00 for Pre-k and Kindergarten in front of the school building. 2:20 p.m. dismissal for students in 1st thru 8th grade and students should be clear of the campus no later than 2:45 p.m.

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

Any child left and not registered for Ext. 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.

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 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.**

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 SCHOOLS

May occur in inclement weather, etc. Parents must 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, One Call. 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.

ATTENDANCE

Punctuality and regular attendance is expected of every student. **Students must be present a minimum of 167 days to be eligible to receive credit for the courses taken.** Students are allowed to missed 10 days per academic school year. Upon the return after an absence from school, a student must report to the homeroom teacher with **a note signed by one of the parents explaining the reason for the absence. These notes are to be retained in the students' homeroom file.** If a student is absent three or more days, a note from the doctor is required in addition to the note from the parent.

PERFECT ATTENDANCE

ABSENCES: If a child is to be absent, the parent should call the school office by 7:15 a.m. to leave a message on the answer phone or before 9:00 a.m. to speak to the Secretary. Parents may request homework by calling before 9:00 and by indicating how the homework will be collected. The office staff will notify the respective

teacher to gather assignments and work as time permits. This service might be suspended during heavy seasons of absences, i.e. flu and cold seasons, etc.

Parents may pick up the assignments in the school office between 2:30 and 3:00 p.m. It is the responsibility of the student to see that any work missed during an absence or tardy period is made up.

Generally, a student is allowed the same number of days in which to make up the work as the number of days he/she missed. The student should make arrangements for make-up work with the teacher.

If a student plans to be absent a number of days, i.e. vacation with parents, etc. work will be made up by the student upon his/her return to school. The teachers may choose to give work in advance at their discretion.

If a student is absent without a written excuse or if the school has reason to suspect the validity of an excuse, the case will be investigated. Cases of frequent absenteeism will be reported to the proper civil authority.

By State law, elementary students must be present a minimum of 167 days to be eligible to receive credit for the courses taken and to be promoted to the next grade.

TARDINESS: Any child who arrives after 7:30 a.m. is considered tardy. **The parent must accompany the child into the office to sign in late.**

Students in (PreK-8th) that checked in after 9:00 am, will receive a half day absence.

Habitual tardiness is unacceptable and unfair to other students because instruction is interrupted every time a late student arrives. **Every five unexcused tardy will count as one unexcused absence.** Please note that five unexcused absences may result in Truancy Court for the parent/student. For students to receive an excused tardy, the office staff must receive an official doctor's excuse. If the tardiness continues, the administration will take more serious action to bring the tardiness to an end.

RES EXTENDED CARE (AFTER SCHOOL)

Extended care is available to PreK-8th grade students after school until 6:00 p.m. An extra fee is required for tuition or scholarship students to enroll.

Pre-K Extended Care closes at 6:00. Any student still at the school at 5:40 thereafter, pm. a call will be made to parents as a reminder. If the Pre-K student is not picked up by 6:05 a fee of \$15.00 the first 5 minutes and \$1.00 per minute thereafter. If the student is not picked up by 6:15 pm the authorities will be called.

Kindergarten -8th grade Extended Care closes at 6:00. The times and cost are as follows:

- **6:30-7:15 – \$40.00 6:45 – 7:15 - \$25.00**
- **For morning care and after care until 4:00 p.m. is \$100.00 monthly**
- **For morning care and after care until 6:00 p.m. is \$125.00 monthly**

Please note: Ext. Care fee 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 before walking across to Ext. Care Building. This will eliminate parents parking in the front of the building after school and waiting to avoid the carpool line.

If the child isn't registered an \$8.00 drop-in fee must be paid at that POINT OF PICKUP EACH TIME! If not paid then it must be paid the NEXT DAY or \$10.00 late fee will be assessed. Students will only be able to drop-in 3 times out of the month; thereafter the child is automatically enrolled in Aftercare.

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.

Please note: Payment is due the 1st - 5th of each month . Students will not be able to return to school until paid. Ext. Care is an extended part of the schools financial obligations and will be treat accordingly. This policy includes all tuition/scholarship students in Pre-K thru 8th.

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. PLEASE BE ON TIME!!!

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.

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. **These rules are from East Baton Rouge Parish School but with few additions by Redemptorist St. Gerard**

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.
- 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.)

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.

Leaving 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
- 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 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.

OTHER POLICIES, PROCEDURES, OR INFORMATION

The policies and procedures found throughout this handbook guide the administration, staff, parents, and students of Redemptorist. It is the responsibility of all members of the school community to be knowledgeable of the contents of this book and to be governed by them.

ILLNESS DURING SCHOOL: If a student becomes ill or is injured significantly during the school day, the student is to report to the school office. The secretary will call the parent. If the parents cannot come, a written note must accompany the person who is to pick the child up from school or a parent may call the secretary to give the name of the person who is to pick up the child. A student may not remain at school if he/she has fever, diarrhea, head lice, ring worms, pink eye, etc.

A student may not return until the child is fever free for at least twenty-four hours.

MEDICAL APPOINTMENTS: All medical appointments should be made outside of school hours whenever possible. If for some reason it is necessary to check a child out for an appointment, the student must bring a written request for early dismissal signed by one of the parents to the homeroom teacher. Remember to pick up the child before 2:00.

MEDICATION POLICY

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 school teachers and administrators have the right to take any such medication away from the child

and contact the parent for appropriate information. Possible detention, suspension, or expulsion may result. Medication will not be given at school. This includes antibiotics, short-term medications as well as non-prescription 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), Insect sting allergy - must have a note from the physician with specific instructions, Anticonvulsant medications (e.g. Dilantin, phenobarbital), Medication for asthmatic conditions

If a child must take one of the above mentioned medications at school, a parent should 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.

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. We do not have a school nurse on staff.

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.

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 must 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. If there is an urgent need, report to the school office for aid from the principal or secretary. Visitation of classrooms is not allowed in order to deter distractions in the learning environment. Parents should not expect to go to the classroom to "observe."

CLASSROOM VOLUNTEERS

Family volunteers greatly enhance classroom and enrichment programs and are essential for supervision on some field trips. The purpose of volunteers is to provide hands-on assistance to students and teachers in the classroom and on field trips. The following guidelines are in effect:

1. Must complete the Diocese of Baton Rouge Child Protection Program.
2. Arrange childcare for younger siblings when volunteering in the classroom, enrichment classes, and on field trips.

3. Arrive and depart at the scheduled time.
4. Volunteers should be appropriately dressed for the activity.

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 children. 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, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the parent to provide the school with an official, signed copy of the court order.

EXTRA-CURRICULAR ACTIVITIES

Redemptorist offers athletic activities for boys and girls in the upper grades. Catholic students may participate as Altar Servers. All school rules apply to students involved in these activities in addition to any specific expectations or guidelines set down by the coordinators of the activities. Specific grade requirements and behavior requirements of each group must be observed.

ALTAR SERVERS

Catholic boys and girls in grades 5-6 are eligible to participate as altar servers at the school masses. They must be in good standing with regard to conduct.

ATHLETICS:

In the fall there are boys' football and girls' basketball. In the spring there is basketball for the boys, volleyball for girls, and track for boys and girls. Cheerleading is also part of the athletic program.

PARTIES FOR STUDENTS(ONLY Pre-K & Kindergarten ONLY)

The teachers, in coordination with the room mothers, plan class parties at Christmas. Principal's permission must be obtained for any other parties.

Birthday parties are only allowed in grades Prek thru Kindergarten. Birthday treats for 1st thru 8th grade students may be shared at the end of the lunch period, during recess, or at the end of the school day. The followed procedure must be followed:

- 1. Contact the teacher prior to sending birthday treats.**
- 2. The treats may 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 Main Office with the student on the morning of the birthday, along with a note to the teacher. Label the treats with the student's name and class.**

Balloons, flowers, candy, etc. may be sent to the office. Students will be notified and may pick these up at the end of the day. Invitations to private parties, clubs, or other events or activities are not to be issued at school unless an entire homeroom, or all boys or all girls in a homeroom or grade level are invited.

RECORDS

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

Also, Redemptorist will share demographic/contact information with our 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.

BOOKS AND MATERIALS

All textbooks and workbooks are furnished by the school. Tuition covers only a fraction of the cost of the books, so we make every effort to protect the books and must have the following regulations:

All textbooks that are taken from the classroom must be covered by the student. If the school does not provide the student with book covers, it is the student's responsibility to obtain covers.

A fee determined by an administrator will be levied on damaged books and assessed to the student. This fee will be based upon 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. The school cannot be the judge of with whom the responsibility of a lost or damaged item lies.

LIBRARY

The school library is an essential aid in the education of students. It offers materials such as computers, books, magazines, pamphlets, audio-visual materials, and on-line computer resources.

FINES

A fee of ten cents (\$.25) per day will be charged for overdue books.

REPLACEMENT- Will be charged for lost and damaged book(s).

Report cards won't be issued to students until all outstanding fees are paid.

CHILD PROTECTION

SAFETY

In accordance with the Office of Child and Youth Protection for the United States Conference of Catholic Bishops, all school personnel and volunteers who have ongoing, unsupervised contact with minors must complete a background check, undergo Safe Environment training, and fill out certain documentation. These measures are established to promote child safety and protection.

The safety of students is of the highest priority at Redemptorist. All gates and doors are closed to the public with the exception of the main school door which enters from Saint Gerard Avenue. All visitors to campus must report to the office through that door for permission and identification to be on campus. The visitor must sign in and out on the list provided in the office.

Fire and tornado drills are practiced periodically throughout the school year. Shelter in place and evacuation plans exist in case of chemical spills or leaks, etc. Should such an emergency occur, parents are asked to follow instructions given through the air media (radio and television) as to what they are to do. If an evacuation occurs, the media will instruct parents when and where to pick up the children.

The school will conduct emergency drills monthly. The school has emergency plans in place for both shelter-in-place and evacuation. At the given signal, all students and school personnel are to follow procedures for the specified emergency. All drills are conducted in silence for the safety of all students and personnel.

ASBESTOS

The physical plant at Redemptorist does contain small amounts of asbestos suspect materials. They are not friable (dangerously air born) and they are regularly inspected and safely managed according to a plan approved by the government. If at any time these materials should become hazardous to health, they will be carefully removed or protected to insure the continued safety of all persons.

ATHLETIC HANDBOOK

The athletic program is an extra-curricular activity of Redemptorist. The object in having such a program is to train youth in wholesome competition to develop strong bodies, alert minds, strength of character, courage, and all qualities that true sportsmanship demands.

PURPOSE: Redemptorist is dedicated to the development of the whole child-- spiritually, socially, mentally, emotionally, and physically. School sponsored interscholastic athletic programs provide a means to pursue this mission.

Sports programs help children:

- Develop an awareness of their abilities
- Learn and improve athletic skills
- Acquire the true meaning of and practice of sportsmanship
- Be a part of team effort
- Enhance their self-esteem and feelings of belonging
- Form foundations for a healthy adult life style

ADMINISTRATION

The principal is the ultimate authority over the Athletic Program. The Athletic Director, appointed by the principal, serves as liaison between various coaches and league coordination. His/her responsibilities include but are not limited to assisting with scheduling, enforcing eligibility requirements for participants, assisting in recruitment of coaches, attending league meetings and planning required in-services for all coaches. The Athletic Director will consult with the principal concerning all plans, schedules etc.

ELIGIBILITY

Participation in the athletic program is a privilege. **All Athletic Participation Fees are NONREFUNDABLE, NO EXCEPTIONS.** To be eligible, the student must maintain satisfactory studies and satisfactory conduct. (See "GRADES" below) Students must also meet requirements set forth by the league in which the school is participating. Students and parents must complete all of the necessary

paperwork (health forms, proof of insurance, league forms, permission slips,...) and pay any assessed fees by given deadlines. Parents and students must demonstrate appropriate sportsmanship in order to remain eligible. (See “SPORTSMANSHIP” below)

COMPLIANCE and IMPLEMENTATION

Failure to comply with the guidelines established for the athletic program as well as rules established by the school may lead to probation during the season or dismissal from the athletic program.

The athletic director will review report cards at the end of each 9 week period to determine eligibility.

- The **Athletic Director** will notify the office of student athletes with an average below 2.0.
- The principal will monitor Progress Reports and Report Cards and review all averages before a student is dismissed from participation.
- Students with past due balances cannot participate in **Any** athletic events until balances are made current.

PARENT SERVICE HOURS

The school is asking each family to volunteer 25 hours of service during the school year, which 12 will be required for Athletics. The athletic program provides many opportunities for service. The program needs parents to work in the concession stands, clean the gym and football field, make phone calls, organize volunteer work schedules, coach and assist coaches, keep the score book, run the clock, collect admission, etc.

SCHOOL COLORS: Forest Green and White **MASCOT:** Wolf

CHEERLEADERS

Cheerleaders: Cheerleaders are selected through a “try-out” procedure. Try-outs include instructional and practice preparation and an actual try-out performance. An impartial panel of judges is assembled to judge try-outs. Cheerleader guidelines and information about procedures and standards will be presented to parents and cheerleaders at an informational meeting.

GRADES:

1. Athletic participants must maintain a 2.0 overall average per 9 week period with no more than one F on the report card.
2. At Progress Report time, students and parents should review grades so that students can work toward improving averages that are below 2.0.
3. Students with less than a 2.0 average or more than one F on their report card will not be allowed to participate for the following 9 week period.
4. Students with less than a 2.0 average or more than one F on their report card in the last 9 week period will not be allowed to participate the first 9 week period of the following school year.

SPORTSMANSHIP

Parents are the prime educators of their children. I am the guiding force behind my child’s attitude. What is said about coaches and teammates is reflective of my intent to mold positive character in my child. I will support the efforts of my child more than the results. I will do my part to encourage a positive environment off the field as well as on the field. Student athletes will learn a positive competitive attitude from listening to and watching adults model healthy attitudes toward sports competition.

Parents should allow coaches to coach and officials to officiate without criticism or loud opposition. Parents should never disrupt the game by walking onto the court, approaching coaches or players during the game, or being loudly critical of officials or opponents.

Players I am humble in victory and gracious in defeat. I respect by coach and the officials and accept their authority without question. I represent my school with class. I develop character by working toward a goal over time. I will not quit! I represent themselves, their families, and their school when they are in the RES team uniform. For this reason, they should be respectful of teammates, coaches, officials, and opponents. Players should be humble in victory and gracious in defeat. The joy of athletics is found in healthy play and not in the Win/Loss column. Players should never challenge officiating.

Coaches teach life's lessons and greatly impact their teams. This is an awesome responsibility. They should create a positive environment, led by example, and uphold the high standards of appropriate athletic participation. Coaches should behave in a Christian manner and observe rules and procedures for questioning officiating.

MANDATORY ATTENDANCE

Athletes are expected to meet practice and game attendance standards in order to remain on the team and to receive recognition/awards.

ATHLETIC PARTICIPATION AWARDS

Each year as funds are available, the Athletic Association strives to provide trophies for those students who successfully complete athletic team participation. Only boys and girls who are enrolled at Redemptorist at the time of the awards presentation are eligible to receive an award and be recognized at the presentation. If a student loses eligibility during the sport's season due to misbehavior, poor academic average, or failure to meet mandatory attendance standards, the student will not be recognized or presented an award.

The awards to be presented are "participation" awards selected by the Athletic Director with the approval of the principal. Individual athletic performance is not highlighted.



Redemptorist St. Gerard Catholic School
Parent-Student Handbook Agreement Form
2020-2021

The Redemptorist Parent-Student Handbook is a statement of the school's mission, philosophy, policies and procedures. Parents who enroll their child(ren) into Redemptorist enter into a partnership with the school. The handbook is a contractual agreement between the school and the parent, so by enrolling, both the parent and the

child agree to be governed by the policies and procedures of the school including those set forth in this handbook as well as other periodic school communications, all of which conform with Diocesan policy. The administration reserves the right to amend the handbook and to change policies with prior announcement/posting.

We the undersigned have read and discussed the Redemptorist 2020-2021 Parent-Student Handbook. We agree to be governed by Redemptorist policies and procedures.

_____ Parent or Guardian Signature	_____ Date
_____ Student Signature	_____ Grade

RETURN ALL FORMS SIGNED BY ALL PARTIES by August 20th, 2020
or they won't be allowed to return



Redemptorist St. Gerard Pledge

Redemptorist Catholic School calls us to acknowledge that spiritual formation of our children is the primary responsibility of the parent. We understand that it is the stated mission of Redemptorist Catholic School to provide a Catholic foundation for a spiritual growth. In order to achieve the ultimate harmony of these beliefs, meet the challenges of Catholic living, and accept the precept that we have the greatest influence on our children, we make a conscious commitment to the following practices:

For Catholic families:

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

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

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

For Non-Catholic families:

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

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

We pledge, through prayers and lifestyle, to uphold the philosophy and principles, which govern Redemptorist.

This Redemptorist Pledge, signed by both parents, custodial and/or non-custodial, and/or guardians for the 2020-2021 school year, signifies the acceptance of the principles of Catholic education and the intention to demonstrate that acceptance.

Parent or Guardian Signature

Date

Student Signature

Grade

**RETURN ALL FORMS SIGNED BY ALL PARTIES
BY AUGUST 20th, 2020 or the student will not be able to return to Redemptorist.**



Permission Letter for Publication of Students' Work or Photographs

Redemptorist St. Gerard Catholic School

3655 St. Gerard Avenue

Baton Rouge, Louisiana 70805

Phone 225-355-1437 Fax 225-355-1879

Dear Parent or Guardian,

I am writing to request your permission for photographs of your child to be taken during school activities. If photographs are taken, this would be for the purpose of educating students, promoting the school, or promoting public education. I am also seeking your permission for the school to publish photographs and/or samples of your child's work. If you give your permission, the school may publish photographs of your child and/or samples of work done by your child in a variety of ways. The publications could include, but are not limited to, school newsletters (online and in hard copy), Department of Education

and News Internet or intranet websites, school annual magazines and local newspapers. If published, third parties would be able to view the photographs and work.

Please note, that if you agree to the following:

1. The school is able to publish photographs of your child and samples of your child’s work as many times as it requires in the ways mentioned above.
2. Your child’s photograph may be reproduced either in color or in black and white.
3. The school will not use your child’s photograph or samples of your child’s work for any purpose other than for the education of students, or for the general promotion of public education and the school.

Any photographs taken by the school will be kept for no longer than is necessary for the above-mentioned purposes and will be stored and disposed of securely.

If you agree or disagree to permit the school to take photographs of your child, and to publish photographs of your child, or samples of your child’s work, in the manner detailed above, please complete the consent form and return it to the school by **August 20, 2020**. This consent, if signed, will remain effective until such time as advise by you to the school.

Consent Form for Publication of Students’ Work or Photographs

_____ **I agree**, subject to the conditions set out above, to the taking of photographs of my child during school activities, to be used by the school in educating students and promoting the school and public education. I also agree to the publication of photographs or samples of work of my child. I will notify the school if I decide to withdraw this consent.

Student’s name: _____ Student’s Grade: _____

Parent’s/Guardian’s Signature: _____ Date: _____

_____ **I disagree** and do not permit Redemptorist to take photographs of my child.

Student’s name: _____ Student’s Grade: _____

Parent/Guardian Signature: _____ Date: _____

Faithfully in Christ,
Mrs. Cheryl Domino
Mrs. Cheryl Domino, Principal

