

Redemptorist St. Gerard Elementary Catholic School



PARENT AND STUDENT HANDBOOK 2023-2024

Now faith is the assurance of things hoped for, the conviction of things not seen. Hebrews 11:1

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Redemptorist St. Gerard Catholic School of Baton Rouge, Louisiana, admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities accorded or made available to students at its schools. RSG does not discriminate based on race, color, national and ethnic origin in the administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

**REDEMPTORIST ST. GERARD ELEMENTARY CATHOLIC SCHOOL
PARENT AND STUDENT HANDBOOK
2023-2024**

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School Information

MISSION STATEMENT

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

PHILOSOPHY

Redemptorist is a diverse learning community providing a student-centered, loving family environment where parents join in support of the school mission. RSG students are proud members of the Redemptorist Wolfpack who participates in a broad array of athletics and extra-curricular activities, who pursue community service to build God's Kingdom, and who continue the legacy of Redemptorist St. Gerard.

ACCREDITATION

SACS Approved

OUR SCHOOL HISTORY

St. Gerard Majella was founded in September of 1945 by the School Sisters of Notre Dame. The school began with grades one through eight with each classroom housing seventy to ninety students. In 1963, the school was divided into K-6th with a Junior High added to the elementary school known as the Madonna Center which later serves as the community church hall.

The school added Pre-K for the 1985-1986 school year for a brief period until 1989. PreK was reinstated in 1998 and continues today with class size maxing out at twenty per class in the Guardian Angel wing.

Redemptorist Missionaries support the education of students since the school opened in 1945 and continues to today. Redemptorist High School closed its doors in May 2015 with the incoming seventh graders joining in the 2015-2016 school year with the name officially changing to Redemptorist St. Gerard.

From the school's inception, dedicated Sisters and lay teachers along with generous parishioners built a family community and tradition of educational excellence.

Non-Discrimination Policy

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

Notification of Designation of Directory Information

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

Designation of Directory Information:

Designation of Directory Information: Parents and eligible students are advised that Redemptorist St. Gerard has designated the following information contained in the education records of its students as "Directory Information" for purposes of FERPA: the student's name, addresses (including email addresses), telephone number, date of birth, year of school, parish, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs (including identification pictures), videos depicting and/or concerning life at the Redemptorist St. Gerard, degrees and awards received, and previous educational institution(s) attended. Directory Information may be disclosed without consent.

Parents and Eligible Students' Right to Prevent Disclosure of Directory Information:

Any parent or eligible student wishing to prevent disclosure of directory information must file a written notification to this effect with the Principal of Redemptorist St. Gerard.

Annual Notification of Rights under FERPA

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

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

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

Administration

The principal is the director of the school and is responsible for its daily operations. The principal is accountable to the Pastor, Diocesan Board, and the school 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 are comprised of a group of dedicated laypeople qualified by Diocesan Standards. It is their responsibility to help create a safe environment conducive to education, facilitate learning, and help build a faith-based community.

RELIGIOUS EDUCATION GOAL

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

OBJECTIVES

To realize this, we strive to:

- Instill in each child a sense of his/her privilege and responsibility in helping to build God's Kingdom here on earth by internalizing Catholic doctrine.
- Encourage each student to respond to the Lord through experiences in silent, spontaneous, and formal prayer.
- Give students the opportunity for active participation in liturgical celebrations and provide special sacramental preparation programs 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.

INTELLECTUAL GOAL

Redemptorist St. Gerard School seeks to create an educational atmosphere, which encourages and challenges students to develop to their fullest potential.

OBJECTIVES

We strive to:

- Utilize the curriculum to effectively develop, master, and refine the fundamental skills in reading, writing, and mathematics.

- Foster in our students creativity, intellectual curiosity, and a spirit of enthusiasm for learning which will enrich the quality of their lives.
- Use standardized test scores as an aid in assessing student progress, planning curriculum, and addressing academic difficulties among our students.
- Provide opportunities for students to develop independent study skills.
- Integrate the use of technology within the curriculum.

SOCIAL AND PSYCHOLOGICAL GOALS

Redemptorist St. Gerard School seeks to assist each student to develop a sense of self-worth, to become more aware of the dignity of others, and to acquire a sense of responsibility to society.

OBJECTIVES

We strive to:

- Help students develop a positive self-image and an attitude and spirit that will enable them to live worthwhile lives as members of society.
- Foster in students a deep appreciation of their American culture and heritage, while recognizing the contribution that all cultures make to society.
- Develop respect and reverence for all human life so that freedom, peace, and justice will become a reality in our world.
- Provide opportunities for students to work cooperatively, emphasizing that friendship is an important human relationship and should be extended to every member of the student community.
- Encourage students to accept personal responsibility and develop self-discipline.

OFFICE HOURS

The school office hours are from 7:00 a.m. to 3:30 p.m. on weekdays. On early dismissal days, the office will be open from 7:00 a.m. until 30 minutes after dismissal. At other times please leave a message on the answering machine or contact us via email. Email addresses are listed at the back of this document.

PARENTAL EXPECTATIONS

In enrolling the child in a Catholic school, parents are to be aware that they are expected to demonstrate their support of Catholic education. Please be respectfully attired when coming to campus for conferences or any other business. 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 in jeopardy. Students are expected to comply with all school regulations, cooperate with the administration, participate in all aspects of the religion program, and conduct themselves, both on and off campus, in a manner that is

conducive to good learning and appropriate behavior. In addition, parents/guardians should notify the school Office of any transportation changes.

ADMISSION POLICIES

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.

ADMISSION REQUIREMENTS

Parents who seek a Catholic education for their child/children enter into a contractual agreement between the school and the parent/guardian and/or the rules of the school covering all areas of the student's development as stated in the school's philosophy. As part of the contractual agreement, there are explicit (expressed), and implicit (implied) expectations placed on both parent and administration. These rules and regulations are included in the parent/student handbook and school communications. Redemptorist St. Gerard School does not discriminate based on race, ethnic origin, or sex.

All students presently enrolled at our school are given priority for re-admission for the next school year. However, if parents do not pay registration fees by the due date, admission is on a first-come, first-served basis. 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.

Transgender Students

Parents whose transgender students present for admission or continuing enrollment in Redemptorist St. Gerard School will be requested to:

1. Present documentation shows that their child has been diagnosed with gender dysphoria.
2. Attend a conference with the pastor, principal, and diagnosing physician.
3. Understand that the student will be held to the same expectations for conduct, in and out of the classroom, as outlined in the Redemptorist St. Gerard Parent/Student Handbook.
4. Support the school in requiring the student to use the individual restroom located in the office.

This policy has been developed with consideration given to the psychosocial development of each student and with deep respect for the dignity of each person.

Records Requirements

Baptismal Certificates:

The baptismal certificate (if Catholic), birth certificate, updated health records, evidence of residency, and copy of the child's social security card.

Health Records:

A current immunization record must be completed by your child's physician or an acceptable authority and returned before the first day of school. By state law, no child may attend school until this has been submitted.

The following records are required of all students:

- A. Four (4) DPT (Diphtheria, pertussis (Whooping Cough), Tetanus combined)
- B. Three (3) Oral Polio
- C. One (1) Measles
- D. One (1) Rubella (German measles)
- E. Mumps
- F. Hepatitis B (3 doses)
- G. Varicella (Chicken Pox)
- H. Meningococcal (MCV-4) Students entering 6th Grade.

The last DPT and Polio vaccines must have been received after the student's fourth birthday. Any child who had a note from a physician stating that no immunizations are needed or should be received at this time will be considered fully immunized.

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 Redemptorist St. Gerard for the respective student.

Kindergarten

The minimum age for kindergarten shall be age five (5) by September 30.

The following documents must be presented at the time of registration:

1. Birth certificate
2. Baptismal certificate (Catholics only)
3. Immunization records
4. Social Security Card to substantiate SSN

First Grade

Children shall be accepted into the first grade according to the standards established in the Louisiana State Department Bulletin 741. The same documents required for entry into kindergarten are required for entry into first grade.

New Students in Grades 2-8

The following documents must be presented at the time of registration:

1. Birth certificate
2. Baptismal certificate (Catholics only)
3. Immunization records
4. Social Security Card to substantiate SSN
5. Official transcript of previous grade
6. Standardized achievement results
7. Proof of Residency

Financial Policies

TUITION

Redemptorist St. Gerard School is a parish ministry. Based on diocesan policy, the pastor is the person responsible and accountable for the financial actions of the parish. To this end, all budgetary plans and financial commitments of the school are made in coordination with the pastor, principal, and school finance office. Tuition is subject to a series of reviews and approvals. Financial policies that govern the school are designed to safeguard the assets of the parish and school to ensure a sound economic base, incorporating guidelines for both long-and short-term planning. Once established, the budget and deadlines cannot be altered or extended.

The school's budget is prepared annually. The annual tuition rate is based on projections of the per pupil cost less contributions from the parish, donors, and fundraising. Financial stability at Redemptorist St. Gerard is contingent on a timely remittance of tuition, fundraisers, receipt of donations, grants, and fellowships, and proper fiscal management by the pastor and school finance officer. Tuition for the academic year will be determined each year before registration.

If a parent is more than 60 days delinquent in the payment of tuition, the school reserves the right to refuse service to the student(s) until such delinquency is paid. If the delinquency continues, the student will be dropped from the school at the end of the grading period. Please note that if a child transfers to another school, student records may be withheld for non-payment.

FACTS is the tuition payment plan provider utilized by Redemptorist St. Gerard School for managing tuition payments. Parents must enroll in FACTS. There is a mandatory \$45.00

processing fee which is added to the first month's payment. Payments are due on the 5th or the 15th of each month. The first month's tuition is due by August 1st, 2023. Parents who wish to pay tuition by the semester are to pay the first semester by August 4th and the 2nd semester is due by December 5th or 15th. Parents who wish to pay their child's tuition in full may do so by the end of August. Parents paying by the semester or for the entire year may do so in the school office.

All tuition must be paid in full by May 1

State or City Ordered School Closures

If school is closed due to weather or a public health concern, parents/guardians will still be responsible for payment of tuition. The education of each student will continue with virtual/remote/e-learning. Teachers will continue to plan standards-based lessons and evaluate student work. Report cards will be distributed at the end of each grading period. If a parent/guardian cannot make the regular tuition payment, the principal should be notified as soon as possible to create a payment plan.

Withdrawal Policy

Redemptorist St. Gerard will not complete recommendation forms for other schools. The administration will complete recommendation forms for students in the eighth grade as part of the high school application process.

When a student withdraws during the school year, the parents must complete and sign a withdrawal form. Allow three business days for the office to complete the withdrawal process. Student records will not be released until after the parent completes the withdrawal process, pays any outstanding fees, and informs the school of the student's next school name, location, and address.

Registration and maintenance fees are non-refundable. If a student withdraws, tuition may be refunded as outlined below (if applicable):

- Withdrawal during the first quarter – 75% of tuition is refunded.
- Withdrawal during the second quarter – 50% of tuition is refunded.
- Withdrawal during the third quarter – 25% of tuition is refunded.
- Withdrawal during the fourth quarter - 0% of the tuition is refunded.

Emergency Card

An emergency card for each student is kept on file in the school office. All reasonable attempts are made to notify parents as soon as possible in case of an accident or injury to a student or when a child becomes ill. Parents must keep the school informed of any changes in address, home/cell numbers, work phone numbers, custodial arrangements, and/or leaving a child with a guardian while traveling. If parents cannot be reached, the school will contact the persons listed on the emergency card. It is the responsibility of the parent/guardian to notify the office of any

changes that may occur regarding emergency data. If a parent is out of town, please notify the homeroom teacher and the school office in writing as to who will be the designated guardian.

Custody Information

The custodial/domicile parent must furnish the school office with a copy of the custody section of the divorce decree. In the absence of this decree, students, as well as student information, will be released to either parent. Upon written consent, the school will provide the non-custodial/non-domicile parents with access to the academic records and other school-related information regarding his/her child, unless we are legally directed otherwise.

Academic Policies

Redemptorist St. Gerard Curriculum is based upon State Standards. The regular courses for each student in grades 1 – 8 include religion, language arts, mathematics, science, and social studies. Various enrichment classes include technology, physical education, and library.

Redemptorist St. Gerard faculty, staff, and administration may not discuss academic, behavior, or discipline records, with anyone other than the child’s parents or legal guardians. RES respects the confidentiality of the families it serves. Redemptorist employees will keep the information confidential as long as no one’s life, health, or safety is at stake. Parents will be notified promptly of any concerns relating to the student’s life, health, or safety. All Redemptorist St. Gerard employees are mandated reporters as required by state law.

- A. Books & Materials – School supply lists were issued at the end of the year and are on the school’s website.
 - a. All textbooks provided to the students are the fiscal responsibility of the parents.
 - b. A fee will be assessed on all damaged books. The fee will be based on the replacement value.

- B. Grading System - The following numerical percentage scale is used to determine daily grades, nine-week averages, and the yearly average in each subject:

Grading Scale	Letter Grades	Quality Points	Achievement
93-100	A	4	Outstanding
85-92	B	3	Good
75-84	C	2	Satisfactory
67-74	D	1	Minimum
66-0	F	0	Failure
I			Incomplete

Teachers are responsible for determining the listed marks for each nine weeks (grades 2-8) or each semester (grades K-1). All grades for tests, assignments, projects, etc. during a grading period are averaged to arrive at the quarterly mark.

An interim four-and one -half weeks progress report will be sent home by each teacher for every student during the fifth week of each quarter. Report cards are issued every nine weeks. Report cards, checklists, and/or narrative reports will be issued each nine weeks for grades Kindergarten students.

HOMEWORK

Redemptorist St. Gerard School fully supports the philosophy that homework should be assigned. Completion of homework has a direct effect on a student's grades. Homework activities may include practice and application of previously taught material, supplementary reading, research, or other tasks that reinforce instruction. The amount of time a student should spend on homework varies from grade to grade and from child to child. If a child is spending extended periods each evening doing homework, the parents need to consult with the teacher to determine whether the child requires special help. Parents should help the child to become an independent learner. By no means should the parent do the work for the student. Homework may be assigned Mon-Thurs.

STANDARDIZED TESTING

The Diocese of Baton Rouge requires the Beacons and TerraNova standardized tests to be administered throughout the year. All students in grades 3 – 8 take two interim assessments and one summative assessment. Students who are participants in the Louisiana Scholarship Program also take tests as required by the Louisiana Department of Education, usually in April. The classroom teacher is better able to address the needs of individual students as well as the whole class when test results are used for both diagnostic and achievement measurements. Results are shared with parents and students as soon as available. The Assessment of Catholic Religion Education (ACRE) is administered to fifth and eighth graders annually in March.

COMPULSORY ATTENDANCE LAW

State of Louisiana Attendance Requirements: Elementary/Middle School students are required to be present a minimum of 167 days during the school year to receive credit for courses taken. Section 221 of Title 17 of the LA Revised Statutes states that the responsibility for a child's school attendance is placed with the child's parent or guardian. This responsibility includes awakening the child in sufficient time each morning and ensuring that the child arrives at school at the appointed time. Any parent or guardian found to violate the compulsory school attendance law may be fined not more than \$250 and/or sentenced to 30 days in jail or both. If the child is chronically absent from school, a referral may be made to the District Attorney's Truancy Office. All students must be in attendance from 7:30 a.m. to 2:45 p.m. to be considered for perfect

attendance. Parents of students who have 5 unexcused absences will be referred to the EBR Truancy Center. **Habitually tardy students will also be referred. It is the responsibility of the parents to bring students to school on time.**

ABSENCES

As absences occur, a written statement from a parent, legal guardian, or physician stating the reason for the absences shall be given to proper school personnel within five school days after the student returns to school.

Both excused and unexcused absences count toward a student's maximum allowable absences. Legitimate extenuating circumstances are defined at the discretion of the principal. Students are expected to be on time and present for all classes throughout the day on all school days during the year. School administration asks that parents make every effort to schedule doctor and dentist appointments, haircuts, vacations, and other such appointments outside of school hours.

Students may not miss more than ten days. Excused absences do not constitute being excused from the number of required attendance days.

No student may participate in a scheduled practice or sports event on the same day that the student is absent, checks out early for the day, or is suspended from school.

PROLONGED ABSENCES

If a student is absent for one-half of nine weeks, he or she will not receive a report card for the grading period. If a student is absent for more than 20 days, he/she must repeat the grade. The only exception to this rule is a student with a prolonged illness confirmed by a physician.

EXCUSED ABSENCES

If a student is absent for a reason deemed justifiable by the administration, he/she can "make up" all work missed. If a student is absent on the day of a test, he/she must make up the test at the discretion of the teacher. An excused absence will be granted only for death in the family, serious illness, student illness, prolonged doctor's appointment, or an emergency condition beyond human control.

UNEXCUSED ABSENCES

If a student is absent for an unjustifiable reason or simply as a "matter of convenience" to himself/herself or his/her family, the student is not allowed to "make up" examinations, quizzes, and/or tests missed during the absence but is held responsible for the material and assignments covered in his classes during his absence. An unexcused absence from

any test, quiz, or examination will result in the student receiving a zero on that examination. An unexcused absence makes the student ineligible to participate in any school function that day. This applies to sporting events, socials, etc.

SEMESTER ABSENCES

As stated in state policy, Bulletin 741, any student who misses ten (10) days of school (excused or unexcused) per semester will automatically fail that semester. An extended illness will be the only exception. Even though a student automatically fails a semester due to absences, he/she may remain at Redemptorist St. Gerard. A student absent from school because of any suspension shall be counted as absent, shall be given failing grades for those days suspended, and shall not be allowed to make up work.

EDUCATIONAL ABSENCES

If a student is absent from regular classes because of some school-related activity (field trip, organizational convention, etc.), he/she can make up for all work missed during this "educational absence." To qualify for an educational absence, the student must obtain written permission on the official permission slip. If a student is an athlete, he/she is excused to participate in any athletic event that occurs during school hours; however, he/she must also follow the official checkout policy, and he/she is responsible for all missed work.

TARDINESS TO SCHOOL

School begins promptly at 7:35 a.m. Students reporting after 7:50 a.m. are tardy and must be checked in at the school office with a parent or guardian present. Students are not to report to class when the parent comes to the office for the tardy slip. Five unexcused tardies in a grading period will result in disciplinary action. Eight tardies will equal an absence.

All students reporting late to school or checking out before the school day ends due to a medical appointment will be required to bring a written excuse from a medical authority for the tardiness/check-out to be excused. All students who check out of school due to the onset of illness while at school will be required to bring a written excuse from a parent if medical attention is not required. **Early check-out disrupts class instruction and should not be a daily event.**

Appointments and events of a non-medical nature will ***not*** be excused. Students may bring the tardy excuse signed by a medical authority on the day of tardiness or the following day so that any make-up work can be allowed, and full credit given. All unexcused tardies will result in a student receiving a maximum of 75% credit for all work missed. This includes grades given for tests, assignments, and class work.

PROMOTION AND RETENTION

The promotion or retention of a learner should be based primarily on the degree of achievement of the specific objectives of the grade or course. A pupil failing two major subjects is not eligible for promotion. Parents should be informed in writing of possible non-promotion by the beginning of the third nine weeks and an arrangement should be made for a consultation. Progress reports provide an excellent opportunity to inform parents before the grading period that the student is performing poorly in class.

A pupil passes on condition when one major subject is failed. Provision should be made by the pupil to remove the condition through summer school or prescribed tutoring. Retention will be seriously considered for a student who has not achieved competence in all subject areas.

Major subjects in K-8 are:

Religion
English/Lang. Arts
Math
Social Studies
Science

Elementary children must be present for a minimum of **168** days to be eligible to receive credit for the courses taken. Exception may be made only in the event of extended personal illness as verified by a physician or at the discretion of the principal.

CATHOLIC SCHOOL RELIGION PROGRAMS

In keeping with the good judgment and directives as published in the General Catechetical Directory and the recently approved National Catechetical Directory, all catechetical programs within the Diocese shall include memorization as part of their catechetical methodology. To avoid the errors of the past, please keep in mind that "preference should be given to formulas which, accurately expressing the content of faith, are adapted to the capacity of those being catechized. Formulas of faith are presented and explained when catechesis has reached the point of synthesis; that is when those being catechized have a good understanding of the subject"(National Catechetical Directory, Chapter VIII, No. 175 of General Catechetical Directory, No. 73). After consultation with the Diocesan Superintendent of Schools and the Director of the Office of Religious Education and at their recommendation, I mandate, as Bishop of Baton Rouge and authentic teacher of Catholic doctrine in the Diocese, that the following prayers and other formulas are to be committed to memory at the grade level specified.

Methodology:

GRADE 1

Sign of the Cross
Our Father
Hail Mary



Glory Be
Name of the Sacrament of Baptism

GRADE 2

Simple Morning Offering and Act of Contrition
Mass prayers (as possible), Names of the Sacraments Baptism,
Penance, Holy Eucharist

GRADE 3

Morning Offering and Apostles Creed
Names of Sacraments of Baptism, Penance, and Holy Eucharist

GRADES 4- 6

Prayers at Mass, the Rosary, Hail Holy Queen, Acts of Faith, Hope, Love, and the
Eight Beatitudes,
Seven Precepts of the Church (Basic Teachings), Corporal and Spiritual Works of
Mercy,
Holy Days

GRADES 7-8

The Eight Beatitudes, Ten Commandments, Seven Precepts of the Church,
Capital Sins, and The Angelus

COMMUNICATION

Communication between the school and parents is extremely important. Redemptorist contact parents in numerous ways. These include:

- Wolfpack Messenger (monthly)
- Tuesday's Folder (sent home weekly)
- Teacher sends Week Ahead
- School cast
- My Schoolwork
- Emails/Texts
- Class Dojo
- Progress Reports during the 5th week of each grading period
- Parent Conferences

If you have an issue with your child's teachers or grades, please contact the teacher first. You may contact the administrator if needed. However, please call to make an appointment. For campus updates, the school's website is a valuable resource. Visit it at www.rsgbr.org.

Teacher Conferences

Parents may request to schedule a teacher conference. Scheduled conferences may not interfere with daily instruction. Conferences, even brief ones, may not occur during the school day, school activities, or in the pickup line.

Telephone Calls/ Messages

If an emergency should exist, neither teachers nor children may be called to the phone during school hours. Children will not be permitted to use the office phone without permission. During the work week, teachers will respond to phone calls within 24 hours of receiving the message. Please note, during the school day, teachers have limited access to their email.

In the event of an emergency, call the school office.

Birthdays/Parties: PreK – 3rd ONLY!!!!

The teacher, along with the parent representative, may schedule parties at Christmas and the end of the year. These parties should not exceed 45 minutes in length. This includes celebrating birthdays. (Siblings may not attend the parties.)

Balloons, flowers, candy, and gifts may not be sent to the classroom.

AWARDS

At the end of each nine weeks, an Award Program will be held for all students.

WITHDRAWAL REQUIREMENTS

The principal must be notified before any student transfers to another school before the end of the school year. Official school records are released from Redemptorist St. Gerard Catholic School only at the request of the school office to which the student (s) transfers. **No school records will be released for students who have any unpaid fees.**

Diocesan Handbook 4.9.2.4:

Parent and student cooperation is necessary to ensure the orderly functioning of Redemptorist St. Gerard Catholic School as well as the furtherance of the student's education. If parental cooperation is not forthcoming, the student's continued enrollment at Redemptorist St. Gerard Catholic School must be reviewed to ascertain if the student's presence in school serves the best interest of the school and the student. After opportunities have been provided for reasonable and fair dialogue among parents, administration, and pastor; and if the pastor and administration judge that the parents no longer honor the expectations found in the school's contractual agreement, then the parents shall be directed to withdraw their child/children from the school.

GRADUATION REQUIREMENTS (Grade 8)

All eighth graders must complete basic skill knowledge before being promoted to the next grade level. Skills will be discussed for promotion at the beginning of the school year by the eighth-grade teacher. Financial debts and graduation fees are due at the beginning of the second semester.

COUNSELING OPPORTUNITIES

Redemptorist St. Gerard has the right to require, under certain circumstances, parents to seek outside counseling at their expense from outside sources for their child to remain at Redemptorist St. Gerard.

CRISIS PLANS

Redemptorist St. Gerard has implemented a safety program, based on best practices recommended by FEMA and Homeland Security, as well as national first responder organizations. Parents can participate in the school safety plan by doing the following:

- Always check in and get a visitor's badge when visiting the campus.
- Make sure the school has accurate phone numbers and email addresses.
- Follow directions as given by the school. In an emergency, do not report to the campus unless summoned. If on campus during an emergency, follow the directions given.
- If you see a potentially dangerous situation on campus, please report it to the front desk immediately. If you see a suspicious person on campus who you think is dangerous, notify the office.

Emergency Closing of Schools

Redemptorist St. Gerard will follow the same directives as East Baton Rouge Parish Public Schools regarding weather-related emergencies and/or early school closures.

Emergency Dismissal

Parents of children that arrive by car will be notified via news media or by telephone call to the emergency numbers provided. Procedures will be the same as normal pickup.

Safe Environment

The Diocese of Baton Rouge has instituted a Child Protection program and is fully committed to the protection of children and youth. In its publication, USCCB Charter for the Protection of Children and Young People, the United States Conference on Bishops stated, "Dioceses are to maintain safe environment programs which the diocesan bishop deems to be in accord with Catholic moral principles. They are to be conducted cooperatively with parents, civil authorities, educators, and community organizations to provide education and training for children, youth,

parents, ministers, educators, volunteers, and others about ways to make and maintain a safe environment for children and young people.

All volunteers and employees who have ongoing, unsupervised contact with minors during their ministries or employment will be required to complete the following process:

- A. 1 EAAPS application form
- B. The acknowledgment form for the Code of Ethics and Behavior for Adults who minister to Children in the Diocese of Baton Rouge
- C. The Safe in Place training module for adults

When these steps are completed, submit a hard copy of each to the secretary. She will then give a signed form for volunteer Background Check and Fingerprinting to the volunteer. Names of all volunteers will be screened through the Louisiana State Police Sex Offender Registry.

Discipline Policies

Each faculty and staff member at Redemptorist St. Gerard Catholic School expects acceptable behavior in the classroom and therefore communicates expectations to students. However, many areas outside of the classroom also warrant the use of good judgment, courtesy, and specific behaviors. For this reason, we have established a school-wide discipline plan.

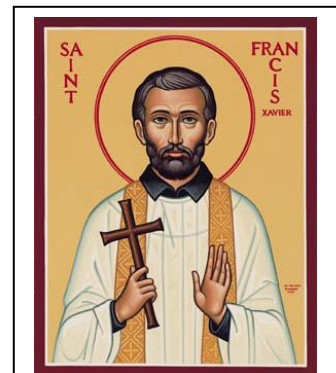
Any student who chooses not to follow a school rule will be disciplined. A discipline slip will be issued for parents to sign. The slip will indicate the specific violation. Please note that any school personnel may issue a discipline referral to any student in any grade. Parents will be notified if a student is suspended.

General Rules

1. Follow directions.
2. Be courteous and respectful always.
3. Stay in assigned areas.
4. No disruptive noises or running in buildings or on walkways.
5. No horseplay on campus
6. Adhere to the dress code.
7. ***No cell phones or other electronics***
8. No pushing or hitting.

Cafeteria Rules

1. Follow directions.
2. Exhibit proper table manners.
3. Remain seated while eating.
4. Speak in a quiet voice.
5. Leave the table, chair, and floor clean.
6. All food must be eaten in the cafeteria.



Assembly Rules

1. Follow directions.
2. Upon arrival, go to the assigned area and remain seated.
3. Become silent when assembly begins.
4. Observe orderly dismissal.
5. Keep hands, feet, and objects to yourself.

The school administration reserves the right to waive and/or deviate from all disciplinary regulations for just cause. Parents are invited to contact the principal or the assistant principal to discuss concerns or questions regarding the discipline program. Students are expected to conduct themselves appropriately whether on or off the school property. A Redemptorist St. Gerard student should never do anything detrimental to the reputation of the school. A student who engages in conduct, whether inside or outside the school, which is detrimental to the reputation of the school, may be disciplined by school officials.

A Discipline Infraction Form is the school's communication to the parent that the student has committed a singular serious infraction or has accumulated several lesser infractions or **has accumulated 5 or more unexcused tardies in nine weeks**. Consequences are listed on the form and may also include loss of participation in a field trip, purchasing snacks, or an out-of-school suspension.

Suspension is earned for anyone serious offense or an accumulation of offenses, and the student is placed on disciplinary probation for the remainder of the year. Depending on the offense, a student is eligible for expulsion from the school.

Expulsion may be earned for anyone serious offense, for an accumulation of offenses, or for lack of parental support in helping the child to improve behavior. No student will be allowed to disrupt the learning of others.

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

1. Disrespect for school personnel, fellow students, or visitors, i.e., name-calling, cursing, harassment, cruelty to another, threatening others, vulgar or improper language, cyberbullying, etc.
2. Fighting (verbally or physically) anywhere in the school uniform or on school property
3. Disruption of the teaching-learning process
4. Unruly conduct anywhere on campus; unruly conduct during a school activity on or off campus
5. Neglect of good grooming or uniform regulations
6. Failure of student or family to cooperate with faculty and staff regarding school rules, procedures, regulations, etc.

7. Carrying a weapon, possession or consumption of tobacco, alcohol, prescription medicine (except for medication dispensed from the office), or inappropriate print materials.
8. Destruction of school property
- 9. Excessive tardiness or absences**
10. Violation of Internet Policies
11. Dishonesty, stealing, or cheating.
12. Failure to remain or report to assigned area, leaving school grounds without permission.
13. Forging a parent's signature
14. Repeated possession of a cell phone
15. Other similar actions

Students who are suspended may not participate in outside school activities such as field trips, basketball games, cheerleading, etc.

HARASSMENT

Redemptorist St. Gerard School does not condone harassment/bullying of any kind. All students are to be treated with dignity and respect. Harassment of any form is prohibited. The prohibition against acts of harassment applies to all people engaged in all school-related activities. This includes posting inappropriate messages via electronic communications.

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

Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic success or achievement of any other nature. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the students.

Student conduct has the purpose and/or the effect of unreasonable interference with a student's school performance or of creating an intimidating, hostile, or offensive school environment.

- Verbal harassment shall include derogatory remarks, jokes, or slurs, and can include belligerent or threatening words spoken to another.
- Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal schoolwork or movements.
- Written or electronic communication harassment includes communication of any threat of, or act of sexual, verbal, and/or physical harassment.

BULLYING

Redemptorist St. Gerard's faculty and staff annually/and as needed provide students with an informative process designed to empower them to put a stop to bullying and to make school a safe zone that is conducive to learning.

Bullying behaviors include not only physical aggression but also emotional harassment and social alienation.

Violence is any word, look, sign, or act that hurts a person's body, feelings, or things. Included within this broad definition of violence are two important, distinct categories of violence: peer violence and bullying.

Peer violence is defined as acts of violence that stem from disagreements, misunderstandings, or conflicting desires between students who are equally matched in power, which may be physical strength, social skill, verbal activity, or another resource.

Bullying occurs whenever someone uses his or her power unfairly and repeatedly to hurt someone. To make our school safe and violence-free, school staff must intervene when they see either type of violence. Schools can successfully deal with the problem of peer violence by helping children grow in their knowledge and ability to use social skills such as communication, processing feelings, problem-solving, conflict management, and conflict mediation.

HARASSMENT, HAZING, BULLYING

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.

Each school shall establish a policy regarding the identification, reporting, investigation, and disciplinary action taken for reported allegations of harassment, hazing, or bullying involving members of the school community. The school's policy must be included in each school's parent/student handbook.

DEFINITIONS:

Harassment is annoying or unpleasant behavior toward someone including, but not limited to, threats, offensive remarks, or physical attacks. Verbal harassment shall include derogatory remarks, jokes, or slurs and can include belligerent or threatening words spoken to another. Physical harassment includes unwarranted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal schoolwork or movement. Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Hazing is a form of harassment that involves intentional, knowing, or reckless acts that induce pain, embarrassment, humiliation, deprivation of rights, physical pain, or mental discomfort. It is directed against a student to be 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 by any party.

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

MORAL TURPITUDE VIOLATIONS

Violations of civil or criminal law involving moral turpitude or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of the school by being contrary to the moral, religious, or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of the Catholic school as indicated in the parent/student handbook make a student subject to corrective action, including suspension or dismissal.

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

- Attending, sponsoring, or participating in activities where alcohol or illegal drugs are sold, purchased, possessed, or consumed.
- Committing, threatening, or attempting to commit acts of vandalism that affect a person's life, health, or property.

SUBSTANCE ABUSE POLICY

Aware of the ever-present danger of the illegal use of chemicals/alcohol by students, the school strives to provide preventative education and a drug-free climate on campus and at all school-related functions. The use of all chemicals, including tobacco, smokeless tobacco, and tobacco products, alcohol, prescription or over-the-counter drugs, illegal drugs (here and after known as "chemicals") is prohibited. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/ guardian. If drug testing is mandated, for suspicion, it is to be financed by the parent/guardian. This diocesan substance abuse policy must be included in each school's handbook of policies and must be adhered to.

TOBACCO AND SMOKELESS TOBACCO

If a student is found to have in his or her possession any tobacco product on school grounds or at any school-related function, appropriate action will be taken by the administration. Appropriate action may include but is not limited to suspension. Any tobacco product found in the student's possession shall be confiscated.

ALCOHOL

If a student is found to have or be 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.

PRESCRIPTION OR OVER-THE-COUNTER DRUGS

If a student is found to have, 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.

1. If a student is found to have or be 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.
2. 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.

DRUG PARAPHERNALIA

If a student is found to have drug paraphernalia, appropriate action will be taken by the administration.

LOOK-ALIKE AND IMITATION PRODUCTS

If a student is found to have any substance or product that resembles, imitates, or is intended to give the impression of a chemical, appropriate action will be taken by the administration.

DRUG TESTING

Drug testing alone is not a substance abuse program. But as part of a comprehensive substance abuse program, testing can be an effective deterrent to substance abuse and a valuable tool to help educators identify students who need help. Drug testing will be mandated for suspicion of,

possession or use of chemicals. If a drug/alcohol treatment program is mandated, it is to be financed by the parent/guardian.

CELL PHONES

Students are **NOT** to bring cell phones, ear pods, or any mobile device to school. The only phone a student can use during school hours is the office phone, with permission. If a special event allows a cell phone, such as a field trip, an off-campus event, etc., students will be notified by the teacher that cell phones are allowed. This also pertains to MP3 players, DVD players, etc. Violations of this policy will result in disciplinary action as well as confiscation of the communication implements. The administration reserves the right to read text messages or check cell phones that are confiscated.

If a teacher plans a lesson with student cell phones, the principal should be notified that cell phones will be used for academic purposes on a particular day/period. Teacher lesson plans should also include cell phone-assisted instruction. Students who do not possess a cell phone during such lessons **will not be academically penalized**.

Emotional Support Animals

No emotional support animals will be permitted in school unless a student's IEP specifically states the need for such an extraordinary accommodation.

Principal's Right to Amend

The principal is the final recourse in all disciplinary situations and may wave any disciplinary rule for just cause at his or her discretion.

Dress Code

The school uniform is a symbol used to identify our students to the public. Redemptorist St. Gerard School Students should wear their uniforms with pride, dignity, and compliance. Final decisions regarding the appropriateness of dress and grooming are reserved by the school administration. Uniforms must fit properly. Tight pants are not allowed. Colored undershirts are never to be worn. Students who arrive tardy or who are not appropriately meeting uniform guidelines will not be allowed to participate in some school activities, such as purchasing snacks or in some cases recess. Uniforms can be purchased at Inkas. All students should follow our uniform policy daily unless the day has been designated as a Free Dress Day.

ALL STUDENTS (Virtual & In-school)

- Pants with belt loops must be secured with a solid green or black belt.
- Jackets or sweaters for indoor use must be solid green or grey.
- Only solid white t-shirts, undershirts, or other undergarments may be worn under uniform tops.

- No dyed, two-toned, lines, Mohawks, braids (boys), dreadlocks, fades or designs cut in hair aren't allowed. Boys' hair must be the same length all over. Girls are not to wear any beads in their hair.
- No athletic socks allowed.
- Students may not wear t-shirts or shorts on Mass days.
- No visible tattoos are allowed.
- No cargo pants may be worn.
- Shoes must be solid black or brown ONLY!!!

GIRLS

- Polo or tailored, green or grey long or short-sleeved cotton blouse with the school's logo monogrammed on it. Blouses should be buttoned from the first button below the collar and completely tucked in.
- Grades PK – 4: Plaid jumpers below the knee.
- Grades 5- 8: Plaid skirts below the knee.
- All girls can wear plaid or khaki walking shorts or khaki pants.
- Girls cannot wear pants on Friday, which is Mass Day. Skirts and jumpers must be worn.
- Hair bows and headbands must be white, green, grey, or uniform plaid.
- Colored nail polish, artificial nails, earrings larger than a quarter, seasonal earrings, and make-up **cannot be worn**. White or grey may be worn.
- If protective masks are recommended by the state or local officials, students will be expected to wear a mask while at school. Masks must not contain any offensive messages, or fabrics, or be distracting to the learning environment.

BOYS

- Green or grey long or short-sleeved shirts with the school's logo monogrammed on them. Shirts are to be always tucked in.
- Khaki pants or khaki knee-length shorts **must be worn at the waist and cannot be sag**
- Hair must be the same length all over with no designs cut in the hair.
- Boys cannot wear shorts on Friday, which is Mass Day. Long pants must be worn.
- If protective masks are recommended by the state or local officials, students will be expected to wear a mask while at school. Masks must not contain any offensive messages, or fabrics, or be distracting to the learning environment.

Anything that can be construed as a fad or current fashion will not be allowed. Clothing must fit properly. Students who are out of compliance will be issued a non-compliance dress code form to take home. Three such forms issued will result in a one-day suspension.

Uniforms with logos may be purchased at Inkas. Inkas will put a logo on previously purchased blouses or shirts from other vendors for a nominal fee. Additionally, in wintry weather heavy overcoats may be worn outside. All uniforms and clothing should be properly labeled with the child's first and last name. On extraordinary events such as casual dress days, students should be modestly and smartly dressed. Casual dress days are at times "free of charge" but at times

cost for special school activities. On free dress days, boys and girls may wear jeans or slacks that fit properly and have no holes or tears, 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 or shirts with inappropriate writing or graphics. Sandals (not thongs, flip flops, or Crocs) may be worn but must be worn with socks. The school administration holds the final decision regarding what is or is not appropriate.

Let it be known, **HOODS of any kind or color are not ALLOWED!!!**

On Spirit Shirt Days students may wear the designated school spirit shirt with school pants or with jeans or shorts that are no shorter than 2 inches above the knee.

Parents should call the school office if there are any questions or concerns regarding student attire.

Extra Curricula Activities

For students to participate in extra curricula activities, they must maintain an overall "C" average in the subject area that receives number and letter grades for the nine weeks.

Beta Club. Redemptorist St. Gerard has active membership in the National Junior Beta Club. The Beta Club is a leadership service organization for outstanding students. Beta Club members provide services for the school and community. Students' participation is dependent upon their academic and conduct grades.

Students must maintain a 3.0 scholastic average to become a member and remain a member of the Beta Club. Payment and the number of dues will be announced.

Cheerleaders:

Age: 2nd – 8th Grade

Academics/Conduct:

2.0 GPA/Principal's Certification

2.5 Conduct Grade/Appropriate Character

Practices as scheduled. Parents will be notified.

Cheer and camp uniforms are needed.

Cost varies with the market.

Performances:

1. All Redemptorist St. Gerard Basketball Team Games

2. School functions, nursing homes, select parades, etc.

Purpose: The primary function is Cheerleading Squad. The secondary purpose is to instill pride, respect, unity, and a sense of tradition.

Parents are responsible for transportation to and from all activities.

Library Club:

Age: K – 8 (Officers from 5 – 8)

Purpose: To share a love of books, to promote reading, and to help with library operations.

STEM Club

Grades 3 – 8.

Purpose: To create activities that explore science, technology, engineering, and math.

All activities will develop the Engineering Design Process. (ASK, IMAGINE, PLAN, CREATE, IMPROVE)

Student Council

Age: Grades K – 8 (Officers elected from Grades 5 – 8.)

Purpose: To promote school pride, develop teamwork and leadership skills, and develop pride and commitment to the local community.

Meetings will be held twice a month or as needed.

Chairpersons of the Extra Curricula activities should plan a budget for the group's activities. The budget must be submitted to the principal (first) for review and to the finance office for approval.

ATHLETIC HANDBOOK

The school's athletic handbook includes the following guidelines. These guidelines represent the *minimum* required by the Catholic Schools Office. School administrators may elect to enact more stringent requirements in their schools.

Philosophy and Purpose of the School's Interscholastic Athletic Program

The school's philosophy and purpose of its athletic program are per the Diocesan philosophy regarding interscholastic athletics as well as the individual school's philosophy.

Sportsmanship Code

The school's code for parents, team, and coaches' behavior at practice and games is based on Christian values.

Administration

It is understood that the principal is the ultimate authority, but other components may include an athletic director, athletic committee, coaches, moderators... The chain of command and the

areas of responsibility concerning the use of facilities and equipment as well as those working directly with student-athletes, parents, and coaches should be clearly stated. A schematic diagram may be included.

Student Eligibility for All Sports

- Academic Requirements – The recommended Diocesan minimum academic requirement is an overall GPA of 2.0. The principal may make an exception to this requirement.
- Physical Examination – A student should have been examined by a physician within 365 days of participation as evidenced by the physician’s signature.
- Insurance – It is required that an insurance and health form be kept on file for each student-athlete. It should include a release form for emergency treatment. Each participating student is required to provide proof of insurance.
- Age and grade requirements for play are listed.

Participation

- Tryouts – Definite procedures for the selection of teams should be established. For each sport, a copy of student expectations, including tryouts, practices, games, discipline, time commitment, camps, tournaments, financial obligations, etc. should be given to students and parents before tryouts. Time commitments should include a schedule of games, practices, tournaments and/or camps.
- For each sport, a copy of responsibilities for parents of time and duties including fundraising, transportation, working games and tournaments, etc. should be given to parents before tryouts.

Coaches

School guidelines exist regarding who is eligible and how coaches are selected, including desired qualifications.

Playing Rules

League rules are available for students and parents in the school office.

Discipline

The school’s philosophy toward discipline also applies to athletic events.

MISCELLANEOUS POLICIES/INFORMATION

LUNCH PROGRAM

A nutritious, balanced lunch is provided daily in the cafeteria. Special diets will be considered when requested with a doctor's certificate. Free and reduced lunch forms will be available online in early August at Applyforlunch.com. Students must pay for all extra items. Students have the option of bringing a bag lunch. Fast food may not be brought for lunch. The school office is not responsible for unpaid cafeteria charges.

Breakfast is served in the cafeteria from 7:05 a.m. to 7:30 a.m. Students are to go directly to breakfast when arriving on campus. Once they have eaten, they are to report to their designated area to line up with their class.

Parents/grandparents who wish to eat lunch with their children must notify the cafeteria at least one day in advance and are expected to pay in the cafeteria for lunch.

HOME AND SCHOOL ASSOCIATION

1. The Redemptorist St. Gerard's Home and School Association is a group of parents and staff who work together to build and maintain educational programs and promote social connections, and appreciation for faculty and staff. The organization promotes communication and is committed to supporting the integration of Christian values between home and the academic life of all students. Recognizing that the family is central in a child's life, Home and School encourages family support on all levels.
2. Membership is open to all parents and guardians. All teachers are considered members. The officers are to be elected. The chairperson(s) of the committees are appointed.
3. The major services of the Home and School Association are:
 - To assign room parents who assist teachers in planning field trips and class parties.
 - To sponsor the fund-raising activities which provide income for the school.
 - To provide educational information pertinent to elementary-age children.

SEARCH AND SEIZURE

A school/parish is co-tenant of desks and reserves the right to search them at any time without notice. School officials (2 or more) may search student(s), and his/her belongings if one or more of the following exist:

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

The search of a student(s), and his/her belongings, shall be conducted by no less than two (2) school officials [at least one (1) of the same gender as the student when possible].

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.

FIELD TRIP POLICIES

Field trips are privileges afforded to students to accomplish educational goals. Students are denied participation if they fail to meet academic or behavioral requirements. The cost of field trips isn't included in the tuition/fee schedule. Students wear the school uniform for field trips unless otherwise specified. Since field trips are 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 will be given a follow-up assignment that will help them assimilate the knowledge they gained on the trip. *A standard permission form must be signed by the parent/guardian and returned to the school.* A standard form is available in the back of this book in case the parent needs one in the event the student has lost the teacher-issued form. No student may attend a field trip without the form.

MEDICATION POLICY

Medication, including non-prescription pain relievers such as Tylenol, shall not be administered to or taken by students at school except as outlined below. *Students are not allowed to have any type of medication, prescription or over the counter, in their possession on school property;* medication will be confiscated, reported to administration, and a parent/guardian will be contacted. Students who have medication on campus may be subject to disciplinary action, including removal from school grounds, at the discretion of the administration. Short-term medications for periodic illnesses will not be given at school.

The school administration will make individual arrangements to administer medication in cases of chronic or permanent medical conditions or long duration, in which medication is essential to ensure attendance. The following procedures must be observed:

- The medication must be brought to school by the parent or guardian in the container in which it was originally packaged. The label must have the name of the student, the name of the medication, the date, dosage, and the specific time it is to be given at school.
- Short-term medications such as antibiotics, cough drops, cough syrup, etc. will not be given at school.
- The school medication form and a written request and permission for the administration of medication must be completed and signed by the parent/guardian and the physician prescribing medication.

- No more than one month's supply of medication should be kept at school. The student should bring empty bottles home.
- Written orders from the physician must detail the name of the drug, dosage amount, frequency, and method of administration, date to be discontinued, and predictable side effects or contraindications. Every effort should be made to avoid disruption of a student's instructional time to administer medication.

The provisions stated here shall not preclude the administration of first aid by the school in the event of injury or accident.

Field Trip Medication Policy

Most medications administered at school may be administered on a field trip by a teacher. Teachers may not administer certain medications, such as insulin or Diastat. A parent/guardian may be asked to attend a field trip if it is in the best interest of the student.

NOTICE TO PARENTS

Parents will be notified by the principal using the automated messaging service chosen by the principal. The school's handbook and bulletins contain the general procedures for dismissal and/or holding students in school during emergencies. Parents are urged to decide who will take care of their children if they customarily are not at home during school hours. Parents are encouraged to instruct their children about such plans. Parents should provide accurate contact information, legibly written, which can be used for robot calls and group emails. Please keep the information current.

Also, in remitting funds to the school for various events, etc., please send exact cash if not paying by check. The school does not have change. All monies are deposited daily.

PARENTS AS PARTNERS

A facet of Redemptorist St. Gerard School is the belief that the school assists the parents with their primary responsibility of providing religious and secular education for the children. Therefore, the school expects the parents to be involved with their children. This means not only supporting the school and participating in the activities but also providing instruction and examples for their children both at home and in public. While Redemptorist St. Gerard recognizes that there may be some legitimate disputes concerning educational matters, Redemptorist St. Gerard is responsible for the orderly operation of the school in the best interest of all its students. Therefore, the school reserves the right to terminate its relationship with a student if the student and/or parents of the student fail to provide the support, assistance, and example necessary to accomplish the school's role of assisting the parent in providing the religious and secular education to which the child is entitled.

Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent or guardian may result in the student's removal from the school at the discretion of the school's administration.

Appeals

When a question arises concerning a policy or procedure, there must first be an effort to address the matter with the faculty, staff, and then the administration before addressing the Pastor.

There are two types of appeals. Those that pertain to violation of policy and those that pertain to severe situations such as expulsion and/or lengthy suspensions. Appeals to the principal and succeeding authorities shall be made in writing on the form provided within five days of the disposition.

Educational Procedures

As partners in the educational process at Redemptorist St. Gerard Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights.
- Arrives at school on time and is noticed time at the end of the day.
- Dressed according to the school dress code.
- Completes assignments on time.
- Has lunch money or nutritional sack lunch every day.
- Take prescribed medications.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

To notify the school office of any changes of address or important phone numbers;
To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

Do not post negative comments about students, teachers, or the administration on any social media.

In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

Parent Service Hours

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

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

MONEY AND VALUABLES

Students are advised against bringing large sums of money, cameras, rings, bracelets, necklaces, wristwatches, or other jewelry or valuables to school. If a student accidentally brings something valuable to school, he/she should at the earliest opportunity bring it to the school office for safekeeping. The administration, principal, faculty, or school will not be responsible for any loss or theft of personal items.

CLASSROOM VISITATION

Without **special permission** from the school administration, **no one is allowed** to visit classrooms or the campus during the school day. Parents and other visitors are to report directly to the school office for any need or problem. Parents are to pick up their children at the carpool lines after the dismissal bell.

CUSTODIAL REGULATIONS

Redemptorist St. Gerard abides by the Buckley Amendment concerning the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information requested regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. If any change occurs, the custodial parent must supply the school with a current copy. It is assumed by the school that parents will abide by said court order. Redemptorist St. Gerard assumes no responsibility for compliance with a court order.

FIRE DRILLS

Fire drills are held under state guidelines. Students should familiarize themselves with the location of their room to the exits and should follow the teacher's directives during fire drills. Teachers will periodically review safety procedures with students. During drills, students are required to file out of the building as instructed and go to their appointed areas.

FUNDRAISING

Fundraisers must be approved by the school administration. All requests must be submitted to the principal for approval two weeks in advance of the requested date.

ILLNESS AND ACCIDENTS

If a student becomes ill or injured during the day, he/she is to report immediately to the office. Every effort will be made to notify the parent/guardian immediately and the parent/guardian must arrange to pick up the sick or injured student. If parents/guardians cannot be reached, the emergency contact will be called. If the parent/guardian and emergency contact cannot be reached, the administrator will assess the situation and pursue the best course of action to ensure the safety of the student. If emergency care must be rendered, the student will be escorted by a school official.

LIBRARY

The library is available for student use at designated times as well as during scheduled library periods. Fines for late books must be promptly paid. The complete cost of replacement will be charged for lost and damaged books.

LOST AND FOUND

Lost and found articles are sent to the office. These articles may be claimed after school or during lunch or recess. All books, school bags, and clothing should be marked with the student's first and last name, no initials. Purses and wallets should contain some form of identification and should not be shared. Redemptorist St. Gerard School is not responsible for missing or lost articles. Parents are asked to put the student's name inside the clothing to expedite the return of lost clothing items.

SECURITY CAMERAS

For the safety and security of our school community Redemptorist St. Gerard will provide surveillance throughout its facility. Educational hallways and classrooms should be clear when announced each morning and at the end of the day. Parents picking up students on foot should wait outside the fence by the parking lot.

SAFETY AND TRAFFIC REGULATIONS

Doors entering the main building are locked from the outside during the day. All visitors must report to the school office before visiting the main building. The entrance of the school is located at 3655 St. Gerard Street. All visitors must sign in with a current I.D. before receiving a visitor's tag.

All automobile traffic must flow during pick-up and drop-off times of 7:05 am and 2:50 p.m. from St. Katherine Street. Students cannot be picked up in front of the school. For safety reasons, students must enter the car on the right side of the vehicle. Carpoolers will receive an I.D. tag to be placed on the right-hand side of the dashboard. If the tag is lost or missed a cost of \$1.00 will be charged for replacement.

Technology Usage

Note: The following section of the Handbook regarding the Internet is taken from the Diocesan Policy Handbook (4.9.1.3)]

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 outlined 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

may be taken for any violation that is unethical and/or that 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.

Students will be instructed in the proper use of the Internet. The use of the Internet will be monitored and may be used only in support of education consistent with the educational objectives of the school. In compliance with the Children's Internet Act, Redemptorist St. Gerard Catholic School provides a filtering program so that children cannot access inappropriate websites.

The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges.

1. Technology resources may be used for academic purposes only and not for commercial purposes.
2. Software is protected by copyright laws. Making, giving to others, or selling unauthorized copies of software is not allowed. Students may not bring software to school.
3. Students may not copy or change files from another user without permission from the teacher. Students may not attempt to gain unauthorized access to the teaching or administrative system. Students may not use another person's sign-on and/or password. Students may not damage computer systems or computer networks.
4. Students may not submit documents from the Internet as a student's work.
5. Students may not reveal their personal information such as photographs, home address or phone number, or that of any other person or institution. Students are responsible for not pursuing material that could be considered offensive.
6. Students may not use technology to harass, insult, or threaten others by sending, displaying, or downloading offensive messages or pictures. Students may not use offensive language in any form.
7. Students are not permitted to wear watches that have cameras and internet access during any type of test.

Violations of the rules and policies described above will be considered a serious infraction. The consequences will be determined by the school administration.

INTERNET/NETWORK ACCEPTABLE USE POLICY

Internet Use: Terms and Conditions:

- Students are responsible for good behavior on school computers just as they are responsible for following the school's behavior plan.
- During school hours the use of the Internet will be for educational purposes only.
- The use of profanity is prohibited.
- Messages or materials sent over the network or through the internet will be respectful of others and contain no profanity and will not be offensive regarding sex, race, or creed.
- The use of another person's account (s) is not permitted unless the person gives his or her express or written permission.

- Students will not be allowed to use the network to access personal e-mail.
- Students are not permitted to use a teacher's account.

Although filtering software is installed in our internet package, it is not foolproof, and the school is not responsible for unsolicited materials. Any unsolicited messages or mail should be reported and not responded to. No one is allowed to change any files, folders or programs set up on the network except the administrator. Attempts to reach administration levels will result in that person being barred from using the network.

INTERNET SAFETY POLICY

PURPOSE

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

- Schools subject to CIPA are required to adopt and enforce a policy to monitor the online activities of minors.
- Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matters on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

Redemptorist St. Gerard School provides filtered access to the Internet as one means of fulfilling its mission. Computers will not be used by anyone, including minors, for illegal activity, to access illegal materials, or to access materials that by local community standards would be objectionable. School employees are authorized to take prompt and appropriate actions to enforce the Rules of Conduct, and/or to prohibit use by individuals who fail to comply with the Internet Safety Policy as stated or implied herein. Parents are responsible for their minor children's use of the school's resources and facilities. Parents who believe that their minor children cannot responsibly use the School's Internet access are requested to notify the administrative staff at Saint Francis Xavier School.

DISCLAIMER

Redemptorist St. Gerard School cannot control the content of resources available on the Internet and cannot be held responsible for its content. Redemptorist St. Gerard School makes every attempt to censor access to the Internet using filtering hardware/software. The Internet offers direct access to information, ideas, and commentary from around the world in an unregulated medium. As such, it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but also attempts to restrict access to some material that some may find offensive, disturbing and/or illegal, inaccurate, or incomplete. The availability of information does not constitute an endorsement of the content by Redemptorist St. Gerard. The Internet, as an information resource, enables the school to provide information beyond the confines of its resources. The use of Internet resources carries with it a responsibility to evaluate the quality of the information accessed. Access, use, or dissemination of information via the Internet in the school is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or teacher. Saint Francis Xavier teachers share a dual role with parents to provide care and supervision of children as they explore the internet.

PRIVACY

Redemptorist St. Gerard School seeks to protect the First Amendment rights of its users and their right to privacy. However, Internet users must be sensitive to the fact that workstations are in public areas and, therefore, images on the screen are subject to view by a wide audience. Redemptorist St. Gerard School respects the confidentiality of those using its electronic resources and will only release school records as required by law or for the school's operations.

ACCEPTABLE USE

- 1) Internet access computers may be used to access a variety of electronic communication resources not including email and chat rooms by students. Email is a vital part of parent-teacher communications. The school provides email accounts to the staff only. Free email and private email accounts are not accessible to students and visitors. The Smooth Wall content filter system in place prevents all student-provided computer systems from accessing personal email and free email accounts. While each day new methods are developed by hackers to circumvent firewalls and content filters, Saint Francis monitors browsers, and internet history along with staff and student-reported sites that violate school internet safety policy.
- 2) Internet access computers may be used to access games. Approved educational games are a beneficial tool used by teachers. These sites are permitted access by the content filter. In addition, the administration has an approval policy for websites that need to be allowed access.

- 3) The School's Internet access computers may not be used by ANY user to access inappropriate or illegal materials, including but not limited to material of an obscene nature or child pornography. In addition, minors are prohibited from accessing materials considered to be "harmful to minors".
- 4) The School's Internet access computers may be used to access information, except as otherwise specified as unacceptable, from a variety of sources such as educational or commercial. The student computer lab is defined in a separate category in the content filter that governs what can and cannot be accessed. There are also permissions and denial categories within the filter for the student group for any allowable sites that the filter system thinks to violate rules. After administration approval, these sites are added to the approved category. In no event shall Redemptorist St. Gerard School have any liability for lost profits or any direct or indirect special, punitive, or consequential damages, or any liability to any third party.

RULES OF CONDUCT

- 1) Internet computers will not be used for illegal activity, to access illegal materials, or to access materials that by local community standards would be objectionable. (Illegal materials include but are not limited to, obscenity and child pornography as defined in U.S. Code Title 18 and State Penal Code Chapters 42 and 43.
- 2) Access by minors to materials deemed "harmful to minors" is prohibited. The School Administration reserves the right to determine, based on community standards, materials considered to be "harmful to minors".
- 3) Installation, downloading, or modification of software is prohibited.
- 4) Users will respect copyright laws and licensing agreements. Materials obtained or copied on the Internet may be subject to laws that govern making reproductions of copyrighted works. A work protected by copyright may not be copied without permission of the copyright owner unless the proposed use falls within the definition of "Fair Use." Users are responsible for compliance with all international, national, and state laws governing copyrighted materials.
- 5) Users will not make any attempt to misuse the computer. Misuse includes, but is not limited to, using the computer for illegal activities; hacking into the school computer system or any other computer system; damaging or attempting to damage computer equipment or software; interfering with systems operations, integrity, or security; gaining unauthorized access to another person's files; sending harassing messages to other computer users; altering or attempting to alter the library computer's settings; and violating copyright laws and software licensing agreements. Misuse of the computer may result in the loss of computer privileges, potential loss of library privileges, and prosecution. Damages resulting from the misuse are the responsibility of the user or in the case of minors, the parent or guardian.
- 6) Users will end their session and leave the computer when asked to do so.

- 7) Prompt payment is required by users who incur charges for printing or other authorized fees.
- 8) Redemptorist St. Gerard School shall not post any photos or information about students without a signed permission form from parents.

USE OF A TECHNOLOGY PROTECTION MEASURE (Compliance with Children's Internet Protection Act)

Redemptorist St. Gerard School has installed a filtering software product on all Internet access computers. Redemptorist St. Gerard School will implement Smoot Wall® Web filtering and Guardian system.

The installation of such a product is the school's means to comply with specific federal legislation. Redemptorist St. Gerard uses federal funds in a manner identified in Title XVII: The Children's Internet Protection Act requiring compliance with regulations specified in that legislation. Compliance includes the installation and enforcement of a technology protection measure to prohibit access by ANY user to graphic depictions of illegal materials as defined by U.S. Code Title 18. The legislation also includes specific language prohibiting access by minors to materials considered to be "harmful to minors".

The filtering software product (which is not under the control of the school) may restrict access to sites that could be deemed objectionable but may also limit access to sites that have legitimate research value. No filtering system is completely effective or efficient. Users are warned that objectionable and/or illegal materials may still be accessible through the filtering software. Users are reminded that they are responsible for acting under "The Rules of Conduct". Disabling the technology protection measure for approved staff members is acceptable.

GUIDANCE FOR SUPERVISING CHILDREN'S USE:

Redemptorist St. Gerard School staff does serve as a replacement for a parent only about the student's compliance with school rules and use of computer systems as they relate to school policy. The responsibility for what minors read or view on the Internet at home rests with parents or guardians. Students while attending school must comply with school policy.

The following are recommended guidelines for parents and guardians to ensure that children have positive online experiences, whether at home or in school.

- Use the Internet as a family. Join your children in Internet exploration.
- Explore the wide range of available information and tell your children about sites you consider inappropriate for them.
- Encourage children to use sites recommended on the school's homepage and counsel them to avoid sites you consider unsuitable.
- Provide guidelines for your children on the amount of time they spend online, just as for television viewing.
- Instruct children to NEVER give out personal information (name, address, password, telephone number, credit card number) online.

- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.

Social Media

Any student found posting inappropriate content to sites, such as Facebook, Instagram, Snap Chat, etc. will be subject to disciplinary action. The Diocese of Baton Rouge advocates the use of innovative technology resources in its students' academic pursuits. However, because the 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 inappropriate information on the Internet by that student regardless of the origin of the post. Disciplinary action can be taken as a result of any inappropriate information or photographs in any format related to any school, faculty/staff member, and/or student within the Diocese of Baton Rouge on any website, chat room, email, 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 regulation is subject to disciplinary action, including expulsion. In situations in which laws may have been violated, civil authorities may be notified.

Parents are asked to set a good example for students when accessing and using social media and may not use the Redemptorist St. Gerard name in any form within the title of their social network page or website unless approved by Redemptorist St. Gerard Catholic School. This is reserved for official school sites only. It is expected that any social media sites that are related to RES School be inclusive of all RES community. Sharing disgruntled thoughts via social media does not solve concerns but rather often insights unrest. Parents may not discuss RES faculty or defame their name or character via social media. To do so could result in a family being asked to leave RES School.

USE OF SCHOOL GROUNDS

The regular school hours are from 7:30 a.m. to 2:35 p.m. Students are not to arrive at school before 6:00 a.m. unless they are enrolled in the Morning Care program. Students who arrive before 6:00 a.m. will be billed \$5.00 for Morning Care per day, which is billed weekly. Morning Care is not a free service. Students whose Morning Care fees are two weeks past due may not continue to be allowed to receive such service until paid in full.

Students are not to be on school grounds unsupervised. The school grounds are supervised beginning at 6:00 am when Morning Care begins. There is no supervision before 6:00 a.m., therefore students are not to be left at school before this time unless in Morning Care.

Students remaining after supervision has ended at 3:00 p.m. must be enrolled in the Afterschool program. Students not picked up after 3:00 will be sent to Aftercare and billed. Extended day hours are from 3:00 to 6:00 p.m. The cost of Aftercare will be based on the

grantor of the program. Parents arriving after 6:00 p.m. for pick-up will be assessed a fee by the grantor.

Use of Student Information/Pictures

Students, faculty, and staff cannot be photographed or videoed without the approval of the school administration. The school reserves the right to use student photographs in publications and on the school website. **Any parent/guardian who does not wish his or her child's photograph to be used must notify the principal in writing before the beginning of the school year or as soon as feasible.**

Since the presence of visitors at times other than designated events can be a safety concern and a distraction to the educational process, all persons entering the school campus are expected to sign in at the office to obtain a Visitor's Pass. School officials reserve the right to refuse admittance to the school campus. As a rule, unscheduled visitation of classrooms is not allowed to deter distractions.

The Redemptorist St. Gerard Catholic School Parent/Student Handbook is located on the school website, www.rsgbr.org. Please read and review the policies and procedures contained in the handbook with your child/children. Then sign and return the following form by August 12, 2023.

Please return one signed form for each child enrolled at Redemptorist St. Gerard Catholic School.

School Policies and Procedures

I have read, understand, and agree to abide by the policies and procedures outlined in the Parent Handbook.

Parent's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Student signatures are required in grades 1 – 8.
Parents' signatures are required for Pk-K students.

Permission to Publish Work and Photos

(Check One) _____ I DO _____ I DO NOT

Grant permission to Redemptorist St. Gerard to release for publication my child's name and/or likeness, work, and/or photographs to media outlets, and to the Redemptorist St. Gerard's website, which appears on the Internet. I hereby further release, indemnify, and hold harmless Redemptorist, their directors, agents, employees, and insurers from all claims and/or damages on behalf of myself and my child arising from the publication of my child's name, photograph, work, or likeness on Redemptorist website.

Parent's Signature: _____ Date: _____

Student's Name: _____ Grade: _____

Return by August 12, 2023

EVERY STUDENT ENROLLED AT REDEMPTORIST MUST LEARN THE FOLLOWING:

Prayers:

Sign of the Cross

OUR FATHER PRAYER

OUR FATHER, WHO ART IN HEAVEN, HALLOWED WOULD BE THY NAME. THY KINGDOM COME, THY WILL BE DONE ON EARTH, AS IT IS IN HEAVEN. GIVE UP THIS DAY OUR DAILY BREAD, AND FORGIVE US OUR TRESPASSES AS WE FORGIVE THOSE WHO TRESPASS AGAINST US, AND LEAD US NOT INTO TEMPTATION, BUT DELIVER US FROM EVIL.

PRAYER #2: HAIL MARY

**HAIL MARY,
FULL OF GRACE,
THE LORD IS WITH THEE.
BLESSED ART THOU AMONG WOMEN,
AND BLESSED IS THE FRUIT
OF THY WOMB
HOLY MARY,
MOTHER OF GOD,
PRAY FOR US SINNERS NOW,
AND AT THE HOUR OF OUR DEATH.**

PRAYER #3: NICENE CREED

We believe in one God,
the Father, the Almighty,
Maker of all that is, seen and unseen.

We believe in one Lord, Jesus Christ,
the only Son of God,
eternally begotten of the Father,
God from God, Light from Light,
true God from true God,
begotten, not made, consubstantial
of one Being with the Father.

Through him, all things were made.

For us men and our salvation
he came down from heaven,
and by the Holy Spirit was incarnate of the Virgin Mary,
and became a man.

For our sake, he was crucified under Pontius Pilate;
he suffered death and was buried.

On the third day, he rose again
by the Scriptures;
he ascended into heaven
and is seated at the right hand of the Father.

He will come again in glory to judge the living and the dead,
and his kingdom will have no end.

We believe in the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son.

With the Father and the Son, he is worshipped and glorified.

He has spoken through the Prophets.

We believe in one holy catholic and apostolic Church.

We acknowledge one baptism for the forgiveness of sins.

We look for the resurrection of the dead,
and the life of the world to come. Amen.